

STATE OF ALASKA

Department of Education & Early Development
Teaching & Learning Support

SEAN PARNELL, GOVERNOR

*Goldbelt Place
801 West 10th Street, Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
(907) 465-2857
(907) 465-3240 Fax
cynthia.curran@alaska.gov*

July 31, 2009

Invitee Name
Invitee Address

Dear Invitee,

It is our pleasure to invite you to participate in the Alaska Education Summit's Career and Technical Education (CTE) Work Group follow-up session to move statewide CTE forward. We have been asked to address five specific actions from the Alaska Education Plan (see pages 9 and 10 of attached Plan). The results of this session will be forwarded to the Commissioner and State Board of Education & Early Development. The draft agenda for the meeting is enclosed.

The CTE Work Group will meet at the Anchorage Downtown Hilton Monday – Wednesday, September 14-16, beginning at 9 am on Monday, and ending at noon on Wednesday. For those who live outside Anchorage, EED will reimburse your airfare or mileage, hotel, and meal expenses through a district staff development contract or a non-employee travel reimbursement. If necessary, EED will also reimburse the district for substitute time. We are attaching an RSVP form for you to indicate if you will attend and to provide your estimated expenses.

There will be a pre-meeting audioconference Thursday September 3 at 3:00 pm. The audioconference agenda and contact number will be sent at a later date.

Please RSVP by August 17th by faxing the attached form to 907-465-3240 or emailing it to felicia.swanson@alaska.gov.

We hope you will be able to accept this invitation. If you are unable to attend personally, we will choose an alternate participant from our list.

Sincerely,



Cynthia Curran
Director, Teaching & Learning Support

Enclosures – Draft agenda
RSVP form with contact information and projected expenses
Alaska Education Plan

By August 17, 2009

FAX to 907-465-3240

____ I WILL attend. My contact and expense information is below.

____ I will NOT be able to attend. (EED will invite an alternate participant.)

Name:	Trish Zugg
Title:	Mat-Su Career & Technical High School
Organization:	Mat-Su Borough Schools
Mailing Address:	8657 E. Queensboro Avenue, Palmer, AK 99645
Phone:	
Fax:	
E-mail:	trish.zugg@matsuk12.us

Complete the following if reimbursement will be requested. School district employees must follow their district procedures, and reimbursement will be made through a staff development contract. Non-district employees will be reimbursed directly through a Non-Employee Travel Agreement.

Airfare or mileage =	\$
Hotel @ conference rate of \$179+ tax	_____ nights
Supervisor signature – if school employee	

Travel Dates:					
Depart From	Departure Date	Time	Destination	Return Date	Time
			Anchorage		

(Non-district employees only)					
Social Security Number					
Preferred address to receive check					
Depart From	Departure Date	Time	Destination	Return Date	Time
			Anchorage		

Note: *The Department does not authorize car rentals.*

**DRAFT AGENDA - Alaska Education Plan – CTE Action Steps Work Group
September 14 – 16, 2009**

As a result of attending this meeting, participants will:

- Analyze five Career & Technical Education-related actions from the Alaska Education Plan
- Develop three to five action steps to implement each action statement
 - Identify what is currently in place
 - Identify partners, responsible parties, costs, funding sources, and target completion dates (short-term – less than one year or long-term – one to three years)

Monday, September 14

Time	Agenda Item
9:00am	Welcome and Overview <ul style="list-style-type: none"> • Introductions • Objectives & Agenda • Warm-up/Ice-breaker • Norms • Working process for next 3 days
10:15am	BREAK
10:30am	Meet in assigned groups
12:00pm	LUNCH
1:00pm	Meet in assigned groups
2:30 pm	BREAK
2:45pm	Small group report-out
3:45	Wrap-up <ul style="list-style-type: none"> • Informal evaluation/comments • Review Day 2 Agenda • Review parking lot list • Other
4:00pm	Adjourn

Tuesday, September 15

Time	Agenda Item
9:00am	Welcome Back <ul style="list-style-type: none"> • Ah-ha's, thoughts from yesterday • Review Day 2 Agenda
9:30am	Reconvene in small groups
10:30am	BREAK
12:00 pm	LUNCH
1:00 pm	Reconvene in small groups
2:30 pm	BREAK
2:45pm	Small group report-out
3:45	Wrap-up <ul style="list-style-type: none"> • Informal evaluation/comments • Review parking lot list • Review Day 3 Agenda • Other
4:00pm	Adjourn

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Wednesday, September 16

Time	Agenda Item
9:00am	Welcome Back <ul style="list-style-type: none">• Ah-ha's, thoughts from yesterday• Review Day 3 Agenda
9:30 am	Full group discussion
10:45 am	BREAK
11:00 am	Final adoption of action steps
11:45	Closing <ul style="list-style-type: none">• Wrap-up• Evaluation
Noon	Adjourn