The Reading First Management Team is sponsoring a Reading First training for new coaches and principals. This training, which is required for new principals and coaches of Reading First schools, will take place on Tuesday October 23rd, 2007 at the Sheraton Richmond West (6624 West Broad Street, Richmond, Va) from 8:30 a.m. to 4:00 p.m. Please plan to arrive in time to check in, enjoy a continental breakfast, and be seated by 8:25. Continental breakfast will be available at 7:30 a.m. and lunch will also be provided.

The focus of the meeting will be training to lead and manage the Reading First initiative within a school setting. Attendance at this training will provide valuable information that will provide school leaders with tools vital to supporting key Reading First components within their schools.

Registration is free and enrollment must be done through the Reading First Web site (http://www.readingfirst.virginia.edu/). To enroll, you will first need to create an online Reading First account, if you do not already have one. Instructions on how to do this are given on the Web site. If you have any enrollment questions or need technical assistance, please call the Reading First Professional Development office toll-free at (877) 827-3237. The enrollment period begins August 10.

Lodging costs and meals outside the institute are the responsibility of each participant. For your convenience, hotel rooms have been blocked for this meeting at the Sheraton Richmond West (804) 285-2000. Please call the hotel directly to make your lodging arrangements. The rooms are blocked under the name, “UVA/Reading First.” The lodging rate for a single or double standard guest room (plus applicable taxes and charges) is $102. Reservations must be made on or before Monday, October 8, 2007, in order to receive the special government rate affiliated with the Virginia Department of Education. Rooms are available on a first come basis.

PLEASE NOTE: All sleeping rooms on the night before this training for new coaches and principals, are blocked at the Sheraton Richmond West. However, due to the large number of participants expected at the meeting on the following day (for the Leadership and Sustainability Institute, which you as a new Reading First principal or coach will also be attending), an additional block of rooms, for the night of the 23rd, is available at a neighboring hotel, the Crowne Plaza Richmond West, (804) 285-9951. To ensure you do not have to move to a different hotel after your first night, you will want to be one of the 100 participants who reserve a room at the Sheraton Richmond West.

We look forward to your participation in this important learning opportunity. Should you have questions about this Reading First Institute, please contact Chris
Mooney, Reading First reading specialist, at (804) 225-3777 or at chris.mooney@doe.virginia.gov.

The Reading First Management Team

Reading First New Coach and Principal Training Agenda

8:30 Welcome & Introduction
8:45 Reading First Overview
9:15 Scientifically Based Reading Research Instruction
10:00 Break
10:15 Intervention & the Three Tier Model
11:00 Principal/Reading Coach Relationship
11:45 Lunch (provided)
12:45 Setting Goals and Expectations, Reading First Essentials and the Annual Performance Report (APR)
2:15 Break
2:30 Monitoring Your Reading First Implementation
4:00 Dismissal

Driving Directions: Sheraton Richmond West
6624 West Broad Street, Richmond, VA 23230 (Phone: 804.285.2000)

From the NORTH:
Take Interstate 95 South to Exit 79. Stay in the right lane, which leads into I-64 Westbound. (Do NOT take Interstate 295 Bypass). Take Exit 183-B (Broad Street, 250 East). At the first traffic light turn left into the Brookfield Complex.

From the SOUTH:
Take Interstate 95 North to Exit 79 (Charlottesville/Powhite Parkway). Take I-64 West for 2.6 miles to Exit 183-B (Broad Street, 250 East). At the first traffic light turn left into the Brookfield Complex.

From the EAST:
Take Interstate 64 West to Interstate 95 North. I-64 will merge with I-95 North for 2 miles to Exit 79 (Charlottesville/Powhite Parkway). Take I-64 West for 2.6 miles to Exit 183-B (Broad Street, 250 East). At the first traffic light turn left into the Brookfield Complex.

From the WEST:
Take Interstate 64 East to Exit 183-B (Broad Street, 250 East). At the first traffic light turn left into the Brookfield Complex.