August 10, 2007

The Reading First Management Team is sponsoring a Reading First Institute on Leadership and Sustainability. This training, which is required for principals, coaches and LEA contacts of Reading First schools, will take place on Wednesday October 24th, 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 institute will be on Reading First leadership and sustainability. Attendance at this training will provide valuable information that will provide school leaders with information vital to leading and sustaining key Reading First components within their schools and divisions. You are asked to bring your most recent K-3 reading assessment results (i.e. PALS, Stanford Reading First, and SOL).

Registration is free and enrollment must be done through the Reading First Web site (http://www.readingfirst.virginia.edu/). To enroll, you will 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 in two locations. Hotel rooms are available at both the Sheraton Richmond West (804) 285-2000, and the nearby Crowne Plaza Richmond West (804) 285-9951. 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. As our block of rooms span three nights, please double-check to make sure you are reserving the night(s) you need.

We look forward to your participation in this important learning opportunity. Should you have questions about this Reading First Institute, please contact Shelia Sargent-Martin, Reading First reading specialist, at (276) 988-4067 or at Shelia.Sargent-Martin@doe.virginia.gov.

The Reading First Management Team
Reading First Leadership & Sustainability Institute Agenda

8:30 Welcome and Introduction
9:00 Leadership
10:00 Break
10:15 Sustainability
11:45 Lunch (provided)
12:45 Facilitated Data Analysis Work Session**
2:15 Break
2:30 Informational Sessions on Family Literacy, Literacy Leadership Teams, and Progress Monitoring

**Participants must bring most recent K-3 reading assessment results (i.e. PALS, Stanford Reading First, and SOL).

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.