



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Thomas R. Bice
State Superintendent of Education

January 15, 2014

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of Education

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MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice *TRB*
State Superintendent of Education

RE: Invitation to Serve on the Career and Technical Education
Career Preparedness Course Task Force Meeting

There continues to be excitement across the state about the Career Preparedness course and its importance in preparing college- and career-ready students. A task force comprised of Career Preparedness course teachers will convene to share curricula, instructional strategies, resources, best practices, and tips for teaching the course.

The Alabama State Department of Education is seeking 12 exemplary Career Preparedness teachers to serve on this task force. Your assistance in nominating a teacher(s) in your school system to serve on this task force is appreciated. If your teacher is selected, an invitation to serve on the task force will be sent to you for approval.

A one-day task force meeting is scheduled for March 6, 2014, in the Career and Technical Education Meeting Room, Gordon Persons Building, Montgomery, AL. Mileage, per diem, and substitute teacher allocation will be reimbursed according to state rules and regulations.

A nomination form is enclosed for your completion. If you are aware of any resources or best practices currently being used in your system to teach career development and academic planning, technology skill applications, or financial literacy, please mail this information along with the form to Dr. Nanaline Holt Burgess, Education Administrator, P. O. Box 302101, Montgomery, Alabama 36130-2101, by January 31, 2014; fax it to 334-242-0234; or send it via e-mail to nburgess@alsde.edu. If you need additional information, please contact Dr. Nanaline Holt Burgess by telephone at 334-242-9113.

TRB/NHB/LTE

Enclosure

cc: City and County Career and Technical Administrators
Dr. Philip C. Cleveland

FY14-1011

CAREER PREPAREDNESS COURSE TEACHER NOMINATION FORM

It is my pleasure to nominate the following teacher(s) to serve on the Career Preparedness Task Force:

Name of Teacher: _____

School System: _____

Name of School: _____

Certification Field of Teacher: _____

Contact Information: _____

E-mail Address of Teacher: _____

Work Telephone Number of Teacher: _____

Name of Teacher: _____

School System: _____

Name of School: _____

Certification Field of Teacher: _____

Contact Information: _____

E-mail Address of Teacher: _____

Work Telephone Number of Teacher: _____

Please send nomination form by January 31, 2014, to: Dr. Nanaline Holt Burgess, Education Administrator, Alabama State Department of Education, P. O. Box 302101, Montgomery, Alabama 36130-2101; fax it to 334-242-0234; or send it via e-mail to nburgess@alsde.edu.