

**NOTES OF THE FLORIDA CAREER & PROFESSIONAL  
ACADEMIES JOINT IMPLEMENTATION TEAM  
TELECONFERENCE MEETING  
JULY 18, 2007**

**Call to Order**

Co-Chairman Barbara Griffin (Deputy Director-AWI) called the teleconference call meeting to order at 2:00 p.m. EST. Ms. Griffin and Co-Chairman Lucy Hadi (Chancellor of Workforce Education-DOE) welcomed the implementation team members and conducted a roll call to affirm those team members and other interested parties participating in the meeting. Ms. Griffin stated that the primary purpose of the meeting was to get all the principal implementers of the Florida Career and Professional Academies legislation engaged in the process and to develop the structure for the implementation team to serve in a leadership role in facilitating the development of new academies.

**Roll Call**

The following individuals were in attendance:

Ms. Barbara Griffin	Ms. Lucy Hadi
Ms. Nancy Cordill	Mr. Doug Wagner
Mr. Larry Champion	Ms. Renee Benton
Ms. Andra Cornelius	Ms. Lillian Finn
Ms. Pam Smith	Ms. Mary Lou Reed
Mr. Frank Fuller	Mr. Jeff Scroggins
Mr. Bruce Ferguson	Ms. Freida Sheffield
Ms. Becky Rust	Mr. Lavan Dukes
Mr. Ben Powell	Mr. Tara Goodwin
Ms. Elizabeth Carrouth	Ms. Ruth Jones
Mr. George Foster	Ms. Elsie Rogers
Mr. Larry McIntyre	

**Agenda Review**

Ms. Griffin reviewed the items that were outlined on the agenda and provided to the team members prior to the meeting. No additional items were added to the agenda by team members.

The agenda topics included:

- Welcome and Introductions
- Agenda Review
- Legislative Overview
- Roles and Responsibilities
- Implementation Team Charge
- Timeline for Implementation Tasks
- Update on Curriculum Review Committee Appointments
- Next Steps
- Closing Comments
- Adjournment

## **Legislative Overview**

Ms. Griffin provided an overview of the Florida Career and Professional Academies Act and highlighted some of the major responsibilities of the implementing parties referenced in the legislation: Department of Education (DOE), Agency for Workforce Innovation (AWI), Workforce Florida, Inc. (WFI), and the Curriculum Review Committee. Ms. Hadi provided a synopsis of the purpose of the legislation (see attached supplemental notes - "Purpose of Legislation).

## **Roles and Responsibilities/Implementation Team Charge**

Ms. Hadi led a discussion on the responsibilities of the joint implementation team members. The implementation team will serve as a steering committee and will keep the pieces working together with the Career and Professional Academies initiative. Ms. Hadi indicated that the team will have periodic conference calls as needed and will also have some "face-to-face" meetings. Ms Hadi proposed the establishment of the following implementation sub-teams:

- Curriculum Review
- Strategic Planning/Implementation
- Certification/Credentialing
- Data/Evaluation

Ms. Hadi also proposed that the team utilize the expertise of an articulation group (Articulation Integration sub-team) already organized and functioning.

Larry Champion stated his approval of the suggested sub-teams and reminded team members not to become fragmented by establishing too many sub-teams. The team agreed to the five sub-teams proposed by Ms. Hadi.

Sub-team member assignments will include individuals other than the members of the implementation team. Sub-team chairpersons will be responsible for recruiting other outside team members.

The following individuals were appointed to serve as chairpersons and committee members for the sub-teams:

### ***Curriculum Review-Pam Smith/Frank Fuller, Co-Chairs***

Committee Members:

To be appointed by those entities identified in legislation and must be approved by Workforce Florida, Inc.

***Note: Larry Champion reminded the team that nominations and pertinent WFI action items would need to be timely submitted due to the limited number of WFI board meetings currently scheduled.***

### ***Certification/Credentialing -Andra Cornelius/Nancy Cordill, Co-Chairs***

Committee Members:

Barbara Griffin  
Doug Wagner  
Bruce Ferguson  
Becky Rust  
Jay Pfeiffer

Ben Powell  
Enterprise Florida Representative

*Strategic Planning/Implementation-Lillian Finn/Renee Benton/Mary Lou Reed, Co-Chairs*

Committee Members:

Jeff Scroggins  
Larry Champion  
Freida Sheffield  
Gayle Manley

**Note: Strategic Planning/Implementation Sub-team will address communication and messaging.**

*Data/Evaluation-Lavan Dukes /Tara Goodman, Co-Chairs*

Committee Members:

Link Jarrett  
Becky Rust  
Ruth Jones  
Jay Pfeiffer

**Notes: Data/Evaluation sub-team will address funding formula.**

### **Timeline for Implementation Tasks**

Ms. Hadi outlined some completion dates for key tasks related to the program success (see attached supplemental notes - “Timelines for Major Implementation Tasks”).

### **Update on Curriculum Review Committee Appointments**

*(Due to time constraints this item was not discussed. The following update is provided for informational purposes)*

*-As required by the Florida Career and Professional Education Act, Commissioner Jeanine Blomberg has requested that the entities designated in the legislation provide nominations to the Curriculum Review Committee as follows:*

- *Three certified high school guidance counselors recommended by the Florida Association of Student Services Administrators*
- *Three assistant superintendents for curriculum and instructions recommended by the Florida Association of District School Superintendents*
- *Three admissions directors of postsecondary institutions accredited by the Southern Association of College and Schools, representing both public and private institutions*
- *As required, Pam Smith, K-12 Deputy Chancellor, Curriculum, Instruction, Student Services, and Secondary Reform, Florida Department of Education is appointed to the committee*

*-The names and contact information for the appointees are due to the Department of Education by July 20, 2007.*

*-Barbara Griffin informed the implementation team members that AWI Director Monesia Brown will submit the appointment for the three workforce representatives to DOE by July 23, 2007.*

*-Pam Smith, K-12 Deputy Chancellor, Curriculum, Instruction, Student Services, and Secondary Reform, Florida Department of Education has been appointed to the committee.*

### **Next Steps**

The following actions were discussed and agreed to by the team members:

- Staff will send out a template by Monday, July 23, 2007 for sub-team chairs to submit their implementation timelines. Sub-teams will need to identify resources and assistance needed from the implementation team.
- Staff will send out conference call notes by Monday, July 23, 2007.
- Each sub-team will submit their draft implementation timelines by August 1, 2007.
- The next conference call of the implementation team is scheduled for August 8, 2007.
- A discussion regarding the Banner Centers concept will be included on the agenda for the next conference call.
- Department of Education will use an existing website to disseminate information to the team and sub-team members.
- The implementation team will provide monthly progress reports to the House and Senate
- The Florida Department of Education and Agency for Workforce Innovation will appoint communication liaisons from their communication offices to work with the implementation team to communicate to stakeholders and others.
- The implementation team and subcommittee's scheduled activities will be facilitated by Lucy Hadi, Barbara Griffin, Elsie Rogers and Larry McIntyre.
- Identify and communicate when the boards of the participating groups will be meeting so that the committee can get on the agendas when necessary (State Board of Education, Workforce Estimating Committee, Workforce Summit, K-12 Conference, etc.). The team should communicate the specific dates to Larry McIntyre.
- Larry McIntyre will be the central point of contact for the collection and distribution of materials for the implementation team. Elsie Rogers will assist and serve as an alternate.
- Team members should provide Larry McIntyre with a list of scheduled events that the implementation team should be aware of.

### **Closing Comments**

Ms. Griffin outlined some early accomplishments of the initiative and the implementation team (See attached supplemental notes - "Early Program Accomplishments") Ms Hadi informed the team that before the end of August and before committee meetings begin in the fall, the implementation team will request a meeting with Senator Gaetz to provide him with our implementation progress. Sub-team chairpersons were encouraged to start planning their team's activities and to contact Ms. Hadi and/or Ms. Griffin if additional information and assistance is needed.

### **Adjournment**

There being no further discussion, the meeting adjourned at 3:00 p.m.