

Teacher Leader Advisor Training · July 8-9, 2019

Logistics Memo

Welcome to Baton Rouge for the Teacher Leader Advisor Training!

Below you will find all of the logistical information you need including:

- [Contact Information](#)
- [Preparing for the meeting](#)
- [Hotel accommodations, food, and substitutes](#)

CONTACT INFORMATION

For all questions, email louisianateacherleaders@la.gov prior to the event.

PREPARING FOR THE MEETING

Event basics:

- **Event date:** Monday, July 8 and Tuesday, July 9, 2019
- **Time:** 8:00 a.m. – 3:30 p.m. each day
- **Location:** Claiborne Building, 1201 N. 3rd St., Baton Rouge, LA 70802
- **Parking:** Please park in the visitors' parking lot at the front of the Claiborne Building. No parking pass is required. Do NOT attempt to park in the parking garage behind the building. This lot is for state employees only and requires a keycard for entry.
- **Registration:** Sign in for the training in the **Thomas Jefferson Room (1-136 A & B)**; if you have trouble finding the room, ask for directions at the security desk by the elevator bay.

Session materials:

- **Laptop:** Please bring a fully-charged laptop that has a USB port and Wi-Fi capability. Also bring your laptop charger.

HOTEL ACCOMMODATIONS, FOOD, AND SUBSTITUTES

Since you are on contract with the state, we cannot reimburse you for travel. This means you are on your own for accommodations and food during and outside of the meeting.

- **Lodging:** Please book accommodations in Baton Rouge for the evening of Monday, July 8. If you mention that you are on contract with the state when reserving a room, the hotel might give you the Baton Rouge state rate of \$105 per night. We strongly urge you to consider sharing a room with another Teacher Leader Advisor. Click [here](#) for a list of hotels in the Baton Rouge area that have been willing to offer the state rate to Teacher Leader Advisors in the past.
- **Food:** Food will not be provided. You can bring food (there are microwaves for heating food), or money to purchase meals and snacks. There are vending machines as well as a cafeteria that serves breakfast and lunch.
- **Substitute Teachers:** The Department will reimburse districts for substitute teachers. At the meeting, you will receive a form, which you will return to the school or district for processing

AGENDA

Objectives

- Teacher Leader Advisors will understand our overall Academic Content priorities for 2019-2020 and how your work fits into that.
- Teacher Leader Advisors will acquire the knowledge and skills necessary to complete assignments.
- Teacher Leader Advisors will finalize necessary contract paperwork.

Day 1 Agenda

- 8:00-8:30 Sign In - Thomas Jefferson Room (1-136 A and B)
- 8:30-9:00 Welcome/Overview
A Message from Superintendent John White
- 9:00-12:00 **Workgroup Training Breakouts**
- ELA Content (**Day 1 only**)
 - ELA IMR Intervention
 - ELA IMR
 - Math EAGLE Content (**Day 1 only**)
 - Math IMR
 - Science Content
 - Science IMR
- 12:00-12:45 Lunch (on your own); *times may vary depending on the presenter*
- 12:45-3:30 **Workgroup Training Breakouts - continued**

Day 2 Agenda

- 8:00-8:30 Sign In - Thomas Jefferson Room (1-136 A and B)
- 8:30-12:00 **Workgroup Training Breakouts**
- ELA IMR Intervention
 - ELA IMR
 - Math IMR
 - Science Content
 - Science IMR
- 12:00-12:45 Lunch (on your own); *times may vary depending on the presenter*
- 12:45-3:30 **Workgroup Training Breakouts - continued**