# Superintendent’s Memo #075-19


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: April 5, 2019

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: A Convening of Business Leaders and Educators

The Virginia Department of Education (VDOE) is pleased to offer a professional development opportunity, “*Experience Works—Engaging Business Leaders and Educators*,” to be held June 19-20, 2019, at the DoubleTree by Hilton Hotel Richmond-Midlothian, 1021 Koger Center Boulevard, Richmond, Virginia. The targeted audience includes work-based learning (WBL) instructors and coordinators, career and technical education (CTE) administrators, school counselors and administrators, career coaches, and business and industry leaders.

School divisions are encouraged to attend as a team to have maximum exposure to workshop topics that lead to advancement of workforce development opportunities. Online [preregistration](https://www.surveymonkey.com/r/2BR68KB) is required and must be completed by May 20, 2019.

This convening brings together business, industry, and educators and will focus on building positive [WBL experiences](http://www.doe.virginia.gov/instruction/career_technical/work-based_learning/index.shtml) for CTE students throughout the Commonwealth. Highlights include: concurrent sessions featuring best practices and establishing and developing business partnerships for the WBL instructional methods, career opportunities, strategic discussions between business leaders and educators, review of the revised CTE WBL Guide, and a selection of ten industry tours in the Greater Richmond area. Refer to the [Industry Tour Descriptions](http://www.doe.virginia.gov/instruction/career_technical/work-based_learning/documents/2019/industry-tour-descriptions.docx) and [Draft Agenda](http://www.doe.virginia.gov/instruction/career_technical/work-based_learning/documents/2019/draft-agenda.docx) for more details.

The VDOE will provide instructional resource materials, continental breakfast and lunch buffets daily, and roundtrip bus transportation for the industry tours. There is no registration fee; however, space is limited. Participants are responsible for travel-related expenses and lodging, if needed. This is an allowable expenditure of federal Perkins funds as long as it is included in the approved local plan. Hotel [reservations](http://doubletree.hilton.com/en/dt/groups/personalized/R/RICKSDT-DOE-20190618/index.jhtml) can be made online. The reserved hotel room block expires on May 29, 2019.

If you have any questions, please contact Sharon Acuff, WBL Coordinator, Office of Career, Technical, and Adult Education, at cte@doe.virginia.gov or by telephone at (804) 225‐3119.

JFL/GRW/aab