



COMMONWEALTH of VIRGINIA  
Department of Education

August 22, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Expediting Comprehension for English Language Learners (ExC-ELL)  
Institutes**

As part of the Virginia Department of Education's ongoing effort to ensure compliance with Section 3111(b)(2) of the *Elementary and Secondary Education Act of 1965* (ESEA), an **ExC-ELL 101 Institute** and **ExC-ELL 102: Train-the-Trainer Institute** for educators of English Language Learners (ELLs) will be offered. These professional development two-day Institutes were developed and will be presented by Dr. Margarita Calderón & Associates at the following two sites on the specified dates and times below:

Date and Time	Institute Location and Lodging Information
<b>ExC-ELL 101</b> Thursday and Friday, October 16-17, 2014 8 a.m. – 4:30 p.m.*	The Hotel Roanoke and Conference Center 110 Shenandoah Avenue Roanoke, Virginia 24016 (540) 985-5900
<b>ExC-ELL 102: Train-the-Trainer</b> Monday and Tuesday, October 20-21, 2014 8 a.m. – 4:30 p.m.*	Richmond Hilton Hotel and Spa at Short Pump 12042 W Broad Street Richmond, Virginia 23233 (804) 364-3600

\*Note: Registration begins at 7:30 a.m.

**ExC-ELL 101 Institute** is intended for kindergarten through grade 12 educators of ELLs. The two-day Institute will present, model, and engage participants in research-based instructional strategies for integrating academic language, reading comprehension, and writing strategies into the content areas.

**ExC-ELL 102: Train-the-Trainer Institute** is intended for kindergarten through grade 12 educators of ELLs. **Participants must have attended previous ExC-ELL training and implemented the strategies in their classroom or coached teachers.** The two-day Institute will present, model, and engage participants in preparing to train staff at their schools on research-based instructional strategies for integrating academic language, reading comprehension, and writing strategies into the content areas.

**Registration:** Additional information including an online registration link and lodging details can be located at the following link: <http://www.cpe.vt.edu/reg/excell>. The Office of Continuing and Professional Education at

Virginia Tech will manage online registration. **The deadline for registration is Thursday, October 9, 2014.**

**Lodging Costs:** A limited block of hotel rooms for those outside of a fifty mile radius of the training location will be paid by the Department. The room cost will be master-billed to the Department upon departure. **Room reservations must be made by Friday, September 12, 2014. It is the responsibility of attendees to make their own reservations.** To reserve a room, call the hotel provided in the chart above and reference “Virginia Department of Education, *ExC-ELL 101 Institute* or *ExC-ELL 102: Train-the-Trainer Institute*.”

**Authorized Expenses:** Evening meals, parking, and travel costs are the responsibility of attendees; however, these expenses are authorized activities and may be charged to local Title I, Part A; Title I, Part C; Title II, Part A; or Title III, Part A, budgets. Materials, breakfast, and lunch will be provided.

**Cancellation:** If participants need to cancel their hotel reservations, please contact the hotel directly, as well as Christy Wallace, the Virginia Tech registrar, no later than Thursday, October 9, 2014, at (540) 231-6735 or (540) 231-5182, or [wallacec@vt.edu](mailto:wallacec@vt.edu).

For questions, please contact Judy Radford, ESL coordinator, at [Judy.Radford@doe.virginia.gov](mailto:Judy.Radford@doe.virginia.gov) or (804) 786-1692.

SRS/JR