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MEMORANDUM

TO: Adult Education Workforce Deans and Directors

FROM: Kevin O'Farrell, Ph.D.

DATE: October 24, 2024

SUBJECT: Nominations for Adult Education Advisory Committee-Adult High School

The adult education staff in the Division of Career and Adult Education is seeking nominees to serve on the Adult High School Advisory Committee. This committee will consist of distinguished adult education teachers and administrators who volunteer their time to discuss the local impact of federal and state policy, professional learning needs and best practices that occur in their respective programs. Please note committee membership is voluntary and advisory, but it is also critical to improving our technical assistance and program development efforts.

Nominees should demonstrate exceptional instructional and leadership abilities and must currently be administering or teaching in one of the following: Adult Basic Education (ABE), GED® Preparation, Adult High School (AHS), Adult English for Speakers of Other Languages (Adult ESOL) or Integrated Education and Training (IET).

Committee members will serve from January 1, 2025, to June 30, 2026. The committee will convene for up to two (2) face-to-face meetings and four (4) conference calls per year. Committee members will be reimbursed for travel and per diem according to the state approved rate and the guidelines for non-employee travel reimbursement will be applied. Please check with your local teacher certification office to determine if this work may be considered applicable for professional development credit.

Both the nominee and the supervisor will need to complete and sign the attached application. To ensure consideration, the advisory committee applications must be sent to Carol Bruner, Director, Adult Education Program Implementation, no later than 5:00 p.m., Friday, November 1, 2024. If you have questions, please **contact Carol Bruner at Carol.bruner@fldoe.org** or 850-245-9906. Please see attachments for more details.

KO/jg

Kevin O'Farrell, Ph. D.
Chancellor of Career and Adult Education