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## MEMORANDUM

**DATE:** May 15, 2012

**TO:** College of Education Deans

**FROM:** Dr. Jeanne M. Burns  
Associate Commissioner for Teacher and Leadership Initiatives

**RE:** Statewide PARCC Campus Leadership Team Meeting – June 12, 2012

*Jeanne M. Burns*

The second statewide meeting for the PARCC Campus Leadership Teams will take place on Tuesday, June 12, 2012 from 10:00 AM – 2:30 PM at the West Baton Rouge Conference Center, 2750 North Westport Drive, Port Allen, Louisiana. Costs for travel will be *reimbursed* by the Louisiana Board of Regents through the Core to College grant based upon state travel regulations.

The primary purpose of the meeting will be for PARCC Campus Leadership Team members to:

- Attain new information about the PARCC assessment development to disseminate to campus faculty.
- Engage in discussions with other mathematics and English/language arts faculty members to reach statewide consensus on a set of critical core competencies for high school students to exhibit when entering College Algebra and English I at two- and four-year institutions.
- Provide input into activities that need to be added to the PARCC Campus Project Management Plans for completion during 2012-13.

We would appreciate it if you would complete the attached form to identify from two to eight team members that will be participating in the statewide meeting. Please verify that the team members will attend the meeting on June 12, 2012 before placing their names on the list. Please submit the form to Linda Marino ([linda.marino@la.gov](mailto:linda.marino@la.gov)) via e-mail by May 31, 2012.

If your campus does NOT plan to send a team to participate in the Statewide PARCC Campus Leadership Team meeting on June 12, 2012, please send an e-mail to Linda Marino ([linda.marino@la.gov](mailto:linda.marino@la.gov)) by May 31, 2012.

It will be important for institutions to send faculty members responsible for teaching mathematics and English content courses and send faculty members responsible for teaching mathematics and English/language arts methodology courses. K-12 partners serving on the PARCC Campus Leadership Teams will also be important partners at the meeting. At least one team member needs to be responsible for sharing information discussed at the June 12 meeting with the College of Education dean (if not present) and other faculty/administrators on the campuses.

The West Baton Rouge Conference and Visitors Center is located close to I-10. Take Exit 151 (US 190/Lobdell). Soon after exiting I-10 onto LA 415, turn right onto Commercial Drive and take the first right onto North Westport Drive. The center can be seen from I-10. Please go to the following URL or mapquest for more specific directions to the meeting location.

<http://www.westbatonrouge.net>

A listing of hotels/motels near the WBR Convention and Visitor's Center has been enclosed. PARCC Campus Leadership Team members will be responsible for making their own reservations and will be reimbursed after attending the meeting.

The State Travel Regulations PPM 49 Guidelines will be followed for reimbursement of travel expenses with one very important exception. ***We have secured approval to exempt travelers from the 99 mile limit rule and pay the actual miles traveled.*** Because of this exemption, it is not necessary to rent a vehicle for travel to the Forum. For your reference, the State Travel Guidelines can be found at <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm>.

If you have any questions, please don't hesitate to contact our office at 225-342-4253.

Enclosures

**STATEWIDE PARCC CAMPUS LEADERSHIP TEAM MEETING  
JUNE 12, 2012**

**CAMPUS LEADERSHIP TEAMS**

<b>NAME OF UNIVERSITY</b>	
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**Directions:** Please identify the individuals who will be attending the Statewide PARACC Campus Leadership Team meeting on June 12, 2012.

Please e-mail this form to Linda Marino ([linda.marino@la.gov](mailto:linda.marino@la.gov)) by May 31, 2012.

**1. Team Member #1 (Mathematics Arts/Science Faculty Member)**

Name:	
Title:	
E-mail Address:	

**2. Team Member #2 (English Arts/Science Faculty Member)**

Name:	
Title:	
E-mail Address:	

**3. Team Member #3 (Mathematics Methodology Faculty Member)**

Name:	
Title:	
E-mail Address:	

**4. Team Member #4 (English/Language Arts Methodology Faculty Member)**

Name:	
Title:	
E-mail Address:	

**5. Team Member #5 (Other)**

Name:	
Title:	
E-mail Address:	

**STATEWIDE PARCC CAMPUS LEADERSHIP TEAM MEETING  
JUNE 12, 2012**

**CAMPUS LEADERSHIP TEAMS (CONT'D.)**

<b>NAME OF UNIVERSITY</b>	
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**6. Team Member #6 (Other)**

Name:	
Title:	
E-mail Address:	

**7. Team Member #7 (Other)**

Name:	
Title:	
E-mail Address:	

**8. Team Member #8 (Other)**

Name:	
Title:	
E-mail Address:	

**PLEASE SUBMIT TO LINDA MARINO ([linda.marino@la.gov](mailto:linda.marino@la.gov)) BY MAY 31, 2012**

## Hampton Inn & Suites

225-389-6655 or 1-800-HAMPTON  
2755 Commercial Drive  
Port Allen, Louisiana 70767

### Description:

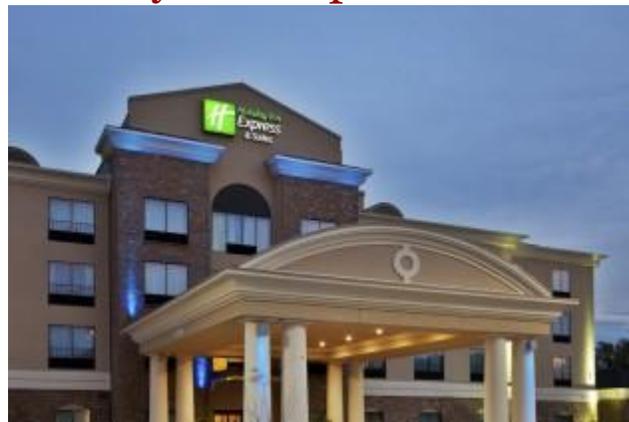
86 Rooms in this elegant new hotel including 32 suites. Rooms include flat screen LCD TV's, iron, ironing board, coffee maker, hairdryer, clock, microwave, refrigerator and suite shop.

Free local calls, wireless internet service and cable in each room. Property has a business center and a modern meeting room. Complimentary hot breakfast included. An outside pool and fitness room at this hotel. Plenty of free parking available. Located next door to the West Baton Rouge Conference Center and just minutes from downtown Baton Rouge and LSU.



Website: [www.Hamptoninn.com](http://www.Hamptoninn.com)

## Holiday Inn Express Hotel & Suites



225-343-9967 or 1-888-400-9714  
2860 North Westport Drive  
Port Allen, Louisiana 70767

### Description:

89 rooms and suites in this beautiful new West Baton Rouge Hotel. Rooms include iron, ironing board, refrigerator, microwave, coffee maker, hairdryer, stereo clocks. Wireless flat screen TV's and internet service in each room. A modern business center and meeting rooms on sight. Enjoy the exercise room and indoor swimming pool. Complimentary full breakfast and morning paper. Plenty of free parking and close to

the West Baton Rouge Conference Center. Ten minutes from downtown Baton Rouge and LSU.

Website: [www.Holidayinn.com](http://www.Holidayinn.com)

## Comfort Suites



225-343-4300  
2880 N. Westport Drive  
Port Allen, Louisiana 70767

### Description:

65 Rooms and Suites include iron, ironing board, refrigerator, microwave, clock, hairdryer and coffeemaker. Complimentary Continental Breakfast will get you started in the morning. Exercise room, outside pool, Business center, Cable TV, free local calls and plenty of free parking. Next door to the West Baton Rouge Conference Center and minutes from downtown Baton Rouge and LSU Campus.

Website: [www.comfortsuites.com/hotel-port\\_allen-louisiana-LA109](http://www.comfortsuites.com/hotel-port_allen-louisiana-LA109)