

**From:** Smith, Kevin  
**Sent time:** Tuesday, January 10, 2012 12:26:12 PM  
**To:** Cari Miller (Cari@excelined.org) <Cari@excelined.org>  
**Subject:** RE: PARCC

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I didn't think so, but I wanted to check. I finished this and submitted it to Stu.

Thanks! ☺

Sincerely,

Kevin Smith,  
Deputy Director,  
Just Read, Florida! Office  
Florida Department of Education  
325 W. Gaines Street, Suite 501  
Tallahassee, Florida 32399  
(850) 245-0503  
(850) 245-5105 (Fax)  
[www.justreadflorida.com](http://www.justreadflorida.com)



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**From:** Cari Miller (Cari@excelined.org) [mailto:Cari@excelined.org]  
**Sent:** Tuesday, January 10, 2012 12:12 PM  
**To:** Smith, Kevin  
**Subject:** RE: PARCC

I sure didn't.

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**From:** Smith, Kevin [mailto:Kevin.Smith@fldoe.org]  
**Sent:** Tuesday, January 10, 2012 10:30 AM  
**To:** Cari Miller (Cari@excelined.org)  
**Subject:** RE: PARCC

Cari,

Thanks for sending the information this morning.

I have a question for you. Did you work on a Mission Essential Functions Worksheet before you left?

It's a bunch of Excel spreadsheets. More information is below:

**Good Morning** - Pursuant to Section 252.365, Florida Statutes and consistent with the Department of Education's Multi-Year Strategic Plan, our Department is responsible for coordinating with the Division of Emergency Management (DEM) on emergency preparedness, including preparing an effective program to ensure Continuity of Operations (COOP) following an emergency or disaster.

In order to ensure that our COOP is consistent with State Emergency Management plans, procedures, and best practices, DEM has requested that each agency submit their COOP annually for review by their office, therefore we are currently updating our department COOP for submitting to DEM.

It is critical to our employees' overall safety and security that our COOP sufficiently meets DEM's criteria, so please use the attached worksheet to validate your area's mission essential functions. In conjunction with the Unit Mission Essential Functions Worksheet, please also complete the Office of Technology Information Services (OTIS) Worksheet which will be used by OTIS to support you in the event your business operations need to relocate to an alternate facility for a specified period of time, or to support your business disaster recovery efforts.

Have a great day and thanks again for all that you do!

Sincerely,

Kevin Smith,  
Deputy Director,  
Just Read, Florida! Office  
Florida Department of Education  
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(850) 245-0503  
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**From:** Cari Miller ([Cari@excelined.org](mailto:Cari@excelined.org)) [mailto:Cari@excelined.org]  
**Sent:** Tuesday, January 10, 2012 9:56 AM  
**To:** Colle, Hope; Webster, Melinda; Smith, Kevin; Lee, Laurie  
**Subject:** PARCC

Just in case you all haven't seen this yet.

PARCC MODEL CONTENT FRAMEWORKS

<http://www.parcconline.org/sites/parcc/files/PARCC%20MCF%20for%20ELA%20Literacy%20Fall%202011%20Release%20%28rev%29.pdf>

Sincerely,

Cari Miller

Policy Advisor

Foundation for Excellence in Education

[Cari@excelined.org](mailto:Cari@excelined.org)

850-491-8556