

ANNOUNCEMENT OF PACTA WORKSHOP FOR CTE BUSINESS ADMINISTRATORS

The Pennsylvania Association of Career and Technical Administrators is proud to announce its annual Workshop for Career and Technical School Business Administrators. The workshop will focus on updates for the Career and Technical School Business Office. The workshop will be held from Noon on September 28 to Noon on September 29 at the Nittany Lion Inn in State College.

DATE AND LOCATION

The workshop will be held at the Nittany Lion Inn, 200 West Park Avenue, State College. Registration will be from 10:00 a.m. to Noon on September 28. The New Business Administrators session will begin at 11:00 a.m. The main workshop will begin with lunch at Noon on September 28 and end at Noon on September 29.

TOPICS TO BE ADDRESSED (partial listing)

- * Human Resource Items
- * Update on State and Federal CTE
- * Facilities Management
- * Update on State Reporting
- * Business Office Technology
- * Open Discussion and Exchange of Ideas

REGISTRATION

The cost of the workshop is \$170.00 per person. This includes lunch on September 28, a continental breakfast on September 29, refreshments and all resource materials. The deadline for registration is **September 10, 2010**. To register, simply complete the attached registration form and return it to the address indicated. **(NOTE: Although this workshop is designed primarily for career and technical school Business Administrators, it is open to all PACTA members.)**

ACCOMMODATIONS

A block of rooms for workshop participants has been reserved at the Nittany Lion Inn for the evenings of September 27 and 28. The rates are \$113.00 single occupancy and \$123.00 double occupancy. Individuals are responsible for making reservations for hotel accommodations. Identify yourself as part of the PACTA group when making reservations. The group reservation identification number is PAA110C. **Make your reservations by August 27, 2010.**

Reservations made after that date will be on an as available basis at regular rates. The telephone number for the Nittany Lion Inn is **(800) 233-7505**.

CRACKER-BARREL SESSION

Time has been set aside on the agenda for a participant interaction session, better known as a cracker-barrel session. In order to organize that session, your input as to topics you would like to discuss during the cracker-barrel is needed. Planning will also take place during the cracker-barrel for follow-up regional activities. Please complete the attached cracker-barrel input form and fax it to the number indicated by **September 10, 2010**.

FOR FURTHER INFORMATION, PLEASE CALL or e-mail JACKIE CULLEN AT:
(717) 761-3381 or jackie@pacareertech.org

**Workshop for Career and Technical School Business Administrators
September 28 and 29, 2010
Nittany Lion Inn, State College**

Registration Form

NAME _____

TITLE _____

AGENCY/SCHOOL _____

ADDRESS _____

TELEPHONE _____

FAX _____

E-MAIL _____

Please mail this form with a check made payable to "PACTA" in the amount of \$170 (* Note: The fee for participants from PACTA Institutional Member Schools is \$153.) to:

**PACTA
23 Meadow Drive
Camp Hill, PA 17011-8331
Telephone: (717) 761-3381
Fax: (717) 761-5811
E-mail: jackie@pacareertech.org**

*** If you are not sure if your school is an institutional member of PACTA, please call or e-mail Jackie Cullen at (717) 761-3381 or jackie@pacareertech.org to check.**

**WORKSHOP FOR CAREER AND TECHNICAL SCHOOL
BUSINESS ADMINISTRATORS
CRACKER-BARREL SESSION
PARTICIPANT INPUT FORM**

NAME _____

INSTITUTION _____

Please list below those topics you would like to discuss during the cracker-barrel session at the September 28 and 29, 2010 workshop.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

**PLEASE FAX or E-MAIL THIS FORM BY September 10, 2010 TO:
(717) 761-5811 or jackie@pacareertech.org.
NO COVER SHEET IS NECESSARY.**