



To: New York Trip Participants
From: Betsy Brand, Director
Date: May 10, 2006
Re: Study Trip to Support High School Redesign

We are very excited about our upcoming trip to New York, New York on May 25-26, 2006. As a policy leader involved in the NGA Honor States Program, you will see innovative strategies that support high school redesign and better understand how to apply similar innovations in your own work.

Enclosed is a binder with materials to help prepare you for the trip. The binder includes the following: an agenda/itinerary, briefing materials on high school reform activities at the district and state levels, information about the particular school sites we will visit, an update on the activities in the Honor States, and a participant list with complete contact information.

Travel to hotel: If you arrive in New York by train, you can take a cab from Penn Station to Hotel 57, which is approximately \$10.00 each way. If you arrive at LaGuardia Airport, you can take a Super Shuttle to Hotel 57, which is \$13.00 each way. Please save your receipts to submit reimbursements after the trip.

Lodging: Hotel 57 is located at 130 East 57th Street in Manhattan (between Lexington and Park Avenues). Rooms will be charged to the AYPF master bill, but you will be responsible for all incidental charges (i.e., phone calls, room service, entertainment, etc.). Hotel 57 offers free high-speed internet access in each room. Please plan to check out of your room on Friday morning before we board the bus.

Be prompt: We will begin our trip with a welcome breakfast on Thursday morning from 8:00 – 8:45 a.m. at Hotel 57. From there, we will board the bus to South Brooklyn Community High School at 8:45 a.m. It is very important that we are prompt since the school staff and speakers will be waiting for us. If you are left at any site, use the itinerary to determine where to go to next. AYPF staff will have cell phones – see numbers below.

Meals: AYPF and our hosts will provide breakfast, lunch, dinner, and snacks/refreshments during the trip. On Thursday evening, we will join our hosts and speakers for dinner from 7:00 – 9:00 at the hotel.

Contacts: If you need anything or have other questions, please call Iris Bond Gill at AYPF at 202-775-9731. Both Iris and I will join you in New York. Should you need to contact us while on the trip, feel free to call me on my cell phone at 703-994-5221 or call Iris at 202-321-5926.