

## A Report to the **CABE Board of Directors**

Board Meeting on November 15, 2014

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### **Two-way Toolkit, “Starting Your Own Two-way Bilingual (Dual) Immersion Program: Checklist for Planning, Implementing & Monitoring”**

Project Description: The existing handbook was designed to be used by participants during on-site training sessions as a way to explore the key aspects of planning, implementing and monitoring DLI programs in order to generate discussion, thinking, and decision making. The goal of this project is to update, revise and enrich the existing handbook to include: [from notes by EJ-PDS)

- Updated definitions and references to current research, policy, and regulations/guidelines in the appendix and throughout the document, where needed.
- These should always include both California and Federal references
- Create additional templates for each section of each chapter planning.
- Create an overview for each chapter explaining what needs to happen at this phase and why, as well as some of the potential pitfalls to watch out for.
- Add description under each bullet pinpoint that explains why this bullet point has been included, what is important to strive for, and what to avoid and why.

#### Progress Update:

- Met with Elizabeth Jimenez (PDS) to discuss the project
- Reviewed original handbook
- Researching resources to inform project
- Meeting with Marcia Vargas next week to discuss changes
- Will meet with Elizabeth to brainstorm steps and to propose a timeline.



### **CABE 2015 Conference Email-Blasts**

Project Description: Send email blasts (very brief newsletter, much like a postcard-sized ad) to multiple lists of stakeholders in order to highlight conference registration deadlines, awards and award deadlines, institutes, keynote and featured speakers, and special events, etc. Each email blast will have the same header, footer, and right-hand column for brochures. The lower left quadrant will feature a speaker and highlight two strategically timed messages/reminders. Each blast will be unique in content and visual features. Every section of the blast will have active, contextual web links to specific webpages and/or downloadable PDFs. Most, if not all, of each blast should be viewable to the recipient without scrolling.

Progress Update: Met with Jan and Norma to review project; Became familiar with SimpleSend, a web-based newsletter application, was tutored in HTML basics to facilitate editing changes in SimpleSend; designed a template for the blasts; created a recommended schedule for all blasts, developed “blueprints” based on the schedule to facilitate creation and distribution of blasts; gathered potential images to use; sent 5 semi-weekly email blasts, will continue semi-weekly and start daily blasts two weeks prior to the conference.



### **“Multilingual Educator” — 40<sup>th</sup> Anniversary Conference Edition**

Project Description: Coordinate the publication of conference edition for CABE’s 40<sup>th</sup> Anniversary. Unlike past issues, authors will be strategically invited to submit articles on specific topics. Deadline to receive articles is December 9<sup>th</sup>.

Progress Update: Met with Jan to brainstorm project. Reviewed the 30<sup>th</sup> Anniversary edition. Sent invitation letters to nine authors. One confirmation received to-date. Will continue follow-up until all articles received.



### **Website Content Editing**

Project Description: Review [www.bilingualeducation.org](http://www.bilingualeducation.org), checking content for errors, items needing updating. Propose future changes, additions, deletions and enhancements.

Progress Update: Review is in progress. Meeting with Norma and David today during the closed board session to discuss project. Next step: Work with Norma and David to develop a timeline for the project.