2020 PLANNING COMMITTEE MEETING (LUNCH INCLUDED)
ERC Classroom 3
Santa Clara County Office of Education • 1290 Ridder Park Drive, San Jose CA 95131
Friday, November 22, 2019 / 11:00am – 2:00pm

OUTCOMES
• Celebrate and promote our commitment to English Learners and biliteracy programs and build a vision for systemically addressing EL needs across southern California and the state
• Build connections to the CABE 2020 conference
• Understand the recruitment of volunteers
• Have a clear understanding of key calendar and deadline dates
• Feel supported, motivated and excitement in the planning of CABE 2020

AGENDA

1) Arrival, Lunch and Welcome
   a) Introduce yourself and your committee and share one exciting thing happening in your district related to Biliteracy and English Learners
   b) Committee chair confirmation

2) CABE 2020 Overview (Conferences, Parent Engagement, Advocacy)
   a) Registration Brochure- Information
      i) Early Bird Registration: Deadline – February 6, 2020
      ii) Exhibitors & Sponsors’ Early Bird Registration: Deadline - December 13, 2019
   b) Special Highlights - keynotes and featured speakers, artwork, special sessions, etc.
      i) Huda Essa Video Clip: https://www.youtube.com/watch?v=TuGL9_1sfyg

3) Review of Honorary Chair and Co-Chair/Committee Letter for Program (Due December 11, 2019)
   Honorary Chair Letter: ___________ Yee Wan
   Co-Chair/Planning Committee Letter: ___________ Regina Piper

4) Volunteer Estimation Guide –
   a) Recruit your team to assist on committee
   b) Volunteer Registration available online: https://fs3.formsite.com/cabeforms/2020Volunteer/index.html

5) CABE 2020 Planning Committee Registration Form and Benefits
   a) Complete CABE Registration form & return (No later than: Wednesday, December 11, 2019)
      i) CABE will register all Planning Committee Members

6) Committee Chairs Planning and Reports
   a) Work on Action Plan update, questions and needs
   b) Report out to group

7) Announcements & Reminders
   a) Superintendent Welcome Schedule (email choices to Celina by November 27, 2019)
   b) Award Nominations and Student Writing Contest deadline: December 6, 2019
   c) Exhibitors and Sponsors’ Early Bird Registration deadline: December 13, 2019
   d) Complete your Complimentary Registration Form and Return to CABE Staff TODAY!
   e) Early Bird Registration deadline: February 6, 2020
   f) CABE 2020 Planning Committee Resource Page
      https://www.gocabe.org/index.php/conferences/planning-committee/

8) Questions & Adjournment

9) Next Meeting: Wednesday, December 11, 2019 @ East Side Union High School District