2020 PLANNING COMMITTEE MEETING (LUNCH INCLUDED)
Boardroom
East Side Union HSD • 830 North Capitol Ave, San Jose CA 95133
Wednesday, December 11, 2019 / 11:00am – 2:00pm

OUTCOMES
• Celebrate and promote our commitment to English Learners and biliteracy programs and build for systemically addressing EL needs across Northern California and the state
• Build connections to the CABE 2020 conference
• Calendar of Key deadline dates
• Have questions answered and suggestions/recommendations noted
• Feel supported, motivated and excitement in the planning of CABE 2020

AGENDA

1) Arrival, Lunch and Welcome [30]
   a) Introduce yourself and your committee

2) PICTURE TIME (PC Group Picture) [15]
   a) Co-Chair Individual pictures

3) CABE 2020 Overview (Conference, Parent Engagement, Advocacy) [30]
   a) Registration Information
      i) Exhibitors & Sponsors’ Early Bird Registration – Deadline: December 13, 2019
      ii) Early Bird Registration – Deadline: February 6, 2020
   b) Special Highlights – Keynote & featured speakers (Maria Hinojosa)

4) Volunteer Recruitment [15]
   a) Pre-Conference Volunteer Form (your request for volunteers) Due January 17, 2020
   b) Volunteer Request From
   c) Online Volunteer Registration Link:

5) Review of Honorary Chair and Co-Chair/Committee Letters for program [20]

6) Committee Chairs Planning and Reports [60]
   a) Work on Action Plan update, questions and needs
   b) Report out to group.

7) Announcements & Reminders [5]
   a) Exhibitors and Sponsors’ Early Bird Registration deadline: December 13, 2019
   b) MUST Complete your Complimentary Registration Form and Return to CABE Staff TODAY! (Cannot guarantee hotel rooms, if not submitted by end of day)
   c) Early Bird Registration deadline: February 6, 2020
   d) CABE 2020 Planning Committee Resource Page
      https://www.gocabe.org/index.php/conferences/planning-committee/

8) Questions & Adjournment [5]

9) Next Meeting: Friday, January 17, 2020 @ Mount Diablo USD 1936 Carlotta Dr. Concord, CA 94519
NOTES

HAPPY HOLIDAYS!