



California Association for Bilingual Education

# CABE 2014 JOINT DELEGATES' ASSEMBLY

April 2, 2014

## *Engaging Our Chapter Leadership with the CABE COMPASS for English Learner Success*

### TO DO LIST

Task		Action Steps	Responsible	Due Date	Completed
1.	Follow up in each region to garner full participation by every chapter president or representative.	<ul style="list-style-type: none"> <li>◆ Review the list provided by Irma of Chapter Presidents.</li> <li>◆ Update the contact information if necessary.</li> <li>◆ Identify those chapters that have not yet signed up for JDA.</li> <li>◆ Contact each one and encourage participation.</li> </ul>	Ramón & Regional Representatives	2-3/14	
2.	Secure a closing video clip.	<ul style="list-style-type: none"> <li>◆ Search YouTube and other sites for an inspirational video clip to use at the JDA closing.</li> <li>◆ The clip should express themes of unity and collaboration.</li> <li>◆ Email the video clip to Francisca for incorporation into the PPT.</li> </ul>	Ramón	3/1/14	
3.	Identify the room and AV set-up.	<ul style="list-style-type: none"> <li>◆ Work with Delma to ensure the room is set up appropriately:               <ul style="list-style-type: none"> <li>▪ 5 Round tables (for café conversations). Each of these needs to be covered with butcher paper and equipped with markers.</li> <li>▪ 5 Rectangular tables large enough to each accommodate a region. Each of these should have a supply basket. Each place should be set with the participant handouts.</li> <li>▪ Table in back for lunches/refreshments.</li> <li>▪ Presenter's table and podium in front.</li> </ul> </li> </ul>	JDA Coordinator TBD	3/15/14	

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	<ul style="list-style-type: none"> <li>▪ Materials/supply table near front.</li> <li>▪ 5 easels located in the back.</li> <li>◆ Identify the AV needs: projector, mic (?), laptop loaded with PPT and corresponding fonts, computer speakers.</li> <li>◆ Work with Delma to ensure AV set up is done.</li> </ul>			
4.	<p>Make arrangements for lunch.</p> <ul style="list-style-type: none"> <li>◆ Identify sponsor for lunch and refreshments.</li> <li>◆ Work with Delma to ensure the lunch/refreshments are set up at the appropriate times.</li> </ul>	Jan	3/15/14	
5.	<p>Develop a scripted JDA PPT.</p> <ul style="list-style-type: none"> <li>◆ Design the PPT template.</li> <li>◆ Prepare the PPT slides.</li> <li>◆ Incorporate any necessary video clips.</li> <li>◆ Prepare a matching script.</li> <li>◆ Make copies of the scripted PPT for the facilitators.</li> </ul>	Francisca & Ramón	3/20/14	
6.	<p>Develop/print the handouts.</p> <ul style="list-style-type: none"> <li>◆ Identify the needed handouts for each participant: <ul style="list-style-type: none"> <li>▪ Strategic Plan</li> <li>▪ PPT notes</li> <li>▪ Palm Card</li> <li>▪ Agenda</li> <li>▪ COMPASS priorities</li> <li>▪ Updated chapter leadership roster</li> </ul> </li> <li>◆ Design the palm card. (FS)</li> <li>◆ Design the participant agenda. (FS)</li> <li>◆ Prepare a one-pager on the Board-adopted COMPASS priorities. (FS)</li> <li>◆ Make copies of all the handouts. (Jan)</li> <li>◆ Upload all documents to the CABE website (Jan)</li> </ul>	Francisca & Jan	3/30/14	
7.	<p>Prepare presenter/facilitator materials.</p> <ul style="list-style-type: none"> <li>◆ Prepare a facilitator packet for each regional rep. Include PPT notes, facilitator's agenda, quilt squares, quotes, copies of all handouts</li> </ul>	Francisca	4/1/14	

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8.	Secure the needed JDA supplies.	<ul style="list-style-type: none"> <li>◆ Identify and secure the needed supplies <ul style="list-style-type: none"> <li>▪ Café Conversation Tables: butcher paper (Aída)</li> <li>▪ Participant Tables: glue sticks, scissors, thick and thin-tipped markers, post-its; table sign holders (Aída); regional signs (Reg Reps)</li> <li>▪ Regional Teams: quote strips, quilt blocks (FS); magazine pages (Regional Leads); large-sized poster board (Aída)</li> <li>▪ Whole Group: construction paper, 3 colors of yarn, 2 colors of cloth tape (3/4" or 1" wide) (Aída)</li> </ul> </li> <li>◆ Make sure the supplies are delivered to the JDA meeting room.</li> </ul>	JDA Coordinator TBD	4/1/14	
9.	Prepare a proceedings document of the JDA.	<ul style="list-style-type: none"> <li>◆ Identify someone to serve as observer and recorder of the JDA. (3/20)</li> <li>◆ Identify someone to take photos and video. (3/20)</li> <li>◆ Work with the observer/recorder to assist him/her in putting together a summary/synthesis of the JDA proceedings.</li> <li>◆ Upload the proceedings document to the CABE website.</li> </ul>	Ramón	4/20/14	
10.	Follow up with the JDA participants and other chapter leaders to remind them of activities and to keep them engaged in the work.	<ul style="list-style-type: none"> <li>◆ Prepare a "reverse matrix" that at a state-level, organizes proposed regional and chapter activities by the COMPASS claim addressed.</li> <li>◆ Send this matrix and the link to the proceedings document and all handouts to all chapters.</li> <li>◆ Establish a check in system with all chapters within a region.</li> <li>◆ Post regional/chapter accomplishments (connected to the regional plans) on the "matrix."</li> </ul>	Regional Reps	5/1/14	