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

TO DO LIST

<table>
<thead>
<tr>
<th>Task</th>
<th>Action Steps</th>
<th>Responsible</th>
<th>Due Date</th>
<th>Completed</th>
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<tbody>
<tr>
<td>1. Follow up in each region to garner full participation by every chapter president or representative.</td>
<td>✦ Review the list provided by Irma of Chapter Presidents. ✦ Update the contact information if necessary. ✦ Identify those chapters that have not yet signed up for JDA. ✦ Contact each one and encourage participation.</td>
<td>Ramón &amp; Regional Representatives</td>
<td>2-3/14</td>
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<tr>
<td>2. Secure a closing video clip.</td>
<td>✦ Search YouTube and other sites for an inspirational video clip to use at the JDA closing. ✦ The clip should express themes of unity and collaboration. ✦ Email the video clip to Francisca for incorporation into the PPT.</td>
<td>Ramón</td>
<td>3/1/14</td>
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<td>3. Identify the room and AV set-up.</td>
<td>✦ Work with Delma to ensure the room is set up appropriately: ▪ 5 Round tables (for café conversations). Each of these needs to be covered with butcher paper and equipped with markers. ▪ 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. ▪ Table in back for lunches/refreshments. ▪ Presenter’s table and podium in front.</td>
<td>JDA Coordinator TBD</td>
<td>3/15/14</td>
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|     | - Materials/supply table near front.  
         - 5 easels located in the back.  
         - Identify the AV needs: projector, mic (?), laptop loaded with PPT and corresponding fonts, computer speakers.  
         - Work with Delma to ensure AV set up is done. |             |          |           |
| 4.  | Make arrangements for lunch.  
         - Identify sponsor for lunch and refreshments.  
         - Work with Delma to ensure the lunch/refreshments are set up at the appropriate times. | Jan         | 3/15/14  |           |
| 5.  | Develop a scripted JDA PPT.  
         - Design the PPT template.  
         - Prepare the PPT slides.  
         - Incorporate any necessary video clips.  
         - Prepare a matching script.  
         - Make copies of the scripted PPT for the facilitators. | Francisca & Ramón | 3/20/14  |           |
| 6.  | Develop/print the handouts.  
         - Identify the needed handouts for each participant:  
             - Strategic Plan  
             - PPT notes  
             - Palm Card  
             - Agenda  
             - COMPASS priorities  
             - Updated chapter leadership roster  
         - Design the palm card. (FS)  
         - Design the participant agenda. (FS)  
         - Prepare a one-pager on the Board-adopted COMPASS priorities. (FS)  
         - Make copies of all the handouts. (Jan)  
         - Upload all documents to the CABE website (Jan) | Francisca & Jan | 3/30/14  |           |
         - Prepare a facilitator packet for each regional rep. Include PPT notes, facilitator's agenda, quilt squares, quotes, copies of all handouts | Francisca    | 4/1/14   |           |
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| 8. Secure the needed JDA supplies. | ✦ Identify and secure the needed supplies  
   - Café Conversation Tables: butcher paper (Aída)  
   - Participant Tables: glue sticks, scissors, thick and thin-tipped markers, post-its; table sign holders (Aída); regional signs (Reg Reps)  
   - Regional Teams: quote strips, quilt blocks (FS); magazine pages (Regional Leads); large-sized poster board (Aída)  
   - Whole Group: construction paper, 3 colors of yarn, 2 colors of cloth tape (3/4” or 1” wide) (Aída)  
   ✦ Make sure the supplies are delivered to the JDA meeting room. | JDA Coordinator TBD | 4/1/14 |  |
| 9. Prepare a proceedings document of the JDA. | ✦ Identify someone to serve as observer and recorder of the JDA. (3/20)  
   ✦ Identify someone to take photos and video. (3/20)  
   ✦ Work with the observer/recorder to assist him/her in putting together a summary/synthesis of the JDA proceedings.  
   ✦ Upload the proceedings document to the CABE website. | 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. | ✦ Prepare a “reverse matrix” that at a state-level, organizes proposed regional and chapter activities by the COMPASS claim addressed.  
   ✦ Send this matrix and the link to the proceedings document and all handouts to all chapters.  
   ✦ Establish a check in system with all chapters within a region.  
   ✦ Post regional/chapter accomplishments (connected to the regional plans) on the “matrix.” | Regional Reps | 5/1/14 |  |