### 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>
</tr>
</thead>
</table>
| 1. Follow up in each region to garner full participation by every chapter president or representative | ✦ 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. | Ramón & Regional Representatives | 2-3/14   | DONE (I think!) |
| 2. Secure a closing video clip.                                     | ✦ 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. | Ramón                   | 3/1/14   | DONE       |
| 3. Identify the room and AV set-up.                                 | ✦ 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. | JDA Coordinator TBD       | 3/15/14  | Ramón: Can you follow up on this? If not, please assign this to one or more of the regional reps. |
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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. | Jan | 3/15/14 | Jan: Has this been completed? |
| 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. | Francisca | 3/20/14 | DONE |
| 5. Develop a scripted JDA PPT | • Design the PPT template  
• Prepare the PPT slides  
• Incorporate any necessary video clips  
• Prepare a matching script  
• Make copy of the scripted PPT for the co-facilitator. | Francisca & Ramón | 3/30/14 | Jan: Has the yellow been accomplished? |
| 6. Develop/print the handouts. | • Identify the needed handouts for each participant: Strategic Plan DONE  
PPT notes DONE  
Palm Card DONE  
Agenda DONE  
COMPASS priorities DONE  
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 | 4/1/14 | DONE |
| 7. Prepare presenter/facilitator materials | • Prepare a facilitator packet for each regional rep. Include PPT notes*, facilitator’s agenda, quilt squares**, quotes, copies of all handouts | Francisca | | |
|     | *Copy made for Ramón. Regional Leads will need to | | | |

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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 | DONE  
Aída has purchased supplies. Ramón will pick these up at the CABLE show office and deliver to meeting room. |
| 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 | Ramón: Has this been accomplished? |
| 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. | Regional Reps | 5/1/14 | |
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<td>✦ Establish a check in system with all chapters within a region. ✦ Post regional/chapter accomplishments (connected to the regional plans) on the “matrix.”</td>
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