Secondary Two Way Dual Language

Task Force Chartering Document

Official Designation

Secondary Two Way Dual Language Task Force

Purpose and Scope

In accordance with the Spring Branch Plan, the district's Five Year Educational Plan for 2012-2017, the purpose of the Secondary Two Way Dual Language Task Force is to study best practice in secondary dual language programming. The Task Force will address the following topics:

- Description of a high functioning secondary dual language program
- Implementation of the secondary dual language program

With the district's emphasis on readiness for higher education, SBISD wants to ensure that we prepare our students for success past high school. The Task Force will report its finding and any recommendations to the Board of Trustees.

Executive Limitations:

1. The scope of the Task Force's work is to focus on recommendations for best practice in secondary dual language programming. The Task Force will not have discussion nor make recommendations concerning personnel related issues or concerns.
2. The Task Force will consider the district's current budgeting challenges as it develops recommendations.

Membership

Chairpersons:

1. Jennifer Blaine, Associate Superintendent for Curriculum and Instruction
2. Pamela Butler, Executive Director for Secondary Teaching and Learning
3. Catherine Robinson, Executive Director for Elementary Teaching and Learning
4. Vivian Pratts, Director for Bilingual and ESL.
5. Dmel Tatum, Cedar Brook Dual Language Parent

The Task Force will be comprised of a representation of all SBISD two way dual language program stakeholders, including but not limited to:

- 1 Board member
- 4 Two Way Dual Language Principals (WAIS, Cedar Brooks, Sherwood and Pine Shadows)
- 10 Teachers
    - 4 teachers from WAIS, (2 dual language teachers and two non-dual language teacher)
    - 2 dual language teachers from Cedar Brook Elementary
    - 2 dual language teachers from Sherwood Elementary
    - 2 dual language teachers from Pine Shadows Elementary

- 10 Parents
    - 4 parents from WAIS, (2 dual language parents and two non-dual language parents)
    - 2 dual language parents from Cedar Brook Elementary
    - 2 dual language parents from Sherwood Elementary
    - 2 dual language parents from Pine Shadows Elementary

Process for Selection of Membership:

Parents and Teachers will be selected using a lottery process by campus. Parents of students currently enrolled in each of the four dual language programs will receive a letter informing them of the task force and the process for submitting their name for the task force lottery. All interested parents will submit the lottery form to the office of Community Relations by Friday, March 9th. A meeting schedule will be included in the letter so that interested parents will have the meeting dates should they be selected. Parents will be notified by Friday, March 23rd if they are selected or not.

Teachers will be selected using a lottery process. Teachers who are interested in serving shall submit a lottery form to their campus principal by Friday, March 9th. Teachers will be given a schedule of meetings at this time so that they have the meeting dates should they be selected. Teachers will be notified by Friday, March 23rd if they are selected or not.

Meetings and Procedures

The Task Force will begin in April 2011 with the goal to complete the work in June 2011. The Chairpersons will send the list of meeting dates, times and location to all Task Force members in advance. Task Force updates to the Board of Trustees, as well as the Leadership Team will be sent out once a month in the form of Friday Notes. Additionally, the Task Force Chairpersons will prepare and distribute to all members a summary of each meeting.

Proposed Meeting Dates:

Date	Time	Location
April 3rd	4:00-6:00	Administration Building Board Room
April 18th	4:00-6:00	Administration Building Room 275
May 3rd	4:00-6:00	Administration Building Room 275
May 23rd	4:00-6:00	Administration Building Room 275
June 6th	4:00-6:00	Administration Building Board Room

Task Force members will not receive pay, allowances or benefits for their service on the Task Force. Meetings will be placed on the Professional Development Learning Center (PDLC) for non-contract professional development credit for SBISD teachers and administrators. Parents that elect to serve will do so voluntarily.

Products

The Task Force will present any findings and/or recommendations to the Board of Trustees.

The members of the Two Way Dual Language Task Force will be informed of the time and location of the Board Workshop and/or Board Meeting where information or presentation concerning Task Force work may be presented so that they may be in attendance.