**S.A.S. E.S.O.L. Program Review 2011-12**

**Overview/Milestones:**

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| **Procedural** | **Curriculum Review** | **Date** | **Responsibility/Facilitation** |
|  | **ESOL Retreat I (Pudong)** | **11 October, 2011** | **Jerry, Jonathan.**  **Individual items to be delegated/shared.** |
| **Redesign of database features with PowerSchool & Admissions** |  | **October, 2011** | **Jerry, Jonathan, Jon N., Arlette, T.K., Maria** |
| **Department budgets due** | **21 October, 2011** | **Submit budgets by division** |
|  | **ESOL Retreat II** | **11 November, 2011** | **Jerry, Jonathan.**  **Representative group. Individual items to be lead by ESOL team members/workgroups.** |
| **New resource orders due (new adoption budgets run through Andy)** |  | **mid-February** | **Jerry, Jonathan to liaise with Andy on new items for adoption.** |
|  | **ESOL Retreat III (TBA)** | **16 & 17 February, 2012** | **Jerry, Jonathan.**  **K12 All staff.** |
| **ESOL Retreat (Auxiliary)** | **29 or 30 March, 2012** | **Optional retreat day for staff not attending EARCOS.** |
| **Program Review completion deadline** | **27 April, 2012** | **Jerry, Jonathan to submit to Andy.** |

**ESOL RETREAT III (PUDONG): 24 February, 2012**

**Location: Garden Room 2, Secondary Library, Pudong Campus**

**Essential equipment/resources for all participants:**

1. **Laptop.**
2. **Hard copy of retreat agenda.**
3. **Pens, highlighters.**
4. **Membership at** [**http://sas-esol.wikispaces.com**](http://sas-esol.wikispaces.com)

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| **TIME** | **ITEM** | **COMPONENT OF CHARGE/PRODUCT** | **FACILITATOR** | **TARGET DATE** |
| 8:00-8:05 | * Norms and re-orientation to ESOL Wiki/Living Handbook: * <http://sas-esol.wikispaces.com> * Assume best intent – be positive * Step up (and step down) to the buffet (volunteer when it’s timely) * Make space, listen and reflect – allow for individual and cross-river differences * Seek knowledge as we evolve and embrace new ideas * Express opinions and ask questions safely * Build upon foundations and best practice |  | **Jonathan** | **TODAY** |
| 8:05-8:15 | * Review of today’s agenda |  |  | **TODAY** |
| 8:15-10:00 | Handbook/Wiki Work | 1. **QUICK Review of draft pages of Handbook:** 2. **Program & Model** 3. **Assessment** 4. **WIDA** eg. this page requires update with implementation of WIDA Model. Some ‘non-sensitive’ materials could be posted to the wiki. 5. **Reports & data**: PowerSchool section needs updating and we need a group to review current requirements due to PowerSchool changes/upgrades 6. **Annual Procedures** – bullet points from each division requires completion*\*\*\*THIS ALSO REQUIRES PROCEDURAL AGREEMENT BETWEEN 5-6/8-9 TEACHERS\*\*\** 7. **Collaborative Teaching** 8. **PD Plan**: discussion of WIDA training in Wisconsin. 9. **Conditions for Success** 10. **Enduring Understandings**: section still requires ‘tightening’ 11. ***NEW SECTION:*** “Burning Issues”…a “not a parking lot”. You may want to check questions and considerations here before working on other sections. 12. Distribution of group tasks 13. Group/team editing on high->low priority sections of the wiki/handbook. |  | **TODAY** |
| 10:00-10:15 | Break |  |  | **TODAY** |
| 10:15-10:20 | CHECK-IN | Progress? Any reallocation/movement within task groups? | **Jonathan** |  |
| 10:20-11:30 | Continue handbook development | Groups to continue wiki development. | **Jerry/Jonathan** |  |
| 11:30-12:30 | DIVISIONAL WORKING LUNCH | Check in with your cross-river divisional group re: end of year concerns and burning issues. | **ES/MS/HS** |  |
| 12:30-1:30 | Whole group review of wiki development. | Whole group to review work thus far and to seek out any necessary amendments. | **Jerry/Jonathan** |  |