Providing Support to 2009 STARTALK Programs
Team Leader & Site Visitor Meeting
May 7 – 9, 2009
Arlington, Virginia

Purpose of the Meeting
1) Share STARTALK Central Vision for Summer 2009 Programs
2) Identify how best to support 2009 Programs
3) Identify means to share information among programs and with other team leaders
4) Share cultural information on our languages
5) Create a site visitor guides for team leaders and site visitors

Thursday
I. Introductions and review of agenda 9:00
II. Vision for 2009 9:15
   a. Status of 2009 STARTALK Programs
   b. Review of 2007 and 2008
III. Why Site Visits 9:30
    a. Field Building
IV. Accountability: What do we want to know? Why do we need to know it?
V. Setting Expectations: the Site Visit
   a. Prior to the site visit
      i. Maintaining the tone
      ii. Scheduling: changes this year
      iii. Site Visit Team receives program materials
      iv. Programs informed and prepare for the site visit
   
   BREAK
   b. During the site visit
      i. Team meeting at breakfast
      ii. Meeting with Program Director
iii. Classroom visits
iv. Interviews (none for K-5)
v. Team debriefing
vi. Program Director debriefing
vii. New: completion of the site visit report
c. After the site visit
   i. Contact STARTALK Central if second visit is necessary
   ii. Continue mentoring if necessary
   iii. Follow-up at October meeting

**LUNCH**

12:00

VI. Concurrent Sessions

   a. Team Leaders—Laura and Jennifer
      i. Roles and Responsibilities
      ii. Making the Online Curriculum Design Guide Work
         1. Revised templates
         2. Useful samples
         3. The Guide
      iii. The Role of the Team Leader in Curriculum Planning
         1. What are the critical elements?
         2. When is good, good enough?
   b. Site Visitors—Mimi
      i. Observing Instruction: Using the Observation Checklist
      ii. Classroom Simulations

VII. Sharing and Planning for Friday

4:30
Friday

I. Recap of Thursday 9:00

II. Lessons Learned during site visits 2007 and 2008 9:15
   a. Panel: What I Learned as a Team Leader
      i. Jennifer Eddy
      ii. Muhammad Eissa
      iii. Rubab Qureshi
   b. Q&A

BREAK

III. Breakouts: More Lessons Learned 10:45

IV. Introduction of Site Visit Materials 11:30
   a. Curriculum plan
   b. Schedule
   c. Proposal
   d. Observation checklist
   e. Template for site visit report

LUNCH 12:00

V. Site Visit report 1:00
   a. Purpose
      i. Provide direct feedback on quality
      ii. Inform future funding decisions
      iii. Data collection
   b. Writing
      i. Report template
      ii. When and who
      iii. Balance
      iv. Tone
      v. Providing Evidence and examples to support findings
   c. Sharing and revising
   d. Final submission to STARTALK
VI. Sharing information on STARTALK Languages 2:00
   a. Iran Amin
   b. Vijay Gambhir
   c. Iman Hashem
   d. Alwiya Omar
   e. Rubab Qureshi

VII. Closing and Planning for Saturday 4:30

Saturday
Discuss, take notes, and decide on five most important things make for gallery walk

I. Recap of Friday 9:00
II. Concurrent Sessions 9:15
   a. What do Team Leaders Need to Know
   b. What do Site Visitors Need to Know
III. Share work 11:30
IV. Next Steps and Closing 11:45