

Subject: JS Intl School - WL Planning (2000-03-09)
Sandra Hernandez and Michele Anciaux met at Lincoln today to begin organizing the archive of materials. We identified 5 main categories:

A. International School Planning Meetings - 1997-present

Sandra will work on archiving:

- how we started the process
- who's been involved
- how, when, and why decisions have been made
- what the vision was and how it has evolved.

(She's got my files of meeting notes, as well as several files from Karen Kodama.)

B. Site Visits to International Schools

Sandra will review the folders and materials from the site visits to San Francisco, NY, Portland, etc. made over the past several years. She will create a generalized summary report from each visit based on the questions the teachers created for Michele to use at the DC visits this past January.

C. Curriculum Materials

Michele will review all the materials that have been collected, such as the United Nations International School Curriculum, that might have elements relevant to our Spanish language curriculum at JSIS.

D. Seattle Public School Standards

Michele will review these documents to better understand how the school district standards relate to the state Essential Academic Learning Requirements and the National Foreign Language Standards.

E. Other States' Standards for Foreign Language

Michele will review other standards documents from Oregon, Massachusetts, etc. (Still need to catalog this list.) She'll be looking for elements that could be helpful to JSIS.

WORK COMPLETED ON 3/9/2000

1. Sandra categorized and labeled materials.
2. Sandra began reviewing Michele's files on the International School planning meetings and identifying pieces that need to be copied for the permanent archive.
3. Michele organized the email meeting summaries and printed copies for Sandra, as well as creating a diskette for the archives.
4. Michele created a template for the site visit reports.

NEXT STEPS:

1. Sandra and Michele will meet at Lincoln on March 15 8:30 AM to continue working. (Donna may be joining us.)
2. Michele is reviewing the Seattle Schools Standards.