

# CABE HEADQUARTERS

## Memorandum

DATE: July 23, 1997  
TO: Silvina  
FROM: Jan  
SUBJECT: Update and questions  
cc:

7/24 call

Hi Silvina--

I am sending you quite a package here of information and materials so I will list them out here so you know what to expect!

1. Draft of letter to artists
2. Final draft of Parent, Teacher, and Student Writing Awards nomination forms
3. Memo re my vacation time
4. A copy of an email I received last night from Louis Lujan concerning CABE Web Page
5. Questions from Shelly (and me) concerning institutes:

•Does the invitation to "big name" presenters for institutes (e.g. Krashan, Cummins, Collier/Thomas, Alma Flor, etc.) come from Board? You? Co-Chairs? Shelly?  
CABE HQ? *me! contact people re to Silvina*

•What type of compensation do we offer? Is it offered up front? Do we enter into negotiations? Do we ask them what they would expect to receive? *(lodging) Don't mention*

•Should there be an institute based on CABE's response to the Unz Initiative/other legislative action? Can we ask Martha and Magaly to put that together? *Responses to Attack on Bilingual Educ*

•New Teacher Institute? Shelly said she had spoken with you briefly about this and the following are suggestions on how to set it up: *See has...*

-Hold them on Friday to take advantage of attendance

-Ask people to register for them in the pre-reg form, and send them a ticket allowing their admittance and providing us with a number of who will attend.

-Have 1-2 focused on English content, and the remaining 2-4 in primary language.

-Shelly would like to ask CSBA and ACSA to co-sponsor School Board Institute. Is that OK to move forward on? *yes, But should we have another one for SUPS? admin?*

-CATESOL president elect has shown interest in doing an institute on elem and secondary ELD. Any problem with it being sponsored by CATESOL?

*Talk w/ Silvina - JG*

*Sat.?*

*Dir of Res. & Eval  
Bilingual  
Dir  
Curriculum*

-Clara Park has spoken with Ji-Mei, and is planning on putting together an institute similar to last year. Clara has asked me to fax her all of the Asian language proposals. How do you want to proceed with that? Shelly said she spoke with Ji-Mei and they agreed to have Clara put that one institute together and then Ji-Mei will organize 3 other Asian Language Institutes.

CELP

Shelly will speak w/ Ji-Mei

6. Also, just a few things to update you on:

- I sent calendar info, article, and new ad to Nancy for the newsletter. She hopes to get the draft to us by next week.
- I am meeting with Toni tomorrow concerning the Para/Parent and CAFE 98 brochure
- I have spoken with George and informed him of our revised schedule for printing (which will be finalized after I speak with Toni tomorrow)
- The RFP for A.V. went out on Monday to six A.V. companies.
- Inputting of the CFPs will begin in full force tomorrow. Lauren has been very ill and out yesterday and today. She may be back tomorrow. We have worked out quite a few of the glitches. Breht Burri will come into the office next Friday, Aug. 1, to make a few adjustments on site. I will call Julia Leticia Curiel to set up a time for her to come in and start working with us temporarily on inputting.

7. Whew! That's enough!

## *Together, In Dialogue*

Jean Frederickson

A Consulting Service In: • bilingual education • multicultural environmental education • feminist & critical pedagogy

P. O. Box 758, Running Springs, CA 92382

909.867.2047 phone

909.867.5747 fax

<djf@js-net.com> e-mail

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## MEMO

July 25, 1997

**To:** Jan Gustafson, Education/Conference Coordinator (213) 532-3860

**From:** Jean Frederickson

**Pages:** 1

**RE:** Critical Pedagogy Institute **Registration** Description

In 1996 CAFE launched an *Occasional Paper Series* as a space for publishing the stories of educators who are using a "pedagogy of liberation" based in the theories of Paulo Freire and critical pedagogy. In tribute to the immense legacy that Freire left to educators the world over upon his death in May of 1997, CAFE is dedicating its 1998 Critical Pedagogy Institute and *Occasional Paper Series* to his life-long work. The two new publications, along with the first ones in the series, will provide the interactive foundation for examining and experiencing how other educators are enacting Freire's pedagogy of liberation within a variety of contexts. At each day's session, opportunities will be provided to engage in and reflect upon activities created by the authors to give expression to Freire's pedagogy. Although the institute will span two-and one-half days, each day's session will be self-contained allowing participants the option of attending only one day or the entire institute.

Date: Thursday, August 21, 1997 10:46:40 AM  
From: jmchang@email.sjsu.edu  
Subj: No Subject

Dear Shelly and Jan:

I tried to call Shelly this morning, but I was unable to get through the line. I hope you will receive this message earlier.

I attended the CABE meeting yesterday afternoon, and here are the new development on institutes:

I have added the following institutes, and I have asked them to fax the proposal to Jan at CABE by Monday 8/25/97.

1. Vietnamese Institute (Alum Rock School District-coordinated by Kim-Anh Nguyen Phan)
2. Chinese Institute (San Franciscos School District- coordinated by Dr. Winnie Tang)
3. Foreign Language Institute (Stanford University- headed by Dr. Durate Silva, and he will emphasize the Asian component within their 1/2 day institute)

I will need to change the speaker for the institute on effective practices for English learners: Dr. Bertha Perez will coordinate this institute. Robert, Roland and myself will have to attend another CREDE meeting in Southern California 2/5-2/8/98, so we won't be able to attend CABE conference, very sorry, indeed. Bertha will invite the new speakers whose work are also guided by Vygotsky's perspective. The format and goal/focus of the institute will not be changed. She will get back to me by Friday 8/22/97 to confirm the names of the new speakers.

Bertha's email is: bperez@lonestar.jpl.utsa.edu (She is the Associate Dean of the College of Edu at the University of Texas, San Antonio; she used to teach at SJSU)

----- Headers -----

Received: from mrin74.mail.aol.com (mrin74.mail.aol.com [152.163.116.112]) by mrin68.mail.aol.com V30 with SMTP; Thu, 21 Aug 1997 14:46:40 -0400

Received: from email.sjsu.edu (email.sjsu.edu [130.65.3.14])  
by mrin74.mail.aol.com (8.8.5/8.8.5/AOL-4.0.0)  
with ESMTP id OAA20868 for <janicecg@aol.com>;

Thu, 21 Aug 1997 14:46:38 -0400 (EDT)  
Received: from isc-ts2-105.sjsu.edu (isc-ts2-105.sjsu.edu [130.65.25.105]) by email.sjsu.edu (8.7.5/8.7.3)  
with SMTP id LAA08028; Thu, 21 Aug 1997 11:46:29 -0700 (PDT)  
Date: Thu, 21 Aug 1997 11:46:29 -0700 (PDT)  
Message-Id: <199708211846.LAA08028@email.sjsu.edu>  
X-Sender: jmchang@isc.sjsu.edu (Unverified)  
X-Mailer: Windows Eudora Light Version 1.5.2  
Mime-Version: 1.0  
Content-Type: text/plain; charset="us-ascii"  
To: speigel-coleman\_shelly@laoe.edu, janicecg@aol.com  
From: Ji-Mei Chang <jmchang@email.sjsu.edu>



## FAX TRANSMITTAL SLIP

DATE: 9/9/97

TO: Dr. Steve Krashen

FAX # 310-589-6132

FROM: Jan Gustafson (213) 532-3859

Number of pages including this one: 1

SUBJECT: CABE- Important!

☐ For Your Information

☐ Per Your Request

☐ For Your Signature

☐ For Your Approval

☐ Please Follow Up

☐ For Dissemination

COMMENTS: Steve- we need to know if you can  
present your 1/2 day institutes on Thursday,  
Friday, and Saturday - one on each day. On  
Thursday<sup>Sat.</sup> there is time for only one half day  
institute. In order to accomodate your three  
institutes, I'd like to put one on Friday.

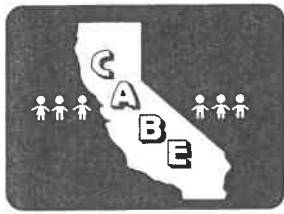
### Notice of Confidentiality

The information contained in this facsimile message is intended only for the personal and confidential use of the designated recipient(s) named above.

Please let me know  
as soon  
as you can.

NOTE: If you have any questions or problems in receiving this fax,  
please call (213) 532-3850

Thanks!  
Jan Gustafson



# California Association for Bilingual Education

660 South Figueroa Street, Suite 1040 • Los Angeles, California 90017 • 213/532-3850 • 213/532-3860 Fax

November 7, 1997

Alma Flor Ada  
398 Pennsylvania Avenue  
San Francisco, CA 94107

Dear Alma Flor:

I am writing to express our apologies and regret for the omission of Isabel Campoy's name as the facilitator of the Children's Literature Institute for CABA 98. As I reviewed our notes on the institute, I was able to trace our error, and I am very sorry that it occurred.

Please be assured that all other information regarding this institute will include Isabel's name, and we will address any information concerning CABA 98 and this particular institute to her attention.

Thank you for bringing this matter to my attention. We appreciate so much the commitment you and Isabel have given to CABA, and I truly regret that this mistake happened.

I look forward to seeing you in February at CABA 98. Please do not hesitate to contact me for any other issues relating to your institute and CABA 98 in general. We are so pleased, and fortunate, that you will be sharing your expertise and creativity with us.

Sincerely,

Jan Gustafson  
Education/Conference Coordinator

cc: Shelly Spiegel-Coleman  
Dr. Ji Mei Chang  
Silvina Rubinstein

**Alma Flor Ada**  
**F. Isabel Campoy**  
398 Pennsylvania Avenue  
San Francisco, CA. 94107  
tel: (415) 285-7309 · fax: (415) 285 - 7335

November 11, 1997

Ms. Jan Gustafson  
Conference Coordinator  
California Association for Bilingual Education  
660 South Figueroa Street  
Suite 1040  
Los Angeles, CA 90017

Dear Jan,

I don't know if you heard the good news, but I am now working as an assistant to Alma Flor Ada and Isabel Campoy. Therefore, please accept this first little business note from me!

Apparently, the attached list of speakers and affiliations was requested quite a while ago for the Two-Day Institute that Alma and Isabel have been putting together. They have asked me to pass this on to CABE.

Silvina thought that you would be the best person to receive this information. Would you mind also sharing this information with Sheeley Spiegel Coleman?

Well, I'm sure we'll be in touch quite a bit. I hope that planning for CABE '98 is going well but not making you totally crazed just yet!

Take care,



Ana Inés Rubinstein



July 24, 1997

Hi Shelly!

Here is a copy of the questions I sent to Silvina about the institutes and the responses she gave me over the phone today. Her responses are in *italics*.

Questions from Shelly (and Jan) concerning institutes:

- Does the invitation to "big name" presenters for institutes (e.g. Krashan, Cummins, Collier/Thomas, Alma Flor, etc.) come from Board? You? Co-Chairs? Shelly? CABA HQ?

*A: I, Jan, will send the letter, and refer them to contact Shelly and Ji-Mei for details, information, etc.*

- What type of compensation do we offer? Is it offered up front? Do we enter into negotiations? Do we ask them what they would expect to receive?

*A: We do not offer any type of compensation. If the institute presenter asks, we will provide lodging.*

- Should there be an institute based on CABA's response to the Unz Initiative/other legislative action? Can we ask Martha and Magaly to put that together?

*The institute could be called "Responses to Attacks on Bilingual Education". Silvina suggested that you speak with Martha about organizing it with Lori Olsen and Peter Ruz.*

- New Teacher Institute? Shelly said she had spoken with you briefly about this and the following are suggestions on how to set it up:

- Hold them on Friday to take advantage of attendance

*A: The San José planning Committee has asked that we hold 1-2 on Saturday also--some districts are providing credit or pay for teachers who are attending on Saturday.*

- Ask people to register for them in the pre-reg form, and send them a ticket allowing their admittance and providing us with a number of who will attend.

*A: Great idea (I will ask Mitch about the arrangements with the company doing registration.)*

- Have 1-2 focused on ELD/SDAIE, and the remaining 2-4 in primary language.

*A: On Friday and Saturday*

-Shelly would like to ask CSBA and ACSA to co-sponsor School Board Institute Is that OK to move forward on?

*A: Yes. There should also be a superintendent's institute by invitation only and an institute for other administrators e.g. Dir. of Personnel, Human Resources, Bilingual Directors, Curric. Dir.,etc.*

-CATESOL president elect has shown interest in doing an institute on elem and secondary ELD. Any problem with it being sponsored by CATESOL?

*A: Silvina would like to speak with you about this.*

-Clara Park has spoken with Ji-Mei, and is planning on putting together an institute similar to last year. Clara has asked me to fax her all of the Asian language proposals. How do you want to proceed with that? Shelly said she spoke with Ji-Mei and they agreed to have Clara put that one institute together and then Ji-Mei will organize 3 other Asian Language Institutes.

*A: Silvina would also like to speak with you about this. Apparently there were some complications with the way Clara set it up last year. The question is if we need to continue to gather the Asian Pacific Language workshops under the heading of an institute if we are having several other institutes that really follow the idea and structure of an institute. Silvina will call you.*

I also want to let you know that we have modified the due dates for information for the pre-reg brochure. *We need to have as much information as possible by Tuesday, Aug. 5. Other fill in info can be receive up to Aug. 8.* What we need to get from you and Ji-Mei is the names, presenters, days, and descriptions of as many institutes that you can give us and let us know how many others are pending. This will assist the graphic designer is placement, spacing, etc.

I know that's a tight schedule to work under. Let me know if we can assist you in any way from our office.

I'm also sending you another application that could be an institute. Thanks Shelly--talk to you soon!

# CABE MEMORANDUM



**To:** Shelly Spiegel-Coleman  
**Fax:** 562-922-6699  
**From:** Jan Gustafson, Education/Conference Coordinator  
(W) 213-532-3859 (Fax) 213-532-3860  
**Date:** 12/12/97  
2 pages  
**RE:** New Teacher Institutes  
**cc:** Silvina Rubinstein

Hi Shelly!!

After we spoke on Wednesday about the New Teacher Institutes, I recalled that I had asked the San Jose Planning Committee Co-Chairs to help us with the Institutes. I didn't forget to do so!! Attached with this fax is a copy of a memo that I sent them in November after you had asked me to contact them about recruiting presenters.

Unfortunately, it appears like they have not contacted you. Here are their phone numbers if you would like to call them directly. I will see them next Wednesday at our planning committee meeting and I will ask them again, however, there are so many things that I have to go over with them that I think it may be more productive if you could give them a call directly also.

Mary Jew: Alum Rock Union, 408-928-6931  
Helen Ramirez: Alum Rock Union, 408-928-6947  
Emerita Orta-Camilleri: San Jose USD, 408-535-6112  
Nguyet Dinh, East Side Union High School District, 408-729-3911 ext. 2577

Some other contacts who may have ideas are:  
Norma Martínez, San Jose USD, and CABE Region I Rep., 408-535-6118  
Ana Lomas, Principal, Ocala Middle School, 408-923-2800  
Toni Oklan-Arko, West Contra Costa USD, 510-412-5034

Keep me posted on how this is going. Thanks Shelly for all of your support--at last Wednesday's conference too!

# CABE MEMORANDUM



**To:** Emerita, Mary, Nguyet, Helen

**From:** Jan Gustafson, Education/Conference Coordinator  
(W) 213-532-3859 (Fax) 213-532-3860

**Date:** 11/7/97

**RE:** CABE 98 Info

Hello!

I am enclosing a list of CABE 98 Exhibitors alphabetized by company or school district. As you look through them and identify businesses and school districts that have not yet registered, please contact them and send them an exhibitor packet. Although the due date has passed, we still have some room left and are still accepting applications.

Shelly  
Also, I have a request from Shelly Spiegel-Coleman who is co-chairing the Institute strand. She is working on identifying presenters for the New Teacher Institutes that we will be offering on Friday and Saturday. In order to tap into the rich resources of the San José area, she would like to ask you to think of outstanding teachers and presenters from your districts who would be able to present these Institutes. We need presenters for:

- K-3 Spanish Bilingual Setting (Friday-full day and/or Saturday-half day)
- K-3 English/Multilanguage Settings (Friday-full day and/or Saturday-half day)
- 4-6 Transition/SDAIE (Friday-full day and/or Saturday-half day)

Please contact Shelly at 562-922-6332 with names and phone numbers of potential presenters.

By now you should have received a copy of the RFP for printers of the CABE 98 program. If you know of anyone else who should receive a copy, please let me know.

I have set a tentative date for us to meet with a representative of Champion Exposition Services on Tuesday, November 25, from 9-12 at their headquarters in Sunnyvale. Please let me know if this date and time will work out for you. We will get to look at colors, design, props, etc. It should be fun!! Tentatively keep Monday, November 24, 11:30-1:00 open for a luncheon with area technology companies to seek their support for CABE 98. Joe, Santiago, and Linda are organizing this. As soon as the details are better defined, I will let you know. After the luncheon, we will meet as Planning Committee Co-Chairs and then have the regular Planning Committee meeting from 4:00-6:00.

**URGENT!! The deadline for the Student Writing Contest, Teacher of the Year, and Parent of the Year is November 14, and we have received very few nominations/entries. Please encourage colleagues, teachers, and friends to send in their nominations by Friday, November 14. We need to get the word out! I am sending notice to all of the CABE chapter presidents also.**

If needed, I will be able to meet with any of you and your committees on Tuesday, November 25 from 1:00-4:00. Just let me know.

I think that's it for now. Thanks for all of your support!

# CABE HEADQUARTERS

## *Memorandum*

**DATE:** August 3, 1998  
**TO:** Rob Watson  
**FAX:** 301-662-9411  
**FROM:** Jan Gustafson, Education/Conference Coordinator  
213-532-3859 Fax: 213-532-3860  
**SUBJECT:** Registration Process  
**cc:** Silvina Rubinstein, Lac Nguyen, Mitch Gariador

*(15 pages)*

Rob—

The following is an overview of the proposed process for CABE 99 pre-registrations involving Galaxy, a designated accounting firm, and CBS (a bookkeeping service). Please give me your input.

1. All CABE 99 paid registrations are to be sent to an accounting firm designated by CABE—their address will be included on the registration form.
2. The designated accounting firm documents on each form what payment has been received.
3. The designated accounting firm deposits all cash, check, and credit card payments received. They create a deposit report which is sent to CABE, Galaxy, and CBS (bookkeeping service).
4. The Accounting Firm sends all registration forms and purchase orders to Galaxy.
5. Galaxy receives registration forms and inputs registration. Registration confirmation and materials are sent as arranged with CABE.
6. Any registration that is not reconciled with the payment or purchase order received will be resolved by Galaxy. The purchase orders and a copy of the registration forms will be sent to CBS.
7. All registration forms and purchase orders that are reconciled will be sent to CBS for processing within 3 days of receipt. Galaxy will designate a member of staff to solve problem registrations. Galaxy will receive credit card payments via phone, and fax.
8. CBS inputs and records all payments received and invoices all registrations made by purchase order. CBS will do follow-up to ensure timely payment of accounts.
9. Galaxy will establish a process/hotline for handling registration confirmation and problem registrations.

I have also include in this fax a copy of the changes we are suggesting on the contract you originally sent us. After you have had a chance to look this over, please give me a call.

Thanks—Jan

# Proposal and Agreement



## 23rd Annual CABE Conference

February 17 - 20, 1999

Los Angeles, CA

### *PROPOSAL FOR REGISTRATION, EXHIBITOR SERVICES AND DATA MANAGEMENT*

*DATE OF ISSUANCE: 07/08/98*

*CONTRACT # : JPH063098-A*

#### **California Association for Bilingual Education**

660 Figueroa Street - Suite 1040  
Los Angeles, CA 90017  
Phone: 213 532-3850  
Fax: 213 532-3860

#### **Galaxy Information Services, LLC**

1888 North Market Street  
Frederick, MD 21701  
Phone: 301 662-9401  
Fax: 301 662-9411

**Schedule of Services:** Galaxy Registration, Inc., hereinafter referred to as Galaxy, and the Client agree to the Client's purchase of the following conference and exposition registration services from Galaxy on the terms set forth on the reverse side of this page and in the pages which follow.

# Agreement for Galaxy's Expocard Registration and Data Management System

## Additional Terms and Conditions

### 1. ADDITIONAL EQUIPMENT AND GALAXY STAFF

Client may request additional Galaxy staff (or extended stay of proposed staff) and additional computer equipment, subject to the availability of staff and equipment so requested. The following equipment charges shall apply from move-in date to move-out date.

<u>Item</u>	<u>Per Day Price</u>
Data Entry Workstation	\$60.00
Laser Name Badge Printer	40.00
Report Printer	25.00
Network File Server	300.00
Galaxy Staff	425.00
(per person, per day)	
Additional Programming Fee	100.00
(per hour)	

### 2. OWNERSHIP OF AND TITLE TO SOFTWARE

Galaxy shall, unless otherwise contracted, have title to, and ownership of, all software developed pursuant to this Agreement.

### 3. OWNERSHIP OF DATA

Any and all data, including attendees' names and addresses, developed from the Event shall be Client's property.

### 4. CANCELLATION

If the Event or this Agreement is cancelled for any reason, Client will pay Galaxy, as liquidated damages and not as a penalty, the greater of (a) all funds received or billed by Galaxy at the time of cancellation, or (b) 65% of the Total Registration Price in the Agreement. In addition, funds paid by Galaxy for any supplies ordered on behalf of Client, will be invoiced to Client.

### 5. LIMITED SCOPE OF AGREEMENT

This Agreement is only for the provision of event registration services and the rental of computer related equipment. There is no implication by the execution of this Agreement that Galaxy will provide client with any other systems or services not specifically described in this Agreement.

### 6. LIMITED WARRANTY

There are no warranties, expressed or implied, oral or written, in fact, by operation by law or otherwise, except as herein expressly stated. In no event shall Galaxy be liable for any indirect, special, or consequential damages,

such as, but not limited to, loss of anticipated profits or other economic loss in connection with or arising out of the existence, furnishing, function, or use of any item of software, equipment, personnel, or service provided for in this Agreement. Galaxy shall not be liable or deemed to be in default for any delay or failure in performance under this Agreement or for any interruption resulting directly or indirectly from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, the elements, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar or dissimilar cause beyond the reasonable direct control of Galaxy.

### 7. LIMITATION OF LIABILITY

It is agreed and understood that Galaxy's liability hereunder shall not exceed the total sums of money paid to Galaxy pursuant to the terms hereof.

### 8. SEVERABILITY

If any of the terms, covenants, or conditions contained herein are deemed void, voidable, illegal, or not enforceable by any court of competent jurisdiction, they shall be deleted from this Agreement, and such determination shall not affect the validity or enforceability of the remaining terms, covenants, or conditions, and the same shall remain in full force and effect.

### 9. MARYLAND LAW

Each party agrees that the subject matter of this Agreement has a reasonable relationship to the State of Maryland, the laws of which shall apply to this Agreement.

### 10. TAXES

Taxes will be included as an invoice item for any Event which takes place in the State of Maryland. Taxes will be computed on all services provided and reimbursable supplies purchased pursuant to this Agreement. Applicable taxes for Events which take place outside of the State of Maryland are the responsibility of the Client.

### 11. ENTIRE AGREEMENT AND CHANGES

This Agreement is entire within its written terms, and no previous nor contemporaneous oral or written agreements or understandings between the parties hereto regarding the subject matter hereof shall have any force or effect. Any changes to this Agreement shall be effective only after the execution of a written Amendment signed by all parties hereto.



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### 6. LIMITED WARRANTY

There are no warranties, expressed or implied, oral or written, in fact, by operation of law or otherwise, except as herein expressly stated. In no event shall Galaxy be liable for any indirect, special, or consequential damages,

such as, but not limited to, loss of anticipated profits or other economic loss in connection with or arising out of the existence, furnishing, function, or use of any item of software, equipment, personnel, or service provided for in this Agreement. Galaxy shall not be liable or deemed to be in default for any delay or failure in performance under this Agreement or for any interruption resulting directly or indirectly from acts of God, civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, the elements, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar or dissimilar cause beyond the reasonable direct control of Galaxy.

### 7. LIMITATION OF LIABILITY

It is agreed and understood that Galaxy's liability hereunder shall not exceed the total sums of money paid to Galaxy pursuant to the terms hereof.

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This Agreement is entire within its written terms, and no previous nor contemporaneous oral or written agreements or understandings between the parties hereto regarding the subject matter hereof shall have any force or effect. Any changes to this Agreement shall be effective only after the execution of a written Amendment signed by all parties hereto.



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Title Page, Additional Terms and Conditions

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- XI. Terms and Conditions

**PROPOSAL FOR  
REGISTRATION, EXHIBITOR SERVICES AND DATA MANAGEMENT**

**I. Executive Summary**

Galaxy Information Services, LLC, hereinafter referred to as "Galaxy," and the California Association for Bilingual Education, hereinafter referred to as "CABE," agree to CABE's purchase of Registration and Exhibitor Services for the event described below.

Galaxy agrees to provide comprehensive, professional data management services to help CABE and their exhibitors enhance their Event. Galaxy ensures quality, speed, accuracy and reliability in our services and products. Registration processing will be handled in a quick and efficient manner both prior to the Event and on-site. Galaxy will also provide valuable services to exhibitors to enhance their interaction with customers and Event prospects.

The following Agreement sets forth the terms and conditions for providing CABE with registration, exhibitor and data management services.

**II. General Event Specifications**

**A. Event Description**

Event Name:	23rd Annual CABE Conference
Location:	Los Angeles Convention Center Los Angeles, CA
Move In:	February 15
Show Opens:	February 17
Show Closes:	February 20
Number of Exhibiting Companies:	140
EXPOCARD Classification:	Medalist or Classic

**B. Attendance Forecast**

	<u>Attendee</u>	<u>Exhibitors</u>	<u>Total</u>
Advance:	7,500	2,500	10,000
Total:	7,500	2,500	10,000

Please give us proposal based on 7500 attendees,  
5000, and 3000.

Thank you!

### III. Advance Registration Processing

#### A. Registration Form Design

The format and content of all registration forms, both in advance and on-site, must be consistently coded to ensure the accuracy of all statistics and reports produced by Galaxy. To ensure the efficient and accurate coding of all registration data, Galaxy will assist CABE with the design of both advance and on-site registration forms, and the planning of all registration procedures. Galaxy also requires that CABE submit all registration forms to Galaxy for final review prior to production.

#### B. Programming

Galaxy will perform the necessary computer programming for the entry of registration and payment data into Galaxy's data management system, and for the production of all reports. Programming above and beyond what is discussed in this contract will be billed at \$100/hour. All additional programming costs will be estimated before the work begins and will require written approval from CABE.

CABE is responsible for providing the source information required to complete all programming no later than 30 days prior to the commencement of data entry for the Event. This information includes specific details regarding pre-registration and on-site reports, counts, badging, space limited event management, and purchase order invoicing and tracking.

#### C. Direct Receipt of Registration Forms and Fees

Advance registration forms <sup>will</sup> can be mailed directly to <sup>lock box</sup> ~~CABE~~ <sup>an accounting firm designated by CABE</sup> ~~CABE~~ <sup>make all deposits</sup> ~~CABE~~ will ~~pre-process and group~~ <sup>registration forms received and</sup> forward to Galaxy for data entry. Normal processing time for forms is 3 to 5 working days. <sup>registration forms and purchase orders</sup>

#### D. Advance Registration Systems

At no additional cost, Galaxy will provide CABE with the following system. Galaxy will coordinate with CABE a read-only system which will allow CABE <sup>fully</sup> ~~visual~~ access to advance registration data without the capability to alter that data. Galaxy will provide this system via its electronic Bulletin Board System (BBS). Once these system is in place, CABE will be responsible for all required technical support

#### E. Data Entry

All registration data will be entered into Galaxy's data management system as it has been indicated by the registrant on the registration form in upper/lower-case format. Standard turn-around time for completion of data entry is 3 to 5 days after forms are received. <sup>upon completion of registration, Galaxy will send a copy of registration forms and p.o.s to accounting firm designated by CABE by batches on a daily basis</sup>

#### F. Confirmation of Registration

Galaxy will provide a personalized, detailed <sup>2-3 day</sup> confirmation letter for each attendee. Confirmations will be faxed 2 to 3 working days of processing the registration form. Exact confirmation text will be determined by CABE no later than 16 weeks before the Event.

## G. Telephone Customer Service

Galaxy will furnish CABA access to our Customer Service department. Typical customer service hours are 9 a.m. to 5 p.m. EST. Each customer service representative will have immediate access to the registration database and will be able to answer registration questions while the registrant is on the phone. CABA will supply Galaxy's customer service representatives with the answers to questions registrants are likely to ask. Galaxy's customer service department will answer the phone within two rings or the call will be queued for the next available representative.

## H. Reporting

Galaxy will furnish the following reports and analysis:

Weekly registration analysis, including:

- summary reports by batch, including registration and event counts
- summary reports by batch that balance both to Galaxy system
- financial summary of registration categories
- balance due financial summary

Additional reports requested by CABA may be produced at an additional charge.

## I. Badge Production

Galaxy will produce a laser-quality paper name-badge for all advance registrants. Galaxy's standard paper name badge is 3" x 4" and may display nick-name, full name, title, company, city, and state. Badges are available with three, four, or five lines of text. Standard badge stock is generic white and is designed to be inserted into a colored, screen-printed badge holder which further identifies the registrant's classification.

CABA may elect to custom design the name-badge stock or badge holders, allowing at least six weeks for delivery of both name-badge stock and badge holders.

## J. Ticketing

Galaxy will provide detailed ticketing for each attendee. All text will be determined by CABA and must be received at Galaxy no less than four weeks prior to scheduled date of first badge printing.

## K. Space Limited Events Management

All registrant requests for educational or social sessions will be tracked within the Galaxy system. Galaxy can provide for space-limit counts, as well as exhibitor booth limits, for those sessions where CABA deems it necessary or desirable and will provide a report to CABA. Limits must be received at Galaxy prior to beginning data entry. Limits may be altered at any time.

Problem Registrations

Insert paragraphs  
from last year.

customer service reps will include Spanish speaking representatives. Customer service will receive credit card registrations to be set up via phone and fax

#### L. EXPOCARD Production

EXPOCARDS will be electronically encoded and produced for all registration categories which are designated by CABE in advance of the meeting. Limited space on the card is available and the contents will be determined by Galaxy and CABE. EXPOCARDS will also be issued to on-site registrants.

EXPOCARDS contain information such as attendee's name, title, company, etc., as well as other demographic information, which has been collected from their registration forms.

#### M. Collation/Mailing of Advance Registration Materials

Galaxy will collate each registrant's name badge, personalized tickets, generic tickets, ribbons, EXPOCARD, and up to two other folded inserts, which CABE may elect to have included. Materials will be collated and mailed to each registrant. Additional inserts will be collated at a cost of \$.04 per item.

#### IV. On-Site Requirements

Galaxy will be responsible for all on-site registration processing at CABE's Event, however, CABE is responsible for all cashiering and processing of money at the Event. Galaxy staff will be working closely with senior CABE staff to implement specific operating procedures. Since policy decisions are made regularly in the registration area, Galaxy requests that CABE staff be available to assist in the registration area.

Galaxy's specific assignments include the following:

on a daily basis, CABE and designated accounting firm will reconcile registrations & cash received

##### A. Galaxy Area Layout

Galaxy will assist CABE with the design of the On-Site Registration/Exhibitor Services area(s) to provide for optimal traffic flow and ease of processing. Galaxy and CABE must agree upon the area(s) configuration no later than 45 days before the Event opens.

Galaxy will furnish CABE with a drawing of its preferred counter layout and electrical requirements. It is preferred to have the Exhibitor Services Lead Retrieval area located next to the other Vendor Service Desks. Galaxy Exhibitor Services requires one counter per every 100 EXPOCARD Readers in inventory.

##### B. Set-Up Requirements

Galaxy requires at least 1 full day of set-up and testing from the time all registration and exhibitor service counters, and electrical circuits are installed and operational. If local unions are required to assist Galaxy's efforts, CABE will arrange for them to be in the registration area at this time. Security for all Galaxy equipment will begin upon delivery of equipment.

##### C. On-site Temporary Personnel

CABE will provide all temporary personnel required for registration, typing, cashiering, clerical support, EXPOCARD Reader distribution/collection, assistance with set-up/breakdown, and general service to the exhibitors throughout the Event. CABE is responsible for scheduling such personnel and will share this information with Galaxy prior to placing the order to ensure that all positions have been considered.

Galaxy recommends a minimum training period of 4 hours, the actual training period to be determined by the on-site schedule of events and the quantity of late advance registration forms to be processed.

#### **D. On-site Galaxy Staff Schedule**

The specific schedule\* of on-site Galaxy staff will be as follows:

February 14	PM	• Galaxy staff to arrive on site
February 15	AM	• Equipment set-up/testing, security required
February 16	AM	• Train temporary personnel
February 16	PM	• Registration opens from TIME OF REG
February 16	PM	• Begin distribution of <i>EXPOCARD</i> Readers
February 17	AM	• Showfloor opens
February 20	PM	• Showfloor closes, collection of Readers
February 20	PM	• Registration Closed
February 20	PM	• Equipment packed and shipped
February 21	AM	• Departure of all Galaxy staff

\*All times are contingent upon the set-up of counters and electric.

#### **E. Galaxy Staff Requirements and Responsibilities**

Galaxy will send two (2) staff persons to CAGE's Event; one person will manage registration operations, and one person will manage *EXPOCARD* Exhibitor Services. The individual responsible for registration operations, also designated as CAGE's primary contact, will be ultimately responsible for Galaxy's entire on-site performance.

Galaxy staff will be responsible for the installation of Galaxy's computer equipment, the training of temporary typists and registration personnel, general supervision of the registration area, maintenance of the computer network, production of reports and statistics for CAGE, set-up/breakdown of the *EXPOCARD* Exhibitor Service desk, and management of the distribution/collection of *EXPOCARD* Readers. Galaxy staff will also visit booths to provide technical/educational support for *EXPOCARD* lead management users and superior customer service to CAGE and exhibitors.

#### **F. Data Entry and Quality Control**

During data entry, Galaxy will continue to capture those data elements which are important to CAGE's statistical requirements and exhibitors' sales lead management. Galaxy will also continue to perform "on-line" computer edits during the entry of on-site registration data to ensure the accuracy of all statistics and reports.

#### **G. Verification of Advance Registrants**

Galaxy will verify attendance of all registrants. Verification will occur automatically when a badge or *EXPOCARD* is produced and will be done manually by capturing the registrant's ID number found on the verification stub mailed with the badge. This function will be performed daily as registrants arrive to ensure proper traffic flow statistics.

6

## H. On-Site Reports

Galaxy will provide summary registration reports and statistics at the close of each day, which will include Daily Registration Counts & Daily Verifications. Reports will be available within an hour after the close of registration. Galaxy requests that the CABA provide a list of any additional reporting requirements one week prior to leaving for the show.

## I. Electronic Will-call Service

Galaxy will provide CABA with our Electronic Will-call Service. A typist will enter each pre-registered attendee's last name into the system when he/she arrives at the registration counter. This process can also serve as verification of attendance, to produce a badge, an *EXPOCARD*, a ribbon stub (if required) and tickets (if required) for each registered attendee.

## J. Name Badge, Ticket, and *EXPOCARD* Production

Laser-quality name-badges and tickets, if required, will be produced for all registrants on-site in the same basic manner and style as they were produced in advance registration. *EXPOCARDS* will be produced for all qualified on-site registrants.

## V. Lead Management

One of the most important advantages of the *EXPOCARD* system is that it enables Galaxy to furnish exhibitors with valuable information regarding booth visitors. Consequently, Galaxy has developed several marketing and sales lead management products and services to assist exhibitors with their efforts.

### A. Marketing Plan

Galaxy will organize a marketing plan designed to educate exhibitors on all product options available through Galaxy. This plan may include providing order forms for insertion in the exhibitor manual, telemarketing efforts, broadcast faxes and on-site flyers. Galaxy will be responsible for all costs associated with the marketing plan.

Reader Pricing*:	On or Before 5/4/98	After 5/4/98
Standard <i>EXPOCARD</i> Reader	\$125	\$175
Portable <i>EXPOCARD</i> Reader	\$150	\$200
Dual Printout <i>EXPOCARD</i> Reader	\$125	\$175
<i>EXPOCARD</i> Connect		
DOS version	\$450	\$550
Windows version	\$450	\$550
Diskette of Sales Leads from <i>EXPOCARD</i> Reader	\$75	\$100
Customization of <i>EXPOCARD</i> Reader	\$75	\$100

\*All of the above reader pricing includes unlimited paper.

## **B. Lead Retrieval and Booth Promotion**

The specific products and services which Galaxy will make available to exhibitors include the following:

### **1. *EXPOCARD* Readers**

*EXPOCARD* Readers come in a variety of models and configurations designed to capture lead information and deliver it to the exhibitor in a format that meets their needs, e.g., printed records, diskette, lists, labels or direct-to-PC.

### **2. Booth and Product Promotion**

Galaxy will make registration data available to exhibitors prior to and following the event. The registration data can be used in its entirety or segmented by using demographic information to target specific groups. Exhibitors typically use this data to notify attendees of the exhibitor's booth location, announce new products, or extend an invitation to the exhibitor's hospitality suite. Formats available are lists, labels, a diskette, mailings, postcards, letters, etc. This service will be marketed directly by Galaxy to exhibitors at no cost to CABA via direct mail, fax broadcast, and telemarketing. Rental charges to exhibitors typically range in cost from \$.10 to \$.15 per name.

Galaxy Classics, our in-house design & printing company, can assist exhibitors with the design and printing of special exhibit promotions to compliment the exhibitor's overall show marketing program.

## **C. *EXPOCARD* Reader and Attendee List Order Forms**

Galaxy will provide marketing pieces to supplement CABA's exhibitor manual. To facilitate efficient production of the order form, the CABA will provide Galaxy with the quantity of forms needed, the deadline for insertion into the exhibitor manual, the CABA logo, mailing address for order forms and any other information as required. A minimum of 3 weeks production time will be needed prior to mailing the forms to the service contractor.

## **D. On-site Services**

Galaxy's superior customer service to the Event exhibitors will be supported by technical/educational booth assistance for *EXPOCARD* lead management and supplies.



## VI. Post-Event Data Processing

Galaxy will furnish the following reports and materials within 5 to 10 working days after the close of the event:

- A. final registration analysis, including:
- Daily and hourly on-site counts
  - Daily and hourly verification counts
  - State and country counts
  - Source code counts
  - Demographic analysis

• Detailed lists of  
- advanced registrants  
- all on-site registrants  
- all show attendees

- B. exhibitor daily and hourly lead counts  
C. exhibitor listing detailing EXPOCARD Reader usage

Upon CABA's specific request, the reports and statistics mentioned above can be reproduced for up to 30 days after the Event. Additional reports requested by CABA may be produced at an additional charge.

## VII. Galaxy Equipment

### A. Equipment Requirements

Galaxy will furnish the following equipment for on-site processing:

<u>Registration Area</u>	<u>PC Workstation</u>	<u>Badge Printer</u>	<u>Network File Server</u>
Conference Reg	6	3	1
Exhibitor Reg	2	1	
Career Fair	2	1	
Sponsor Reg	1	1	
Presenter Reg	2	1	
Special Concerns	2	1	
Volunteer Reg	1	1	
<b>Totals</b>	<b>16</b>	<b>9</b>	<b>1</b>

Additional equipment can be provided by Galaxy based on availability in Galaxy inventory. Requests should be made 45 days in advance of the show to ensure availability. For additional equipment, CABA will be billed separately at the rates indicated on the reverse side of the cover page of this Agreement.

### B. Equipment Security and Storage

CABA will provide security for all of Galaxy's equipment at commencement of set-up. CABA will also provide a convenient storage area for Galaxy's extra registration and exhibitor services equipment and empty crates. 100 square feet of space for every 100 exhibitors is required. The storage area(s) must be near the registration and exhibitor services area(s) so that it can be easily accessed during the Event.

### VIII. InterActive EXPOCARD Systems

Galaxy will provide the following integrated EXPOCARD systems at the 1998 CABA Conference: its electronic message center service consisting of these components: four (4) EXPOCARD activated, menu driven computer systems with 15" touch screen monitors and laser jet printing. These systems will allow attendees to both retrieve their own messages and leave messages for other registered attendees.

### IX. Materials and Services Required

CABA is responsible for the cost of the following services and materials. At CABA's request, Galaxy will purchase the supplies or services on CABA's behalf, and will charge a nominal handling fee.

**Galaxy will purchase and charge CABA for the following:**

- Price breakdown
1. Name-badge/ticket stock
  2. EXPOCARDS
  3. Badge holders
  4. Card Carriers
  5. Postcards, stationery, envelopes, inserts, on-site registration forms, and other materials needed for advance and on-site processing
  6. Postage (advance deposit required)
  7. Telephone charges for all broadcast faxes incurred during registration
  8. Computer equipment required for Visitor Surveys, Product Locators, Message Centers and Session Tracking in quantities selected by CABA
  9. Round-trip air transportation of all Galaxy staff
  10. Local transportation and airport parking, if hotel is not within reasonable walking distance
  11. Airport Parking

**CABA is responsible for the following:**

- for 2
1. Lodging of all Galaxy staff while at the Event (room and tax only) at a headquarters hotel
  2. Temporary staff for processing badges on-site
  3. Temporary staff for information, security and distribution of badge holders
  4. Federal Express or other special charges for shipment of advance and/or on-site materials to/from Galaxy's headquarters
  5. Inbound shipment(s) of Galaxy's on-site equipment and supplies
  6. Drayage to and from the loading dock to the Registration and Exhibitor Service area(s)
  7. Adequate on-site registration and exhibitor services facilities including counters, tables, headers, drapes, and other supplies in each area
  8. Installation of phone/modem lines, including hand sets, 24-hour electricity, and security for each Galaxy on-site area
  9. All union labor charges incurred during set-up, and breakdown of Galaxy equipment

**X. Pricing**

Galaxy will provide standard services, as described throughout this Proposal and Agreement, for the fee stated below. *based on the following projected attendance:*

*10,000, 7500, 5000, 3000*

**A. Pricing Summary**

**Registration Fee:**

\$ 25,695 *(see below)*

**B. InterActive Products**

**Message Centers:**

\$ 5,000 *(u)*

**C. Materials & Services Required**

*Will be invoiced after the event. CAFE may contact their Galaxy Project Coordinator for estimates on individual items.*

**D. Shipping**

*Will be invoiced after the event.*

Galaxy and CAFE recognize that any estimates given will be based on numbers provided by the CAFE for Galaxy's use in presenting this proposal. Therefore, if any of these numbers are changed, Galaxy reserves the right to amend its proposal and Agreement to reflect such changes.

*This figure is very close to the amount from last year, however, without the accounting piece being handled by Galaxy, it seems as though services are somewhat diminished. How is that reflected in your price quote?*

**XI. Terms and Conditions**

Galaxy's payment terms and conditions are as follows: 20 percent deposit due upon signing of this Agreement; 40 percent due 90 days prior to the Event; 30 percent due 60 days prior the Event; and the balance due upon completion of the Event.

**CABE**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This Agreement must be countersigned and dated by an Officer of Galaxy Information Services, LLC prior to its becoming effective. If this Agreement is not signed within 30 days of the date of issuance, Agreement will become null and void.

**Galaxy Information Services, LLC**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# California Association for Bilingual Education

660 South Figueroa Street, Suite 1040 • Los Angeles, California 90017 • 213/532-3850 • 213/532-3860 Fax • [www.bilingualeducation.org](http://www.bilingualeducation.org)

October 14, 1998

## EXECUTIVE BOARD 1998-1999

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*California State University, Long Beach  
Center for Language Minority  
Education and Research*

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Martha Hernández  
*Oxnard School District*

### EXECUTIVE DIRECTOR

Silvina Rubinstein

## LEGAL COUNSEL

Herman Sillas  
*Ochoa & Sillas*

Ancha  
200 Marina Blvd.  
Berkeley, CA 94710

The California Association for Bilingual Education (CABE) is a non-profit organization working to support English language learners throughout the state of California. As part of our organizational program, we hold an annual conference for our entire membership that ranges from 10,000-12,000 attendees. CABE '99 will be held at the Los Angeles Convention Center from February 17-20, 1999. CABE 2000 will be held March 20-23, 2000 at the Mascone Center and Bill Graham Civic Arena in San Francisco.

Enclosed you will find a Request for Proposal for audio visual services for one and two years. We look forward to receiving a proposal from Ancha based on these specifications. If you should have any questions, please do not hesitate to contact me at (213) 532-3859. The deadline for submitting a proposal is Wednesday, October 28, 1998.

I look forward to hearing from you!

Sincerely,

Jan Gustafson  
Education/Conference Coordinator



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Silvina Rubinstein

## LEGAL COUNSEL

Herman Sillas  
Ochoa & Sillas

John Brennan  
Projection  
1585 Maybury Road, Suite D  
San Jose, CA 95133

Dear John:

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## LEGAL COUNSEL

Herman Sillas  
Ochoa & Sillas

Pano Coromelas  
McCune  
1316 Allec Street  
Anaheim, CA 92805

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## LEGAL COUNSEL

Herman Sillas  
Ochoa & Sillas

James Dukleth  
Oakland AV  
402 Hester  
San Leandro, CA 94577

Dear James:

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Sincerely,

Jan Gustafson  
Education/Conference Coordinator





# California Association for Bilingual Education

660 South Figueroa Street, Suite 1040 • Los Angeles, California 90017 • 213/532-3850 • 213/532-3860 Fax • [www.bilingualeducation.org](http://www.bilingualeducation.org)

October 14, 1998

## EXECUTIVE BOARD 1998-1999

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California State University, Long Beach  
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*Evangelina "Gigi" Cronin  
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Oxnard School District*

### EXECUTIVE DIRECTOR

*Silvina Rubinstein*

## LEGAL COUNSEL

*Herman Sillas  
Ochoa & Sillas*

Richard A. Hurley  
Audio Visual Headquarters  
777 Convention Way  
Anaheim, CA 92802

Dear Richard:

The California Association for Bilingual Education (CABE) is a non-profit organization working to support English language learners throughout the state of California. As part of our organizational program, we hold an annual conference for our entire membership that ranges from 10,000-12,000 attendees. CABE '99 will be held at the Los Angeles Convention Center from February 17-20, 1999. CABE 2000 will be held March 20-23, 2000 at the Mascone Center and Bill Graham Civic Arena in San Francisco.

Enclosed you will find a Request for Proposal for audio visual services for one and two years. We look forward to receiving a proposal from Audio Visual Headquarters based on these specifications. If you should have any questions, please do not hesitate to contact me at (213) 532-3859. The deadline for submitting a proposal is Wednesday, October 28, 1998.

I look forward to hearing from you!

Sincerely,

Jan Gustafson  
Education/Conference Coordinator



*Janis Coffey*

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Oxnard School District*

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*Silvina Rubinstein*

## LEGAL COUNSEL

*Herman Sillas  
Ochoa & Sillas*

Pam Spinarski  
MSI Audio-Visual Production  
1945 Kurtz Street  
San Diego, CA 92110

Dear Pam:

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I look forward to hearing from you!

Sincerely,

Jan Gustafson  
Education/Conference Coordinator

FAX TO: Jan Gustafson or Natalia  
(213) 532-3860

FROM: Dr. Peggy Laughlin, Presenter  
"Crossing Borders" Half Day Institute  
"Culture and Education: Lessons from the field"

Jan Gustafson  
Education Conference Coordinator  
California Association for Bilingual Education  
660 South Figueroa Street, Suite 1040  
Los Angeles, CA 90017

December 4, 1998

Dear Jan,

We spoke about a month ago about the confirmation of two presentations, "Crossing Borders: Euro American Educators in Bilingual/Multicultural Classrooms", a half day institute, and "Culture and Education: Lessons from the Field", both of which I will be leading. I am sending you a list of names of presenters that will be scheduled in each of these presentations, with the paid and non paying presenters identified. I am enclosing my own registration with this letter in the mail to CABE. The presenters receiving complementary passes are sending their registrations separately to you.

**1. The following CABE members will be on the panel of presenters for the half day institute, "Crossing Borders":**

free registration

Dr. Alma Flor Ada, University of San Francisco - honored guest  
Dr. Peggy Laughlin, UC Santa Cruz  
Dr. Clara Velasquez, City University of New York  
Susana Baldwin, Teacher, San Francisco Unified  
Ellen Blackmon-Hardy, Teacher, Stockton Unified  
Lorena Rosales, Teacher, Stockton Unified

registration paid or covered on other presentation

Dr. Nancy Jean Smith, CSU Stanislaus  
Dr. Lupe Solis, Bilingual Consultant, Tulare County Office of Education  
Pansy Ceballos, Education Specialist, Tulare County Office of Education  
Dick Keis, Bilingual Resource Teacher, Central School District, Oregon  
Ryan Monroe, Bilingual Resource Specialist, Stockton Unified  
Tomasita Villarreal-Carman, Bilingual Coordinator Pajaro Valley Unified

**2. The following CABE members will be presenters for the presentation,  
"Culture and Education: Lesson from the Field"**

free registration

Holly Marsh, Teacher LA Unified  
Sarah Corfield, Student Teacher, UC Santa Cruz

additional presenters

Susana Baldwin, Teacher, San Francisco Unified  
Paul Hernandez, Bilingual Resource Teacher, LA Unified  
Christine Gilmore, Teacher, LA Unified  
Ruby Vazquez, Pajaro Valley Unified  
Clara Velazquez, City University of New York  
Peggy Laughlin, Supervisor of Teacher Education, UC Santa Cruz

I know that this is an extremely busy time for all of you at CABE headquarters, and I appreciate your hard work to help make this conference successful. I hope I have provided all the necessary information. If not, please call at work (408) 459-5467, fax (408) 459-4618, or at home (408) 458-2520 any time. You may also e-mail me at [pclaugh@cats.ucsc.edu](mailto:pclaugh@cats.ucsc.edu).

I look forward to having the opportunity to participate in the most important educational conference event in California.

Sincerely,

Peggy Laughlin, Ed.D.



# California Association for Bilingual Education

660 South Figueroa Street, Suite 1040 • Los Angeles, California 90017 • 213/532-3850 • 213/532-3860 Fax

## **Bilingual Education and Technology: Pathways to Success 23rd ANNUAL CABE CONFERENCE February 4 – 7, 1998 • San José, California**

Dear CABE '98 Conference Participant:

Thank you for your interest in participating in our 23rd Annual Conference, "Bilingual Education and Technology: Pathways to Success," in San José, California on February 4 – 7, 1998. On behalf of the CABE Executive Board of Directors and the CABE '98 Honorary Co-Chairs, Superintendents Santiago Wood, (Alum Rock Union School District), Joe Coto, (East Side Union High School District), and Linda Murray (San José Unified), we welcome you and hope that this year's conference will be truly fulfilling and enjoyable for you.

This letter and the accompanying badge and tickets are your official conference confirmation. Please be sure to bring these to the conference for admittance. **There is a \$50 fee for lost badges, and there will be no refunds or replacement tickets for meals.**

Please be sure to display your badge at all times during your attendance at the conference. It is required for admittance to all conference venues. If you are a current member of CABE, the word "Member" will appear above your name on the right side of this badge. If you or your district has purchased meal tickets or a school site visit, there will be a specific ticket indicating such.

For those who have purchased a school site visit, this packet will also include a ticket to board the buses on Wednesday morning at 7:45. School site assignment information will be available at the San José Convention Center on Tuesday afternoon and evening, February 3, and Wednesday morning, February 4. If you registered for either the New Teacher Institute or the Superintendents Symposium, your tickets will also be included in this packet. These tickets will be necessary to guarantee your entrance into these institutes.

Your Conference Tote Bag reclamation ticket is also included. When you arrive at the conference, you may pick up your Conference Bag which will contain the program, badge holder, and additional conference materials. A special area will be set aside in the San José Convention Center on the 1st floor for conference bag reclamation according to the registration schedule on the following page. **In addition, we will have an expanded schedule for Tote Bag reclamation at some of the CABE sponsored hotels. See reverse of this letter for sites and schedule.**

Please verify the information in this letter with your original registration form. If you find discrepancies or problems, please call Galaxy Registration Services at 1-888-675-1222 or you can discuss it with CABE personnel at the Special Concerns booth in the registration area of the San José Convention Center upon your arrival.

If you are not a member of CABE, please join. All you have to do is fill out a Membership Application. CABE is the largest and most respected organization in California advocating for the rights of English learners. We look forward to seeing you at CABE '98.

Sincerely,

Silvina Rubinstein  
Executive Director

Jan Gustafson  
Education/Conference Coordinator

## **Registration Locations and Schedules San José Convention Center**

The Special Concerns booth and the Conference Bag Reclamation booth will be in the registration area on the first floor of the San José Convention Center.

Tuesday	February 3, 1998	2:00 pm to 7:00 pm
Wednesday	February 4, 1998	7:30 am to 6:00 pm
Thursday	February 5, 1998	7:30 am to 6:00 pm
Friday	February 6, 1998	7:30 am to 5:00 pm
Saturday	February 7, 1998	7:30 am to 9:00 am

### **Hotel Conference Bag Pickup Sites and Schedule**

Airport Inn International  
Beverly Heritage Hotel  
Biltmore Hotel and Suites  
Hyatt San José (near the airport)  
Wyndham Hotel

#### **HOTEL SCHEDULE**

Tuesday	February 2, 1998	4:00 pm to 9:00 pm
Wednesday	February 4, 1998	4:00 pm to 9:00 pm

Please note that only conference bags (with reclamation tickets) will be given out at the hotels. All other registration activities must take place at the Convention Center. The above schedules are for registration only. Please refer to your pre-registration brochure for actual conference schedule information.

We look forward to seeing you at CABA '98!!

# **CABE '98 FUNDRAISER**

.....

## **The Heart of the Drum Festival**

.....  
**Wednesday February 4, 1998, 7:30 pm**  
**San José Civic Auditorium**  
.....

### **STEVE CERVANTES:**

**MULTICULTURAL MUSIC PERFORMANCES**

### **MAIKO:**

**WOMEN'S DRUM AND POETRY ENSEMBLE**

### **SAN JOSÉ TAIKO**

### **MASTER OF CEREMONIES:**

**ASSEMBLYMAN MIKE HONDA**

**JOIN US FOR THIS INTERNATIONAL CELEBRATION OF PERCUSSION!!**

.....

**\$15 General Seating**

**Tickets available through Registration and at the Door**

**In association with the Mexican Heritage Corporation, dedicated to affirming,  
celebrating, and preserving our rich cultural heritage  
by promoting the arts, building community, and advancing  
social and economic development**





## FAX TRANSMITTAL SLIP

DATE: 7-25-97

TO: Dr. Collier & Dr. Thomas

FAX # 703-993-3336

FROM: Jan Gustafson (213) 532-3859

Number of pages including this one: 2

SUBJECT: CABE '98 Institutes

☐ For Your Information

☐ Per Your Request

☐ For Your Signature

☐ For Your Approval

☐ Please Follow Up

☐ For Dissemination

COMMENTS: Attached please find letter regarding  
CABE 98 - "Bilingual Education & Technology:  
Pathways to Success"

Thank you!

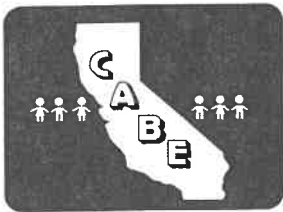
Jan Gustafson

### *Notice of Confidentiality*

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NOTE: If you have any questions or problems in receiving this fax,  
please call (213) 532-3850





# California Association for Bilingual Education

660 South Figueroa Street, Suite 1040 • Los Angeles, California 90017 • 213/532-3850 • Fax 213/532-3860

July 25, 1997

Dr. Virginia Collier and Dr. Wayne Thomas  
Center for Bilingual/Multicultural/ESL Education  
George Mason University  
Fairfax, VA 22030-4444

Dear Dr. Collier and Dr. Thomas:

Greetings from CABE! As you can imagine, plans for CABE'98 are in full force as we prepare for our annual conference to be held at the San José Convention Center. As always, your participation adds much depth and meaning to our conferences, and we hope that you will be able to join us again in San José, February 4-7.

I am specifically writing to ask you to lead and participate in a CABE '98 Institute as you have done in the past. Last year, during CABE '97, you presented two Institutes, "*Long-Term Academic Successes for Language Minority Students*", and "*Superintendent and School Board Symposium: Effective Schooling for Language Minority Students*". The content of these institutes was very impressive, and we received very positive feedback.

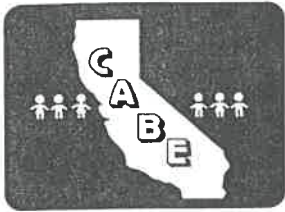
The CABE Institutes are one or two day sessions which are organized around a certain theme. Often they are presented by a team of educators, and they are publicized in the registration brochure. We hope that you will consider presenting in our Institute section once again.

This year Shelly Spiegel-Coleman and Dr. Ji-Mei Chang are coordinating the Institutes for CABE '98, and you will be contacted soon by one of us to discuss how you may be able to participate in CABE '98. We are under somewhat of a tight timeline, and would like to have a preliminary description of your presentations by August 15 in order to include and promote them in our registration brochure.

I look forward to being in touch with you soon and planning our joint collaboration at CABE '98!

Sincerely,

Jan Gustafson  
Education/Conference Coordinator



## FAX TRANSMITTAL SLIP

DATE: 7-25-97

TO: Dr. Jim Cummins

FAX # 416-926-4725

FROM: Jan Gustafson (213) 532-3859

Number of pages including this one: 2

SUBJECT: CABE '98 Institutes

☐ For Your Information

☐ Per Your Request

☐ For Your Signature

☐ For Your Approval

☐ Please Follow Up

☐ For Dissemination

COMMENTS: Attached please find letter regarding  
CABE 98 - "Bilingual Education & Technology:  
Pathways to Success"

Thank you!

Jan Gustafson

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# California Association for Bilingual Education

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July 25, 1997

Dr. Jim Cummins  
320 Glen Manner Dr.  
Toronto, Canada M4E2X7

Dear Jim:

Greetings from CABE! As you can imagine, plans for CABE '98 are in full force as we prepare for our annual conference to be held at the San José Convention Center. As always, your participation adds much depth and meaning to our conferences, and we hope that you will be able to join us again in San José, February 4-7.

I am specifically writing to ask you to lead and participate in a CABE '98 Institute as you have done in the past. Last year, during CABE '97, you presented one Institute, "*Global Learning Networks and Anti-Racist Education*". The panel of presenters in this institute was very impressive, and we received very positive feedback.

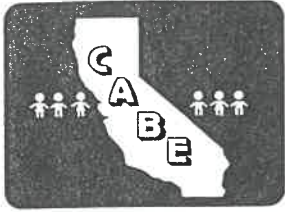
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I look forward to being in touch with you soon and planning our joint collaboration at CABE '98!

Sincerely,

Jan Gustafson  
Education/Conference Coordinator



## FAX TRANSMITTAL SLIP

DATE: 7-25-97

TO: Alma Flor Ada

FAX # 415-285-7335

FROM: Jan Gustafson (213) 532-3859

Number of pages including this one: 2

SUBJECT: CABE '98 Institutes

☐ For Your Information

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☐ Please Follow Up

☐ For Dissemination

COMMENTS: Attached please find letter regarding  
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Thank you!

Jan Gustafson

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# California Association for Bilingual Education

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July 25, 1997

Dr. Alma Flor Ada  
398 Pennsylvania Avenue  
San Francisco, CA 94107

Dear Alma Flor:

Greetings from CABE! As you can imagine, plans for CABE'98 are in full force as we prepare for our annual conference to be held at the San José Convention Center. As always, your participation adds much depth and meaning to our conferences, and we hope that you will be able to join us again in San José, February 4-7.

I am specifically writing to ask you to lead and participate in a CABE '98 Institute as you have done in the past. Last year, during CABE '97, you presented two Institutes, *"Research as a Means of Change"*, and *"Reading Theory and Research for All Teachers of All Students: A Conversation with Some of the Leading Experts."* The panel of presenters in each of these institutes was very impressive, and we received very positive feedback.

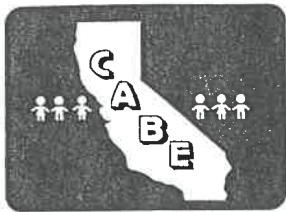
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Sincerely,

Jan Gustafson  
Education/Conference Coordinator



## FAX TRANSMITTAL SLIP

DATE: 7-25-97

TO: Dr. Steve Krashinsky

FAX # 310-581-6132

FROM: Jan Gustafson (213) 532-3859

Number of pages including this one: 2

SUBJECT: CABE '98 Institutes

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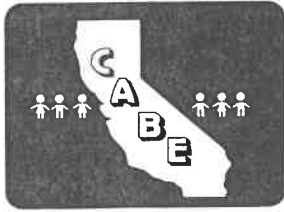
Thank you!

Jan Gustafson

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# California Association for Bilingual Education

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July 25, 1997

Dr. Stephen Krashen  
Language Education Association  
5601 Slauson Suite #280  
Culver City, CA 90230

Dear Steve:

Greetings from CABE! As you can imagine, plans for CABE'98 are in full force as we prepare for our annual conference to be held at the San José Convention Center. As always, your participation adds much depth and meaning to our conferences, and we hope that you will be able to join us again in San José, February 4-7.

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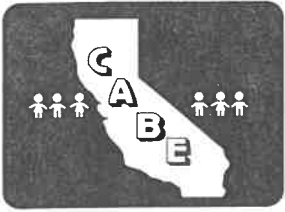
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Jan Gustafson  
Education/Conference Coordinator



## FAX TRANSMITTAL SLIP

DATE: 7-28-97

TO: Shelly Spraggel-Coleman

FAX # 310-922-6332

FROM: Jan Gustafson (213) 532-3859

Number of pages including this one: 7

SUBJECT: Institutes

☐ For Your Information

☐ Per Your Request

☐ For Your Signature

☐ For Your Approval

☐ Please Follow Up

☐ For Dissemination

COMMENTS: Hi Shelly! I'm sending you copies of the letters I sent to Steve Ginn. Anna Florio; the Collier/Thomas team, plus a response from Steve. Can you follow up with him? Also, I'm sending you a copy of Jan's description for the critical ped. institute. Talk to you later!

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