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**American  
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Date Nov. 19, 1996

Number of pages including cover sheet 16

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From: Paul Houston  
**Patricia Jeanne**  
Executive Assistant  
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Leadership  
for Learning  
November 20, 1996

## American Association of School Administrators

### MEMORANDUM

TO: **FEOL Steering Committee**  
David Imig, AACTE  
Ruth Wattenberg, AFT  
Gene Carter, ASCD  
Gordon Ambach, CCSSO  
Brenda Welburn, NASBE  
Sam Sava, NAESP  
Tim Dyer, NASSP  
Don Cameron, NEA  
Anne Bryant, NSBA  
Arnie Fege, PTA

FROM: Paul Houston, AASA

RE: Agenda for FEOL Steering Committee Meeting

This is the agenda for the next meeting for the FEOL Steering Committee on Wednesday, November 27, 1996 at AASA Headquarters in the Presidents Conference Room (second floor). The meeting will start at 9:00 a.m. and end by noon.

#### Steering Committee Agenda

1. "FEOL Accomplishments" - See enclosure.
2. Letter of Agreement between Executive Director and FEOL
3. Finalization of Salary.
4. Housing for FEOL Office.
5. Six Months Review.
6. IEL and Support Services.
7. Appointment of Subcommittee on Administration.

cc: Bud Hodgkinson  
Shirley Sagawa

**DRAFT****MEMORANDUM**

**TO: Members of FEOL**

**FROM: Gordon Ambach and David Irnig**

**DATE: November 7, 1996**

**SUBJ: Expectations of FEOL accomplishments, November 1996-December 1997  
(revised on the basis of FEOL review, November 6, 1996)**

Following the last FEOL meeting, Vice Chair Paul Houston convened the steering committee on a conference call and, then, established assignments to prepare for FEOL discussions on November 6-7, 1996. We were requested to think about potential accomplishments of FEOL during the next year. The potential accomplishments are displayed in two ways: 1) Five overall objectives for the FEOL are identified and several activities and accomplishment under each of those objectives are described; 2) A spreadsheet which displays the calendar from November 1996 through December 1997 is presented with an indication of certain key target dates for completion of activities organized by the five objectives. In some instances, the activity is identified quite precisely. In other cases, a general event or activity is indicated. These documents were reviewed at the FEOL meeting on November 6, 1996. On the basis of that discussion, revisions have been made in the activities under the five objectives.

This statement is now ready for further review by a Steering Committee subgroup, together with the material from the September 4-5 FEOL points on the "objectives."

**Statement of Five Objectives**

The expected accomplishments are organized by five objectives. The first three objectives are taken from the FEOL Constitution: 1) Establishing clear academic expectations; 2) Ensuring positive supportive learning places for all students; and 3) Parent and community engagement in high academic achievement. The fourth objective is in establishing the new FEOL organizational presence and "voice." The fifth objective is in providing FEOL members with information on new education developments.

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## Accomplishments and Activities re: Five Objectives

1. **Establishing clear academic expectations.**
  - a) sharpening FEOL statements of activities around this objective (January 1997).
  - b) development of report on activities of FEOL members and other organizations re: setting academic expectations (April 1997).
  - c) back to school campaign focusing on academic standards: close link of this activity with business community and media and parent groups, particularly to establish credibility of FEOL "voice" connected with other key partners re: support of standards (August-September 1997).
  - d) preparation of annual report on progress re: this objective (December 1997).
  - e) continuing work with the new "Entity"--"ACHIEVE/EXCEL" established by business CEOs and governors: work on development of better student standards.
  - f) developing the ground work for reauthorization of the IASA in 1998-1999. This includes reviewing expectations for performance under IASA and evaluations and reports which must be ready timely for the reauthorization (potential activity beginning July 1997).
2. **Ensuring positive supportive learning places for all students**
  - a) sharpen FEOL statements re: this objective (February 1997).
  - b) prepare report on FEOL and other organization activities on this objective (April 1997).
  - c) include activity in back-to-school campaign (August-September 1997).
  - d) preparation of progress report for the year on this objective (December 1997).
3. **Parent and community engagement in high academic achievement**
  - a) sharpen FEOL statements re: this objective (February 1997).
  - b) prepare report on FEOL and other organization activities on this objective (April 1997).
  - c) assist USED on proposed 1997 Conference on Parent Engagement (June 1997)
  - d) special emphasis in Back to School Campaign on setting academic standards, working with business community, media, and parent groups (August-September 1997).
  - e) preparation of progress report for the year on this objective (December 1997).
4. **Establishment of new FEOL organizational presence and "voice"**
  - a) establishing FEOL location and business operation (December 1996).
  - b) establishing communication strategy with home page, newsletter, communications connections throughout the FEOL organizations and with other organizations; and expected press contacts (January 1997).
  - c) establish regular communications process for preparation of reports on FEOL member activities.
  - d) establishing meeting schedule for full FEOL membership, steering committee, and other working groups.

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5. **Providing FEOL members with information on new education developments**
- a) **determining topics on which FEOL members want special briefings or presentations.**
  - b) **scheduling presentations for regular FEOL meetings during last half of 1997.**

**Potential topics:**

- \* **Lessons learned from California Proposition 209 and their implications for public schools**
- \* **Federal charter school initiatives**
- \* **Conflicting data, conflicting findings -- what do we really know about private contracting?**
- \* **Given the population surge, can we really expect to have a fully certified teacher in every classroom by 2006?**

**Major topic and priority for work**

**Activities and accomplishment among the first three objectives will overlap. The major theme or topic to be addressed across the objectives is "Transforming failing schools to successful schools."**

**Among objectives 1, 2 and 3, objective 1 will be given highest priority and greater emphasis this year, as resources are allocated for the various activities.**

**Concluding Note**

**The activities and expectations presented above offer a very extensive first-year agenda. The FEOL members need to review these potential activities, suggest others, and then narrow the scope to the most important, feasible accomplishments.**

**GMA:djb**

## FEOL

### Expected First Year Accomplishments Key Benchmarks

| Objective                        | Nov 1996 | Dec 1996                                     | Jan 1997 | Feb 1997   | March 1997 | April 1997                          | May 1997 | June 1997 | July 1997                             | Aug 1997                  | Sept 1997                 | Oct 1997 | Nov 1997                       | Dec 1997                   |
|----------------------------------|----------|--|----------|--|------------|-------------------------------------|----------|-----------|---------------------------------------|---------------------------|---------------------------|----------|--------------------------------|----------------------------|
| 1) Academic Expectation          |          |  |          | FEOL statement on this objective                 |            | Report on FEOL organization actions |          |           |                                       | Back to School initiative | Back to School initiative |          |                                | Annual Report on objective |
| 2) Supportive Learning Plans     |          |  |          | FEOL statement on this objective                 |            | Report on FEOL organization actions |          |           |                                       | Back to School initiative | Back to School initiative |          |                                | Annual Report on objective |
| 3) Parent & Community Engagement |          |  |          | FEOL statement on this objective                 |            | Report on FEOL organization actions |          |           |                                       | Back to School initiative | Back to School initiative |          |                                | Annual Report on objective |
| 4) FEOL organization & structure |          | Final FEOL location & structure              |          | Final FEOL Home Page address contact information |            |                                     |          |           |                                       |                           |                           |          |                                |                            |
| 5) Identifying FEOL members      |          | Selection of dates for FEOL sign up & topics |          |  |            |                                     |          |           | Finalize member topic in FEOL meeting |                           |                           |          | Finalize topic in FEOL meeting |                            |

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