From: Bill Rexford
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cc: "Kathy Emerson"; "Janet Bixby";
Subject: FW: Planning Year Two of the Grant
Date: Wednesday, February 10, 2010 11:48:00 AM

Dear MS Project Coaches,
On Saturday Morning at the next weekend workshop, I would like to meet with you briefly to discuss the scope and sequence for our workshops next year. I think if we start planning now, we can create for you and the middle school teachers you recruit a great experience.
I will be asking you to share an outline of the scope and sequence of the US History you teach or would like to teach next year. This will be our starting point, then we will plan from there.
Schedule for determining scope and sequence for year two of the grant:

Date	Task
Feb 20	· Meet with Middle School Project Coaches to determine perceived needs and wants for content for year two of the grant. · Solicit preferences for Project Coaches Workshop dates. (if your district has a proposed calendar for next year, please bring one) · Review procedure for reimbursement for travel to PDX for history lectures.
May 1	· Meet with Middle School Project Coaches to share proposed scope and sequence for year two of the grant. Modify as needed and make final decisions. · Brainstorm list of possible book selections. · Distribute and share recruiting materials for recruitment of members for Cohort 2.
Before June 19th	• Communicate via email and phone on teacher recruitment progress. • Finalize book selection through surveymonkey poll. • Finalize dates for summer project coaches workshop.
June 20th	• Meet to review upcoming year and provide final feedback and input for creation of 2nd year of the grant.

Thanks and we look forward to seeing you soon.