

Port Angeles School District
Cultural Exchange Committee Report
March 27, 2006

BACKGROUND

Over the past ten years the Port Angeles School District has enjoyed a fruitful cultural exchange relationship with the junior high schools of Mutsu City, Japan, and with Tanabu High School, also located in Mutsu City, but administered by the prefecture. The city of Port Angeles also has enjoyed a decade-long sister city relationship with the municipal leadership of Mutsu City. The exchange program was interrupted by the attacks on the World Trade Center in 2001, as both Port Angeles and Mutsu leaders were concerned for the safety of traveling students and chaperones. Upon resuming the exchange travel, the school board began discussing program guidelines for the district's approach to cultural exchange.

At the July 19, 2004 meeting the board approved establishment of a Cultural Exchange Committee comprising two teachers, with one of the teachers a foreign language instructor if possible; two secondary school administrators; two parents; two community representatives; a city representative; a college representative; two board members; a student who has previously gone on an exchange; and a Peninsula International Relations Association (PIRA) representative. The superintendent was charged with responsibility for assembling a recommendation for committee members and a non-voting chair. On February 14, 2005 the board approved the appointments, but the commencement of the committee's work was delayed as a result of the failure of the February 2005 maintenance and operations levy. Thus the committee did not begin meeting until October 2005. Appendix A displays committee membership as approved by the board of directors.

COMMITTEE CHARGE

Based on the discussion during the board's meetings, the purposes of the Cultural Exchange Committee were identified as follows:

- a) Define the role of the school district's relationship with the Peninsula International Relations Association and the city of Port Angeles in future exchanges;
- b) Review current and proposed cultural exchange relationships (Japan, North and South China, Germany), and recommend whether the district should continue, revise, conclude, or decline any of the relationships; and whether to add relationships to our list, and how to determine the appropriateness of the relationship;
- c) Recommend the number of exchanges in which the district should participate in any year;
- d) Suggest approaches to raising money to support these exchanges in light of the current financial challenges the district faces; and

- e) Suggest standards and expectations regarding student preparation for the exchanges, as well as chaperone expectations (e.g. portion of travel costs; qualifications; integration of dignitaries into the expected learning activities).

Appendix B displays the Cultural Exchange Committee charge as approved by the board.

PARAMETERS

Pursuant to its mandate, the committee maintained focus on charge items “a” through “e”, and meetings were designed to discuss and develop recommendations for each. Additional recommendations were developed as a result of discussion, and are also included for board consideration. Appendix C includes all meeting agendas.

PROCESS

The Cultural Exchange Committee held the first of its six meetings on October 20, 2005, and set a meeting schedule through March 16, 2006. Port Angeles School District Superintendent Dr. Gary Cohn, in his initial remarks to the task force, reminded members that their recommendation would be advisory in nature, and also provided a district-wide overview, outlining the work of a variety of task forces and committees. Dr. Cohn also provided the Cultural Exchange Committee a detailed description of the charge, and reminded the committee that they are an advocacy group for cultural exchange.

During deliberations, the committee attempted to define and clarify the purpose of cultural exchange. While maintaining a position of advocacy for cultural exchange, the committee consistently considered program constraints that are imposed by a shrinking budget. As well, the committee made every effort to provide recommendations that would assist the board in making decisions relative to new and continuing exchanges. And finally, the committee attempted to develop recommendations that could serve as procedures in presenting exchange ideas, and in planning for exchanges. Meeting summaries are provided in Appendix D.

COMMITTEE RECOMMENDATIONS

The committee’s recommendations:

- Will help to bring understanding and definition to the roles of the city of Port Angeles and Peninsula International Relations Association with respect to the Port Angeles School District exchange program;
- Will provide the board of directors a decision-making filter with which to make decisions relative to requests for new and continuing exchanges;
- Will provide exchange proponents a procedure with which to make comprehensive requests for new and continuing exchanges;
- Will provide exchange participants with clear expectations relative to their involvement in exchanges; and

- Will assure that issues relative to safe travel, appropriate supervision, emergency procedures, and proper use of volunteers, are given appropriate consideration in the planning of exchanges.

In accordance with the directed task, the Cultural Exchange Committee provides the following recommendations specific to charge items a – e, as follows:

COMMITTEE CHARGE – A

Defining the role of the school district’s relationship with the Peninsula International Relations Association (PIRA) and the city of Port Angeles in future exchanges.

1. PIRA should remain in a financial management role with the Port Angeles School District and the city of Port Angeles. This allows continued support of important financial elements of the exchange program. As well, PIRA is likely in a better position to fundraise, should that become an initiative.
2. It is important that PIRA continue in a role of providing logistical support for cultural exchanges. Such support can be promotional and public relations with respect to upcoming exchanges, and can include logistical support for exchanges in Port Angeles. PIRA can assist in providing cultural advice to hosts, as well as to traveling groups. Cultural advice could include training in proper protocols and customs, and could also include cultural sensitivity training as needed.
3. PIRA should lead an effort to develop community support for cultural exchanges. Community support may be in the area of fundraising, and would include developing support for, and understanding of, the importance of cultural exchange.
4. PIRA’s primary focus is oriented toward adults involved in exchanges. PIRA does not desire a leadership role in managing student exchanges. PIRA can also support the political aspects and needs of exchanges.
5. The city’s involvement in cultural exchange is essential. The city can play an important role with respect to hosting exchanges by providing support and leadership to activity planning, ceremonial events and in providing appropriate facilities. The city can also support the political aspects and needs of exchanges.
6. The city and school district should continue to participate together in appropriate traveling exchanges. Some exchanges will require that the agencies participate together.
7. The city should continue in a lead ceremonial role. A good portion of the city’s role has been ceremonial, and that should continue as is necessary.

8. The city's continued financial support of PIRA is important. The city has historically provided financial support to PIRA, and is considered as an equal partner along with the school district.

COMMITTEE CHARGE - B

Review current and proposed cultural exchange relationships (Japan, North and South China, Germany), and recommend whether the district should continue, revise, conclude, or decline any of the relationships; and whether to add relationships to our list, and how to determine the appropriateness of the relationship.

It is recommended that Cultural Exchange relationships continue with the following:

1. Japan – Amori Prefecture
2. Germany – Ludwig-Thoma Gymnasium, Prien, Germany
3. China – Nanning Yacai Experimental Middle/High School

Based on current budget constraints, and student and staff interest, it is recommended that the following revisions occur:

4. No more than two international cultural exchange visitations should be approved per year.
5. Japan and Germany relationships should be revised for travel every other year. Hosting can be provided annually.
6. Where interest and funding allow, additional exchanges can be considered.
7. A minimum of 8 students should be included in each visitation.

It is recommended that the following Cultural Exchange relationships be brought to conclusion:

8. Tianjing in Northern China

It is recommended that when consideration is given to cultural exchange relationships (decline or add), the following evaluation criteria be utilized as a decision making filter:

9. Although every effort should be made to submit exchange proposals one school year in advance, at least six months prior to a requested exchange a detailed proposal must be submitted to the superintendent. A copy of the proposal should also be transmitted to the school district's coordinator of international relations, who can assist with preparation of the proposal. The proposal should be responsive to items "a" through "g" below.
 - a. The proposed cultural relationship must include an exchange. Cultural visits shall not qualify as exchanges.

- b. There must be evidence of a cultural and curricular component to the proposed exchange.
- c. The exchange must benefit a broad spectrum of students and be promoted district-wide.
- d. The burden of funding is borne by the traveling group. The amount of funding required (personal and district) shall be given careful consideration, and the exchange proponent will provide a plan illustrating how funds will be generated.
- e. The exchange proponent will provide a multi-year exchange plan.
- f. The exchange proponent will provide a detailed description of the anticipated itinerary.
- g. The exchange proponent will identify areas of concern, including potential hazards and liabilities that may be specific to the destination. (An example of this would be destinations where students could be exposed to public nudity, or where the age required for consumption of alcohol is less than what is required in Washington State.)

COMMITTEE CHARGE - C

Recommend the number of exchanges in which the district should participate in any year.

- 1. Two international cultural exchange visitations per year.
- 2. Where interest and funding allow, additional exchanges can be considered.
- 3. The school district will pay the travel costs of the district staff required by the 8:1 student to staff ratio.
- 4. The school district will maintain in its budget the potential travel costs of 4 district staff annually and costs needed to host 2 Japanese visits per year, and 1 German visit every other year.

COMMITTEE CHARGE - D

Suggest approaches to raising money to support these exchanges in light of the current financial challenges the district faces.

1. The school district should promote development of a “booster club” in support of cultural exchange.
2. The school district, PIRA, and the city of Port Angeles should pursue corporate sponsorship, foundations, and other grant opportunities.
3. A program to solicit private donations could be developed. Potential scholarship opportunities would then be provided.
4. The Port Angeles Education Foundation could consider a cultural exchange component within their organization.
5. A work-study program (work for travel funds program) could be developed, with persons pursuing a cultural exchange, seeking employers interested in work-study sponsorship.

COMMITTEE CHARGE - E

Suggest standards and expectations regarding student preparation for the exchanges, as well as chaperone expectations (e.g., portion of travel costs; qualifications; integration of dignitaries into the expected learning activities).

1. There should be specific curricular and educational expectations for all exchanges. Therefore, participants are expected to:
 - a. Adequately prepare for the exchange by attending training and classes, and completing study that is required.
 - b. Know and understand the itinerary.
 - c. Develop a historical perspective of the region.
 - d. Become aware of landmarks, museums, and areas of significance.
 - e. Become familiar with customs, rituals and cultural practices, in order to assure appropriate respect for hosts.
 - f. As is practical, become familiar with the language.
 - g. Attend cultural sensitivity training if offered prior to the exchange.

- h. Complete the activities code agreement, and adhere to the guidelines of the Student Athletics and Activities Handbook.
 - i. Review, understand and agree to the terms of the Conduct Code for Delegates.
 - j. Complete the Exchange Release Form.
 - k. Fulfill all follow-up expectations, including school district and community presentations as requested.
2. Written chaperone expectations should be presented to chaperones prior to departure. Expectations should require that:
- l. Chaperones are to support the Port Angeles School District exchange leader.
 - m. School district volunteer screening procedures be completed for all participating adults.
 - n. Chaperones attend cultural sensitivity training when offered.
 - o. Chaperones understand and adhere to the same standard of conduct (Code of Professional Conduct for Education Practitioners) as district staff.
 - p. Chaperones understand emergency procedures and protocols that will be utilized.
 - q. Chaperones be responsible for all personal travel costs.
3. No group will travel with fewer than 2 district staff. A staff to student ratio of 1:8 should be utilized. For example:
- r. 8 -16 students would require 2 district staff.
 - s. 17 – 24 students would require 3 district staff.
 - t. Middle school travel must include at least 1 school administrator.
4. All adults traveling must complete school district volunteer screening, and adhere to chaperone expectations.

ADDITIONAL RECOMMENDATIONS

- 1. Each year the school district should provide the Washington State Risk Management Pool a list of current exchanges.
- 2. Each exchange shall be followed up with a report, review and evaluation prepared and presented by the exchange leader.

3. All exchanges should be periodically reviewed and revised as needed, in order to assure the program meets district strategic objectives, and is of educational value to district students.
4. When hosting exchanges, host families should complete the Port Angeles School District volunteer screening procedure, or should be required to complete an application for host family.
5. Information regarding the required volunteer screening procedures must be prepared and disseminated to affected groups, individuals and organizations.

It should be noted that teacher exchanges were not given consideration by the committee.

PROCEDURAL RECOMMENDATIONS

1. A formal exchange proposal application form should be developed.
2. General travel emergency procedures should be formalized and distributed to those involved in an exchange.
3. Procedures for screening chaperones and host families should be developed. An alternative would be to utilize existing school district volunteer screening procedures.
4. A host family brochure should be developed, promoted and distributed.
5. Chaperone expectations should be developed, presented and distributed.

Appendix A

Cultural Exchange Committee Membership

	Committee Composition	Volunteers	✓
1	Board Members (2) <i><u>(Board-member Hinds withdrew following meeting #1)</u></i>	Charlie McClain	✓
2		Jeff Hinds	✓
3	Teachers (2)	Carrie Christensen (PAHS)	✓
4		Stacey Sanders (Roosevelt)	✓
5	Community Representatives (2)	Bob Grattan	✓
6		Dave Bentley	✓
7	Secondary School Administrators (2)	Chuck Lisk (Stevens)	✓
8		Scott Harker (PAHS)	✓
9	Parents (2)	María Peña	✓
10		Kelly Gabriel	✓
11	Student (1)	Tara Zink	
12	City Representative (1)	Mark Madsen	✓
13	Peninsula International Relations (PIRA) president (or designee)	Chuck LeBer	✓
14	Peninsula College Representative	Alice Derry	✓
15	Chairperson (1) – non-voting	Scott Brodhun	✓

✓ Board-approved February 14, 2005; revised October 10, 2005

Appendix B

Cultural Exchange Committee Charge

**Port Angeles School District
Cultural Exchange Committee**

Committee Charge

Based on the discussion during the board's meetings, the purposes of the Cultural Exchange Committee are as follows:

- a) Defining the role of the school district's relationship with the Peninsula International Relations Association (PIRA) and the city of Port Angeles in future exchanges;
- b) Review current and proposed cultural exchange relationships (Japan, North and South China, Germany), and recommend whether the district should continue, revise, conclude, or decline any of the relationships; and whether to add relationships to our list, and how to determine the appropriateness of the relationship;
- c) Recommend the number of exchanges in which the district should participate in any year;
- d) Suggest approaches to raising money to support these exchanges in light of the current financial challenges the district faces; and
- e) Suggest standards and expectations regarding student preparation for the exchanges, as well as chaperone expectations (e.g. portion of travel costs; qualifications; integration of dignitaries into the expected learning activities).

The committee is expected to deliver its recommendations to the board by the first meeting in March 2006. The district's director of facilities, athletics, and activities will chair the committee.

Distribution: October 20, 2005

Appendix C

Cultural Exchange Committee Agendas – Meetings 2-6

Meeting #2

Cultural Exchange Committee

Meeting Agenda

Thursday – November 17, 2005

6:00 – 7:30

1.) Distribution of Meeting #1 Summary

2.) Committee Charge – Item #1

Defining the role of the school district's relationship with the Peninsula International Relations Association (PIRA) and the city of Port Angeles in future exchanges.

- a. Define Existing Relationship between PIRA and PASD**
 - i. Strengths**
 - ii. Weaknesses**
- b. Define Existing Relationship between PASD and City**
 - i. Strengths**
 - ii. Weaknesses**
- c. Define / Describe Desired Relationship between PASD - PIRA and City**

AGENDA ITEM 3 – DEPENDENT ON TIME

3.) Committee Charge – Item #2

Review current and proposed cultural exchange relationships (Japan, North and South China, Germany)

Recommend whether the district should continue, revise, conclude, or decline any of the relationships

Recommend whether to add relationships to our list, and how to determine the appropriateness of the relationship

4.) Set January Meeting (January 19 – 6:00 pm ?)

5.) Next Meeting: December 15, 2005 – 6:00 PM

Meeting #3

Cultural Exchange Committee Meeting Agenda

Thursday – December 15, 2005
6:00 – 7:30

1) Distribution of Meeting #2 Summary

2) Review, Edit, Add-to and Complete Draft Response to *Task Force Charge A*

Defining the role of the school district's relationship with the Peninsula International Relations Association (PIRA) and the city of Port Angeles in future exchanges

3) Review, Edit, Add-to and Complete Draft Response to *Task Force Charge B*

Review current and proposed cultural exchange relationships (Japan, North and South China, Germany), and recommend whether the district should continue, revise, conclude, or decline any of the relationships; and whether to add relationships to our list, and how to determine the appropriateness of the relationship

4) Begin Work on *Task Force Charge C*

Recommend the number of exchanges in which the district should participate in any year

5) If Time is Left Following Agenda Item 4 – Begin Work on *Task Force Charge D*

Suggest approaches to raising money to support these exchanges in light of the current financial challenges the district faces

6) Set February Meeting (Thursday, February 16, at 6:00 pm ?)

7) Next Meeting: Thursday, January 19, at 6:00 PM

Meeting #4

Cultural Exchange Committee Meeting Agenda

Thursday – January 19, 2006

6:00 – 7:30

1) Distribution of Meeting #3 Summary

2) Review, Edit, Add-to and Complete Draft Response to Task Force Charge A

Defining the role of the school district's relationship with the Peninsula International Relations Association (PIRA) and the city of Port Angeles in future exchanges

3) Review, Edit, Add-to and Complete Draft Response to Task Force Charge B

Review current and proposed cultural exchange relationships (Japan, North and South China, Germany),

and recommend whether the district should continue, revise, conclude, or decline any of the relationships;

and whether to add relationships to our list, and how to determine the appropriateness of the relationship

4) Review, Edit, Add-to and Complete Draft Response to Task Force Charge C

Recommend the number of exchanges in which the district should participate in any year

5) Review, Edit, Add-to and Complete Draft Response to Task Force Charge D

Suggest approaches to raising money to support these exchanges in light of the current financial challenges the district faces

6) Review, Edit, Add-to and Complete Draft Response to Task Force Charge E

Suggest standards and expectations regarding student preparation for the exchanges,

as well as chaperone expectations (e.g. portion of travel costs; qualifications; integration of dignitaries into the expected learning activities).

7) Review, Edit, Add-to and Complete Additional Recommendations

8) Set March Meeting (Thursday, March 16)

9) Next Meeting: Thursday, February 16, at 6:00 pm

Meeting #5

Cultural Exchange Committee Meeting Agenda

Wednesday – February 15, 2006

6:00 – 7:30

- 1) Distribution of Meeting #4 Summary**

- 2) First Review and Edit of Draft *ADDITIONAL RECOMMENDATIONS***

- 3) Final Review and Edit of**
 - a. Task Force Charge a***

 - b. Task Force Charge B***

 - c. Task Force Charge C***

 - d. Task Force Charge D***

 - e. Task Force Charge E***

- 4) Method of Providing Report to the Board**

- 5) Other Discussion**

- 6) Set March Meeting (Thursday, March 16 at 6:00 pm)**

Meeting #6

Cultural Exchange Committee

Meeting Agenda

Wednesday – March 16, 2006

6:00 – 7:30

- 1) Distribution of Meeting #5 Summary**

- 2) Final Review – Port Angeles School District Cultural Exchange Committee Report**
 - a. Brief Comments – Suggestions for Minor Changes

- 3) Divide Presentation Sections Among Committee Members**

- 4) Identify Committee Members Who Will Report Out on Each Section of Report**

- 5) Rehearse Presentation**

- 6) Board Meeting Time and Place Reminder**

- 7) Final Thank You – Hugs and Hand Holding – WE'RE DONE!!**

Appendix D Cultural Exchange Committee Meeting Summaries – Meetings 1-5

Cultural Exchange Committee
Meeting Summary
Thursday – October 20, 2005
Meeting #1

In Attendance: Charlie McClain, Jeff Hinds, Dave Bentley, Maria Peña, Kelly Gabriel, Chuck LeBer, Alice Derry, Tara Zink, Carrie Christensen, Scott Harker, Stacey Sanders and Scott Brodhun

Guests: Dr. Gary Cohn, Superintendent

District Wide Overview and Charge

Dr. Cohn provided a district-wide overview, outlining the work of a variety of task forces and committees. He also provided the Cultural Exchange Committee a detailed description of the charge, and reminded the group that they are an advocacy group for cultural exchange.

Mr. McClain described the difficult time the Board of Directors can have when dealing with requests for cultural exchanges, in light of the fact that there is insufficient policy in place to deal with such requests.

Committee Organization

Scott Brodhun requested that those in attendance complete the contact information form. Scott distributed a proposed timeline for discussion purposes, and suggested meeting 2 times per month. The membership requested monthly meetings, and established that meetings will be held on the third, Thursday of each month.

History of Community / School District Cultural Exchange

Dave Bentley provided a history of community and PASD cultural exchange. He described the 1990 LO-GOS Musical exchange as the beginning of a sister city relationship, followed by a visit from Mutsu officials in 1991. Dave recounted a variety of exchanges that occurred from 1990 to 2000, including the school districts involvement in 1995. He further described the development of the Peninsula International Relations Association (PIRA), as well as the Mutsu International Relations Association (MIRA).

Charlie McClain recounted the development of cultural exchanges with China, and Carrie Christensen described the process of developing an exchange with Germany.

Mr. Bentley discussed the advantages of PIRA involvement in coordination of exchanges, describing how PIRA receives funds from the City and School District for distribution to various exchange programs.

Mr. McClain further described allowable uses of funding provided to PIRA, and reflected on the recent PASD reduction in funding for the program, necessitated by budget cuts (from 20k to 10k).

Next Meetings: Thursday, November 17 at 6:00
Thursday, December 15 at 6:00

Attachments: Port Angeles School District Cultural Exchange Committee – Task Force Charge

Respectfully Recorded by: _____
Scott Brodhun, Non-Voting Chairperson

Appendix D, continued Cultural Exchange Committee Meeting Summaries – Meetings 1-5

Cultural Exchange Committee
Meeting Summary
Thursday – November 17, 2005
Meeting # 2

In Attendance: Dave Bentley, Chuck LeBer, Alice Derry, Carrie Christensen, Scott Harker, Chuck Lisk, and Scott Brodhun

1) Distribution of Meeting Summary #1

Meeting summary delivered electronically to all committee members, and in hard copy to those in attendance.

2) Committee Charge – A

Defining the role of the school district’s relationship with the Peninsula International Relations Association (PIRA) and the city of Port Angeles in future exchanges.

Existing Relationship between PIRA and PASD

PIRA has served in a financial management capacity, holding funds for gifts and exchange expenses. PIRA has also provided logistical support for exchanges hosted in Port Angeles, by assisting with locating host families, planning activities and assisting with general organizational issues. PIRA has assisted with the provision of organization and structure, which is an important element in the relationship with Japan. PIRA has also been instrumental in development of sister city relationships for the School District and City, as well as in developing a non-profit organization partnership. PIRA has a preference to focus on the adults involved in exchanges, and does not necessarily desire a leadership role in managing student exchanges. PIRA continues to receive PASD funding support.

Existing Relationship between PASD and City

The City generally participates in cultural exchange programs, and has remained available to assist with logistics and hosting activities. The City has also participated with the PASD in traveling exchanges. The City’s role has appropriately been ceremonial, and the City has provided courtesy involvement as requested / needed during visits hosted by the PASD. The City has provided financial support to PIRA, and is considered as an equal partner along with the School District.

Define / Describe Desired Relationship with PIRA and City

PIRA should continue in financial management role with PASD and City of PA

PIRA should continue to provide logistical support for cultural exchanges

PIRA can assist with public relations / promotional support to cultural exchanges

PIRA can provide hosting support for exchanges to Port Angeles

PIRA can provide cultural advice to hosting / traveling groups

PIRA lead efforts in developing community support of cultural exchanges

PIRA's focus should remain on adults involved in exchanges

PIRA does not desire a leadership role in managing student exchanges.

3) Committee Charge – B

Review current and proposed cultural exchange relationships (Japan, North and South China, Germany) Recommend whether the district should continue, revise, conclude, or decline any of the relationships

Japan and Germany relationship should be revised to travel "every other year"

Hosting can be provided annually

Recommend whether to add relationships to our list, and how to determine the appropriateness of the relationship

A "filter", or evaluation criteria should be developed when considering additional exchanges. Draft evaluation criteria could include:

The proposed cultural relationship must be an "exchange"

Cultural visits shall not qualify as exchanges

There must be evidence of a cultural component

Exchanges will benefit broad spectrum of students

Exchanges are promoted school wide

Consideration should be given to funding requirement of exchange

Sponsor should provide funding plan and detail for exchange

Sponsor must provide multi-year exchange plan if applicable

Review and evaluation must be completed following exchange

All exchanges should be periodically reviewed and revised as needed

Risk pool should be appraised of cultural exchange relationships

When contemplating new exchanges, consideration should be given to whether the language is supported by district curriculum

Next Meetings: Thursday, December 15 at 6:00 PM
Thursday, January 19 at 6:00 PM

Attachments: *Port Angeles School District Cultural Exchange Committee – Task Force Charge*

Respectfully Recorded by: _____
Scott Brodhun, Non-Voting Chairperson

Appendix D, continued Cultural Exchange Committee Meeting Summaries – Meetings 1-5

Cultural Exchange Committee

Meeting Summary

Thursday – December 15, 2005

Meeting # 3

In Attendance: Charlie McClain, Maria Peña, Mark Madsen, Chuck LeBer, Tara Zink, Carrie Christensen, Scott Harker, Chuck Lisk, Stacey Sanders and Scott Brodhun

1) Distribution of Meeting #2 Summary

Meeting #2 Summary was distributed and reviewed.

Mr. McClain's list of 7 trip requirements was distributed and reviewed.

2) Review, Edit, Add-to and Complete Draft Response to Task Force Charge A

The committee reviewed the draft recommendations, A1, 1 – 8. Discussion ensued and consensus was reached on amendments to the draft recommendations. Item A1-#2 will be modified in order to bring clarity to the term cultural advice. Mr. McClain's proposals were reviewed in order to determine if any of his recommendations fit into the charge-A response.

3) Review, Edit, Add-to and Complete Draft Response to Task Force Charge B

The committee reviewed the draft recommendations, B1 – B5. Discussion ensued and consensus was reached on amendments to the draft recommendations. Item B2-#1 will be modified to allow for additional exchange consideration if funding and interest support such consideration.

Mr. McClain's proposals were reviewed in order to determine if any of his recommendations fit into the charge-B recommendations. Items 1, 2 and 4, from Mr. McClain's recommendations were approved for inclusion under B4.

Additional committee comments will be reflected in amendments to items B1, 3, 4 and 5. B4, item #7 (language supported by curriculum) will be deleted.

4) Begin Work on Task Force Charge C

The committee agreed that Item B2 should be revised to reflect our recommendation for charge C.

5) If Time is Left Following Agenda Item 4 – Begin Work on Task Force Charge D

Charge D was discussed and several recommendations were agreed upon. Scott will prepare and include the recommendations for the January meeting. Mr. McClain's item #6, will be included in responses to charge D.

Charge E was also reviewed and discussed. Item #5 from Mr. McClain's submittal will be included in responses to charge E.

6.) Set February Meeting

February 16th was agreed upon for meeting #5. Scott indicated he felt the committee could have their work complete following the February or March meeting.

**7.) Next Meetings: Thursday, January 19, at 6:00 PM
 Thursday, February 16, at 6:00 PM**

Respectfully Recorded by: _____

Scott Brodhun, Non-Voting Chairperson

Appendix D, continued Cultural Exchange Committee Meeting Summaries – Meetings 1-5

Cultural Exchange Committee
Meeting Summary
Thursday – January 19, 2006
Meeting # 4

In Attendance: Charlie McClain, Dave Bentley, Maria Peña, Mark Madsen, Alice Derry, Carrie Christensen, Chuck Lisk, Stacey Sanders and Scott Brodhun

1) Distribution of Meeting #3 Summary

Meeting Summary #3 was distributed and reviewed.

- 2) Review, Edit, Add-to and Complete Draft Response to *Task Force Charge A***
- 3) Review, Edit, Add-to and Complete Draft Response to *Task Force Charge B***
- 4) Review, Edit, Add-to and Complete Draft Response to *Task Force Charge C***
- 5) Review, Edit, Add-to and Complete Draft Response to *Task Force Charge D***
- 6) Review, Edit, Add-to and Complete Draft Response to *Task Force Charge E***

Recommendations A – E were reviewed and discussed. Changes will be provided for final review at Feb. meeting.

7) Review, Edit, Add-to and Complete Additional Recommendations

There was insufficient time to begin review of this section. Additional recommendations will be reviewed at the Feb. meeting.

8.) Set March Meeting (Thursday, March 16 at 6:00 pm – if necessary)

It was agreed that the March meeting will be held, and will serve to provide final review of recommendations. As well, report format will be reviewed, and a decision made with respect to who should provide the report to the School Board.

Next Meetings: Thursday, February 16 at 6:00
Thursday, March 16 at 6:00

Recorded by: _____
Scott Brodhun, Non-Voting Chairperson

Appendix D, continued Cultural Exchange Committee Meeting Summaries – Meetings 1-5

Cultural Exchange Committee

Meeting Summary

Thursday – October 20, 2005

Meeting # 5

In Attendance: Charlie McClain, Mark Madsen, Chuck LeBer, Alice Derry, Tara Zink, Carrie Christensen, Scott Harker, Chuck Lisk, Stacey Sanders and Scott Brodhun

1) Distribution of Meeting #4 Summary

Meeting summary #4 was distributed and reviewed.

2) First Review and Edit of Draft *ADDITIONAL RECOMMENDATIONS*

The committee agreed to eliminate 6 of the additional recommendations that did not specifically address items identified by the board as charge items. The committee agreed a recommendation to develop various documents was necessary – documents such as, an application for exchange, chaperone expectations, host family brochure and other items.

3) Final Review and Edit of

a. Task Force Charge a

All previously agreed upon changes to Charge A were confirmed.

b. Task Force Charge B

All previously agreed upon changes to Charge B were confirmed. The minimum standard for number of students on exchanges was changed from 12 to 8.

c. Task Force Charge C

All previously agreed upon changes to Charge C were confirmed. The student to staff ratio was changed from 1:12 to 1:8, and the committee also agreed (after lengthy discussion) to change the recommendation that the district budget travel for 3 district staff annually, to 4 district staff annually.

d. Task Force Charge D

All previously agreed upon changes to Charge D were confirmed.

e. Task Force Charge E

All previously agreed upon changes to Charge E were confirmed. The staff to student ratio of 1:12 was changed to 1:8 following committee discussion and concurrence. Lengthy discussion occurred relative to the requirement that all adults traveling must adhere to the volunteer screening procedures of the district. It was agreed that the language was necessary, and required within district policy.

4) Method of Providing Report to the Board

Scott announced that final recommendations and the report were scheduled to be presented to the board on March 27th, and suggested that the March committee meeting be utilized to review the final report and to rehearse the presentation for the board. He described the advantages of having committee members contribute to the report – with Mr. McClain confirming that the “board already hears too much from Scott”. Various committee members suggested an interest in presenting specific sections of the report. Scott will solicit volunteers and the presentation will be organized on March 16.

5) Set March Meeting (Thursday, March 16 at 6:00 pm)

Recorded by: _____
Scott Brodhun, Non-Voting Chairperson