

Hispanic Education National Meeting

Thursday, November 18, 1999

1:00 p.m.

Agenda

- I. Background *Initiative*
- II. Calendar/Organizing Plan *Brian and Rey*
- III. Goals for the Meeting
  - Conference vs. Summit
  - Deliverables
- IV. Next Steps and Action Items

President Sets National Goals for Closing the  
Achievement Gap

Awareness that lack of educational achievement will affect  
every American - Viability + strength of the future

Targets + goals that act as workplan for country - Agenda  
Federal + non-federal role

Where are corporations + foundations investing? Commitments

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- Conference vs. Summit

- Deliverables

- Targets & Goals that act as a work plan for the evening

IV. Next Steps and Action Items

~ Nat'l Ed work plan/agenda  
5 points plan

November 18, 1999

MEMORANDUM FOR MARIA ECHAVESTE

FROM: BRIAN BARRETO  
BETHANY LITTLE

SUBJECT: White House National Conference for Latino Educational Excellence

In preparation for today's working group meeting to discuss a national conference for Latino educational excellence we have come up with a few key questions that will help us move forward with the planning, development and implementation of the conference.

- **Which White House office will have ownership of the conference?** While we expect that a working group from various offices will collaborate on this event, it will be easier for that working group to be effective if it is understood which office has final responsibility for decisions. We assume that would be your office, however we wanted to confirm that.
- **Which offices will be involved as an internal working group?**
- **Who are the external stakeholders we will involve in planning and implementation?**
- **What are the initial ideas regarding goals and objectives for the conference?** We will work with the working group to develop these in a conference proposal, however it would be helpful to know of any predetermined ideas you or others may have.
- **Do we expect to announce any initiatives, executive orders or other pieces at the conference?**

If we are able to determine the answer to these questions quickly, we believe the attached timeline would work.

**White House National Meeting for Latino Educational Excellence  
Proposed Timeline**

**mid-November to mid-December**

- Internal Planning  
Work with internal working group to establish some consensus on the goals, issues, format, Principals and other participants for the conference.

**mid-December**

- Bring-in External Groups  
Conference call or meeting with outside entities with vested interests to hear their concerns, ideas and goals for the meeting.

*- Small group mtg.*

**mid-December to early January**

- Develop Conference Proposal and Agenda, submit proposal for decisions on goals, format, date, location, outcomes, participants, issues, paper, etc.
- Pull-in Communications Office to develop message (possibly for mention in SOTU?), and submit scheduling requests.

*organizing agenda format*

**February**

- Coordinate substantive planning with NEC, DPC, OMB and Education, and begin planning logistics.
- Secure buy-in from External Groups, and begin outreach to other White House offices, Congress, Constituency Groups/Organizations/Community Leaders, State and Local Elected officials and Cabinet Members.

**March-April**

*After Friday 1<sup>st</sup> two weeks in April*

- Extend invitations to all participants.
- Pull in Press Office to develop and implement press strategy.
- Finalize plans.

**CONFERENCE DATE TBD.**

*Goals*