

CATE Board Meeting
Minutes
September 6, 2014

Call to Order: Saturday, 8:42 a.m.

Present: Denise Mikkonen, Mary Adler, Michelle Berry, Carrie Danielson, Charleen Delfino, Susan Dillon, Angus Dunstan, Trevor Guina, Jill Hamilton-Bunch, Nancy Himel, Richard Hockensmith, Greg Johnson, Patrick Keough, Jim Kliegl, Courtney Lockwood, Jayne Marlink, Debra Martinez, Liz McAninch, Kristy Orona-Ramirez, Pam Stark, Meghan Schimmel, Jeannine Ugalde, Bill Younglove

Absent: Carmen Carrillo, Bob Chapman, Kim Flachmann, Carol Jago, Carol Surabian (Sent substitute: Marina Santos), Joan Williams

I. Introductions

II. Denise Mikkonen resigned as Member-at-Large, Elementary and Trevor Guina resigned as Member-at-Large, Secondary

III. Minutes and Agenda

1. Moved by Delfino/Dunstan to accept the May 2014 CATE Board meeting minutes.

Motion approved.

2. McAninch/Dunstan moved to accept the September 2014 CATE Board agenda.

Motion approved.

IV. Consent Docket:

1. Advisory Board: T. Guina, G. Johnson, M. Berry, B. Chapman, C. Delfino, L. McAninch, J. Williams, D. Mikkonen, C. Surabian, A. Dunstan

2. Standing Committee Chairs:

Executive Finance -Trevor Guina;

Policy/Censorship - Angus Dunstan; Resolution Subcommittee - Jill Hamilton-Bunch;

Convention Coordinating - Michelle Berry;

Leadership - Carol Surabian;

Membership - Joan Williams;

Publications - Kristy Orona-Ramirez

3. Parliamentarian: Liz McAninch

4. Denise Mikkonen appointed Patrick Keough to serve the remainder of the Member at Large, Elementary term (expires 2016).

Motion by Berry/Ugalde to vote on Numbers 1-3 of Consent Docket separately.
Motion approved

Motion by Johnson/Dunstan to approve Numbers 1-3 on Consent Docket.
Motion approved.

Motion by Hockensmith/McAninch to accept Patrick Keough for MAL, elementary.
Motion approved.

Motion by Delfino/Hockensmith to accept the appointment of Sue Sommers to replace Trevor Guina as MAL, secondary (Expires 2016). Motion approved.

V. President's Report

President developed goals for this year; composed her first President's Letter for *California English*; she will attend NCTE where Brian Jeffrey will receive our affiliate award and NCTE SLATE award.

VI. Vice President

December CATE Board meeting is December 5-7 in LA ; May 1-3 at Doubletree Burlingame

V. Past President:

Please collect all the information necessary for award and scholarship nominations. They are due at the December meeting.

1. Awards: Classroom Excellence

Capitol-College

Central-Middle School

Fresno-Secondary

Kern-Middle School

Redwood-College

San Diego-Secondary

Southland-Elementary

TUCATE-Elementary

Upper-Elementary

Award of Merit

Distinguished Service

2. Scholarships:

Virginia Reid

Capitol, FACET, Kern, Redwood, TUCATE, Upper

Henke/Fristrom

Capitol, FACET, Kern, Redwood, TUCATE, Upper

3. Elections (2015): MAL Unspecified, MAL Secondary, MAL Small Council, Membership Chair, Secretary

VI. Secretary's Report

1. Minutes completed and sent to CATEweb
2. Roster updated on CATEweb
3. Business cards made and distributed
4. Packets of materials for new board members have been distributed.

VII. Treasurer's Report

Checking Account: \$15,638.94

Vanguard GNMA: \$60,390.34

Vanguard 500 Index: \$55,471.41

Total \$131,419.69 (Greg Johnson will investigate addition discrepancy. It is assumed that two numbers were transposed.)

Discussion about the cost of different methods to take American Express and credit cards in general. Executive Finance will continue the discussion in committee.

VIII. Membership

1. Electronic reminders are now being sent to members. The system seems to be working well. We will need to decide if and when we want to stop sending paper reminders to members who have provided emails.

2. Membership chair has current electronic rosters for board members. She will be able to send them before August 18 and at the end of September. Let her know right away if you would like one.
3. Membership issues regarding change of address, name, or email have been clarified and corrected.
4. Renewal reminder cards have been ordered.
5. If anyone would like to have membership brochures, please let Joan know as soon as possible so that she can have them sent to you.
6. Joan ordered 2 CATE table runners to use at events where CATE is present. They will be available after the end of September.
7. Joan continues to also serve as secretary for Redwood Council

IX. Colnvention Coordinator

1. Flyers are ready to distribute. Thanks to Carole LeCren for her design.
2. All board members need to register for CATE 2015 by December 1
3. Photographers needed for the convention - bring suggestions to the December meeting.
4. Convention registrar contract renewal is complete
5. Work on new registration system (Burr) is going well.
6. Cindy Conlin suggests a late fee for school district PO's - To be discussed at committee meeting
7. Cindy is waiting for direction to begin work on the website redesign.
8. Hotels are not as willing to make proposals for 2019/2020 so Berry will bring proposals when she has more to consider.
9. (Convention Co-Chairs) Update on 2015: Marga Gomez-actress and entertainer; Jamie Ford, author; Sean McComb, National Teacher of the Year; Cristina Garcia, author; Lisa See, author. Color scheme will be red and black. Super sessions are planned for Friday and Saturday morning - Carol Jago, Jim Burke, respectively.

X. Liaisons

1. CTA - (Martinez)
 - a. Leadership in NEA is now all female and all from underrepresented groups.

- b. Letter to President Obama to ask for Arne Duncan's resignation written by CTA.
- c. Governor Brown is backing CTA against the Vergara decision.

2. CWP (online)

Pre-Convention will focus on K-12 with specific sessions for (K-5). There will be an emphasis on English Language Learners and their specific needs in order to help them succeed in higher-level courses.

3. *California English/CLRP* (online)

4. CCSS- (Younglove)

- a. ELA/ELD Framework was approved by the State Board on July 9th; it is now being edited for print publication.
- b. CTA's summer ('14) CCSS trainings (30 sessions) are available free online.
- c. Application to serve on the 2015 ELA/ELD Adoption of Instructional Materials Review Panel deadline was extended to October 1, 2014.
- d. SBAC is inviting educators and other stake-holders to participate in the Online Panel for Achievement Level Setting occurring between October 6 and 17 (for ELA and mathematics). It will take three hours over a two-day window. See Smarter Balanced Achievement Levels web page.
- e. One can Google a "50-State Look at how Common Core is Playing Out in US" (via ABC News) for an update (via, also, Associated Press) on the unfolding "saga."
- f. What do 50% of teachers surveyed about what their CCSS training is missing most?
Answer: Time and collaboration.
- g. The CA State Board of Education on Sept. 3 awarded the assessment contract to SBAC. It will be sited at UCLA (a "unit" thereof). The \$28.6 million contract, for 3 years, has been endorsed by the Presidents of the UC, CSU, CC's and the Association of Independent California Colleges and Universities. They will be adjusting their admission requirements and teacher preparation programs accordingly.

5. CYRM- No report

XII. Report of CATE Councils

- 1. Capitol - Working on the Symposium
- 2. Central - Planning an event with Taylor Mali; Asilomar registration is growing.

3. Fresno - Yosemite Conference planning continues
4. San Diego - Promising Practices is back with Nancy Frey
5. Kern - Beginning of the Year Celebration
6. Redwood - (online)
7. Southland - Co-Sponsor of a one day conference with social studies
8. TUCATE - (online)
9. Upper - Mixer for English Language Arts teachers in different schools

XIII. Standing Committee Meetings

1. Policy and Censorship

- a. Facilities Appropriation Bill: Governor Brown may veto this legislation.
- b. We should recruit more presenters whose target audience is teachers in training.
- c. Discussion of possible resolutions:
 1. Looking at and encouraging the accommodations needed for different student populations during testing.
 2. A call to CATE members to pay heed to political discussion and changes coming to teacher tenure.

2. Convention Committee

- a. Report out from co-chairs – 12 names were submitted for half-price registrations.
- b. Report out from exhibits manager – Workshop sessions in exhibit hall will be both 60 minutes or 30 minutes – 60 minutes during sessions for those who have a book or wares for sale in the EH; half-hour sessions will be during mealtimes.
- c. Two Minutes for CATE - topic and 6 speakers “Uncommon Connections at CATE” will be the theme. Ideas for speakers:
 - Patrick Keough to speak about K-5 to college.
 - Sub-topic idea: cross curricular connections
 - Pre-recorded video presentations.
 - Charleen and Liz will flesh these out and report them at December meeting.

- d. Local committee members' half-price credit clarified – There will be NO one-day registration for committee members. Those who register for ½ price must pay half the regular registration fee.

- e. Penalty for late purchase order payments proposal

ACTION ITEM: Berry/Johnson moved that CATE charge, beginning with CATE2016, a late PO penalty fee of 5% of total balance due at 45 days after convention close, and 10% at 60 days after convention close. This will be published in the flyer and online registration in advance.

Motion approved.

- f. Council and Board support – donations of time, talent, and treasures are necessary to achieve success. (i.e. speakers' costs are a bit over \$10,000) All councils will be expected to donate a check to Greg Johnson that's earmarked for CATE convention expenses.

- g. AV/internet negotiating for 2015 – We have two bidders so far but we cannot acquire final bids until the proposals are screened and accepted, and all our needs are known.

- h. Yosemite conference update (Santos) – This October conference is in great hands. Fundraising, publicity, and attendance are all progressing very well. Renegotiation of the costs at the hotel has been successful, and chair feels confident of success.

- i. Report out of CATE 2016 Costa Mesa/OC -

ACTION ITEM: Motion by Berry/Himel to appoint Janis Stallones as CATE 2016 Convention Chair.

Motion approved.

- j. Honorarium for Sean McComb –

ACTION ITEM: Motion by Berry/McAninch that CATE provide for Sean McComb an honorarium of \$250 for his Sunday brunch presentation.

Motion approved.

- k. Reminder that at December meeting CATE will be taking care of your room reservations – what night will you arrived, with whom do you intend to share a room (family, Board member, or alone?) and whether you want 1 or 2 beds.

- I. Suites are available at CATE 2015 for councils to use at cost of \$119. Please notify Michelle Berry if you are interested in committing to a suite.

3. Leadership

- a. Recruitment for CATE Board offices in 2015
Encourage board members and local council members to run.

MAL, Unspecified: Richard Hockensmith wants to run again.
MAL, Secondary: open (Jim Kliegl will not run)
MAL, Small Council: Jill Hamilton-Bunch will run again
Membership Chair: Joan Williams (absent today; assume she will run again)
Secretary: Carrie Danielson will not run again
- b. Discussion: All local councils are now "small," so the name seems out of date. Is there a need for a "Small Council" rep? Suggestion: CATE should redefine the position or eliminate it. (Bylaws change?)
- c. Building Leadership in Local Councils
Presidents from local councils often become CATE board members after the end of their tenures. Good idea to encourage local councils to elect new presidents on a regular basis, and then the local president can run for a different position on the board.
- d. Discussion: When a person wants to run for a board position, the specific information on how to do that is hard to find. Suggestion: Have a place on CATEweb where prospective board members can see the procedures. Perhaps link to some kind of nomination form.
- e. Suggestions: For new board members, spell out the acronyms on the board agenda and minutes. A new person can be in the dark.
- f. Recommendations for NCTE Leadership Positions: No recommendations at this time.
- g. Suggested duties for MAL's
At a previous meeting, we suggested that the president offer to new MAL members some specialty areas to help them become involved and contributing members of the CATE Board.
Possible Interest areas to offer to MALs.
 1. Social Media
 2. Technology
 3. Keep a list of presenters who may be available for local council events. Include cost, availability, contact info, evaluation as speaker
 4. Keep track of local conferences: CWP, College conferences, CATE local council events. Post on CATEweb.

5. (Articulation with colleges) Maintain list of contacts at colleges who are advisors of or professors of pre-service teachers, to invite them to participate in conferences, etc.
 6. Latest research and books for professional development (summary); present briefly at CATE board meeting; summarize information shared in Sept. board meeting.
 7. Annotated list of non-fiction resources (web addresses, etc.) to help teachers find resources to aid in CCSS teaching.
- h. Goal: Add some of this information (nonfiction list & professional development resources) on CATEweb as a resource for members.

IX. Open Discussion

1. Funds for professional development are available through a number of public agencies.
2. Yosemite Conference is going to be a success, all are invited to register and attend.

Sunday

X. President's Meeting

1. Each small council will try to bring a candidate for the awards at the convention
2. In October, Angus Dunstan will compile the nominations from each of the small councils in order to make it easier to decide which nominees to choose.

XI. Standing Committees continued

1. Executive Finance
 - a. Committee needs clarification from Anne Fristrom about the Councils, Membership and Miscellaneous lines for the budget. Greg will contact her.
 - b. Committee needs to clarify the math discrepancy on the front page of the June Treasurer's Report. Greg will contact Anne Fristrom.
 - c. The committee reviewed the 2015 Convention budget
 - d. Discussion about how to encourage elementary teachers and pre-service elementary teachers to come to the convention. President Mikkonen will write a letter to send to different colleges and organizations.
 - e. The committee agrees to the cost of accepting American Express and the Cube to use at convention
 - f. ACTION ITEM: Danielson/Dunstan move to rewrite Policy 8.10 to read:

8.10 Henke/Fristrom Scholarship

1. These two scholarships shall be awarded each year, following the same rotation as the Virginia Reid Scholarship (refer to CATE Policies).
2. Names are to be submitted to the Past President at the December Board meeting.
3. Winners receive non-member registration and all convention meals.
4. Candidates for these two scholarships will meet the following criteria:
 - a. Demonstrated potential as future council and/or CATE leaders. A letter of support from the person forwarding the nomination will support this assertion.
 - b. The Fristrom Scholarship will go to a teacher who has taught ten (10) years or fewer.
 - c. The Henke Scholarship will go to a teacher who has taught more than ten (10) years.
 - d. One of these two awardees must represent an underrepresented minority group.
 - e. Recipients shall be first time attendees at a CATE Convention.

Motion approved.

2. Publications

- a. Website re-design - Publications will give Cindy the freedom to re-design the website. The committee suggests Cindy use FCTE and NCTE websites as models. Kristy Orona-Ramirez will be CATE's contact person to Cindy.
- b. At next meeting, we will draft a policy for requesting items be placed on the website.
Suggested items for web page:
 1. Council "links" on splash page
 2. Board of Directors Page
- c. Jill Hamilton-Bunch will take on NCTE Literary Magazine Awards role.
- d. CATE Professional Writing Contest winners: 1st Brandy Price, 2nd Mary Adler
- e. New Professional Writing Prompt:

Common Core implementation is challenging many educators to help students make uncommon connections across skills, content, media, and even disciplines. Such literacy connections will be needed by students to succeed in college, in the workplace and career, and in community/civic life. Describe a literacy lesson you have designed that helped diverse students connect with such valuable real-world goals.

3. Membership

- a. Electronic reminders/renewals review

1. Confirm that email reminders will begin this year
2. Cut paper reminders from 3 to 2.
3. At the end of the fiscal year, request that Precision inform us the benefit of the first paper reminder and the second paper reminder. What's the cost/return benefit?

b. Recruitment ideas for 2014-15

1. Mini-conferences seem to have the biggest membership benefit when these events include the cost of membership
2. Spring events that honor student writers are a highlight but not a means of recruitment
3. Spring council activities are enjoyable but not for membership

c. We need to update our brand:

1. Use CATEweb.org with links to council FB pages
2. Like each other's council FB pages
3. Share our council FB pages with our social media community (Instagram, FB, twitter, et.al.)
4. Someone should always be tweeting and FB-ing what we're doing
5. Recommend that Councils and CATE board members tweet and share our twitter handles
6. For local events use #CATE

XII. Old Business:

1. USC Publication: Preservation Bit by Bit. Paper newsletters have a more successful delivery rate than electronic newsletters
2. USC will develop holograms of Holocaust survivor testimonies.
3. ACTION ITEM: Moved Berry/Delfino to accept Janis Stallones as 2016 Convention chair.
Motion approved

XIII. New Business:

From Bill Younglove:

1. Everything deteriorates over time, and film is no exception. Conservative estimates give shelf life of 50 years for film, 20 years for videotape, five years for hard drives, three years for data tape, and only two years for DVDs before age-related "data rot" causes visible damage; the newer the technology, the more quickly data rot sets in. (Source: USC Shoah Foundation Institute)
2. Re: The electronic-versus-paper debate: e-newsletters typically have only a 30 percent successful delivery rate. Even using a trusted email service, two-thirds of the messages end up caught in a spam filter, bouncing, or never get opened because the recipient doesn't have the right browser, email program, or other necessary software. And of the 30 percent that are actually delivered, only around 11 percent are read carefully and

thoroughly. Whereas with a paper newsletter, even those sent via bulk mail, like this one, the USPS boasts a successful delivery rate of 95 percent. (Source: Joyce Krieg, Editor of the California Writers Club).

3. As for any information on writer Bram Stoker, one can just Google same to learn about this fascinating writer/person.

Motion by Berry/McAninch to adjourn. Motion approved

Respectfully submitted,

Carrie Danielson, CATE Secretary