

MINUTES
CATE Board of Directors Meeting
December 7-8, 2019 Hilton at Harbor Island

To Do/Actions to Take
Before the
Next Board Meeting:

Present/Roll Call: (checkmarks next to names: ✓)

Executive Officers

- ✓ President: Greg Johnson (2020)
- ✓ Past President: Denise Mikkonen (2020)
- ✓ Vice President: Jill Hamilton-Bunch (2020)
- ✓ Secretary: Carole LeCren (2021)
- ✓✓ Co-Treasurers: Denise Mikkonen, Patrick Keough

Chairs

- ✓ Membership: Joan Williams (2021)
- ✓ Policy/Legislative: Angus Dunstan
- ✓ Resolutions: Robb Polski

Council Representatives (elected every year)

- ✓ Capitol (CCTE): Angus Dunstan
- ✓ Central (CCCTE): Maddie Britt
- ✓ Marina Santos (subbing for Fresno (FACET): Janina Schulz)
- ✓ Greater San Diego (GSDCTE): Gina Vattuone
- ✓ Kern (KCTE) Kim Flachmann
- ✓ Redwood (RCTE): Vicki Kurtz
- ✓ Southland (SCTE): Jennifer Silver
- ✓ Tulare (TUCATE) Carol Surabian
- ✓ Upper: Gina Cole

Members-at-Large

- ✓ Julie Paulsen (Elementary, 2019)
- ✓ Robb Polski (Secondary, 2019)
- ✓ Carol Battle (Middle, 2020)
- ✓ Carmen Carrillo (College, 2020)
- ✓ Sommer Iamele (Unspecified, 2020)
- ✓ Liz McAninch (Unspecified, 2021)
- ✓ Bill Foreman (Small Council, 2021)
- ✓ Mark Olsen (Secondary, 2021)

Conventions

- ✓ Convention Coordinator: Michelle Berry
- ✓ Convention Coordinator Assistant: Annie Gervais
- ✓ CATE 2020 Chair: Jennifer Silver
- ✓ CATE 2021 Chair: David Harlow

Liaisons

- ✓ Common Core Consultant: Bill Younglove
- ✓ CWP Liaison: Tim Dewar
- ✓ CRLP: Carol Jago
- ✓ CYRM Representatives: Rebecca Detrich, Christopher Lewis, Steve Rodriguez
- ✓ CDE Liaison: Jennifer Howerter
- ✓ CETA Liaison: Gale Caswell
- ✓ CTA Liaison: Mindy Montanio

Saturday, December 7, 2019

To Do/Actions to Take
Before the
Next Board Meeting:

1. Call to Order (at 8:31 am)

2. Approval of September 2019 Minutes

Moved by Dunstan, seconded by Mikkonen. Approved.

3. Adoption of December 2019 Agenda

Moved by McAninch, seconded by Dunstan. Approved.

4. CATE Board Reports

President- Johnson

- Report on NCTE Convention in Baltimore, MD. Shared experiences about awards and recognitions, and communication, including outrage at the apparent mistaken evaluation of *California English*. November 2022 NCTE will be in Anaheim.

- Additional copies of *Drive* for new board members.

- Introduction of Vicki Kurtz, new president of Redwood Council, who shared that she has been in CATE for 35 years. She teaches at a high school in Hoopsa where 90% of the students are native American.

- Awards at CATE 2020: Greg is open to having local councils creating the “speech” that he creates based on the supporting material, by early February. We will approve the nominees today, and Greg will notify the awardees over winter break. Since awardees may need to make travel arrangements, local councils may contact them even before the “official” letter arrives. Carol Jago will be receiving a lifetime achievement award from CATE, so please write a supporting letter and send it to Denise.

Vice President- Hamilton-Bunch

- Jill went over the lunch/snack/tomorrow’s breakfast arrangements.

- Need to set a date for May’s meeting: May 2-3, 2020, Hyatt Regency SFO (the convention hotel for CATE 2021).

Past President- Mikkonen

- Denise received/asked for all the awardees from all the local councils.

- She has received nominations for CATE board positions.

- She needs nominees for the Reid and the Fristrom scholarship. Carole reviewed the criteria from the CATE Policies.

Secretary- LeCren

- Carole will make business cards for new board members. See her at lunch.

Treasurers- Keough/Mikkonen

- Patrick thanked Michelle for making *eventPower*’s website access available so that Patrick can see the income/expense for CATE 2020 Convention. He went over the numbers based on his report. Michelle pointed out that employing *eventPower* for exhibits (first time) and registration (second year), means that some of the budget numbers are estimated. Patrick pointed out that some local councils have not cashed their membership checks.

- Patrick and Denise shared that they took care of the taxes with the CPA we’ve used for years, John W. Pearson. She complimented him.

- Denise shared that CATE Board Meeting reimbursements need receipts attached to the reimbursement form. \$129.00 per night (plus tax, etc.) is the hotel cost.

Membership- Williams

- Joan has membership brochures with her. Take them.
- Membership rosters are available from Joan--do not request a roster from Precision (which will incur an extra cost to CATE).
- Membership numbers are holding steady with the annual pattern.
- Part of being on this board is that you MUST be a member of NCTE, so make sure you are current/ or make sure you renew.
- Joan reminded us (from the Leadership Committee) that the final process for changing the By-Laws for length of terms for Executive Board Members will take place at the Annual Business Meeting in February.
- Don't forget to send your photo and a description to Gina Vattuone to post on CATEweb. It's a Google Form that she will send out again.
- Joan has been working with Cindy Conlin on how to clarify when memberships expire (because people contact Joan to verify their membership). She thinks they have gotten the wording as clear as possible--posted in CATEweb.
- Discussion ensued about the membership roster access.

Convention Coordinator- Berry

- Michelle shared that she was evacuated for the second time in two years, and reminded board members to think about go-bags and what else to grab in half an hour. Michelle grabbed the CATE Convention binder.
- Michelle thanked Jennifer Silver, Bill Foreman, and Carole LeCren for their work on the convention, the presenters/session, and the flyer/program.
- Michelle reminded us that CATE board members need to register for convention. Discussion ensued about how to use the promo codes.
- Rooming for the convention is Michelle's responsibility. If board members room with each other, the cost of the room is reimbursed; if roommates are not board members or resolutions committee members, you will have to pay half the convention room cost.
- Exhibit hall: Booths sold 22 at this time, surge of interest, some ads sold.
- Registration will be in the lower lobby area outside the ballrooms. Carole reminded anyone who is planning to serve in that area to dress warmly--it's a cold area of that hotel.
- LCDs and screen commitments need to be given to Michelle by this weekend to help offset AV costs.
- Michelle reminded us that the Curtin contract for exhibit hall decorations/loading is up for bid; she also has feelers out to use the decorator for NCTE who also works often with *eventPower*.
- Annie and Michelle were unable to do a site visit for Monterey, but have rescheduled to site visit for Monterey and San Francisco to look for sites for future conventions.

Reports of Liaisons

CTA- Montanio

- Mindy shared that she was at the first read-through of the Ethnic Studies framework with CTA during the previous board meeting.
- Her role in CTA is being restructured; she will no longer be a liaison, she will be an ambassador.
- She shared that CTA has changed the system for requesting money; she hopes that she has learned the new wording and hopes to get a grant/donation for the convention.
- Mindy referred us to her report about Schools First, which means CTA is pushing for signatures.

Common Core Coordinator- Younglove

- Shared that he continues to update us on where states stand on their adoption and use of Common Core.
- Shared information about charter school creation.
- Assembly Bill 48: Fund infrastructure of schools, including the creation of a new CSU campus. Will it become law?
- The elimination of SAT/ACT: Will be looked at by UC. Bill pointed out that the “A” in SAT used to mean Aptitude, then Achievement, and currently is Assessment. Discussion ensued about the reason, the validity, the equity issues involved.
- Bill talked about SBAC data, and people contrasting with SAT/ACT results. He pointed out that the nature and purpose of the tests are different. He also pointed out that in his lifetime (70+ years), he took exactly two standardized tests, in 9th grade and the GRE for grad school.
- Possible framework revisions will be considered during this next year.
- Bill shared a book by Kelly Gallagher *In the Best Interests of Students*, written in 2015. No book out there anywhere does what this book does. It talks about what works and doesn’t work with the Common Core. Bill recommends the book.
- Carole asked what the update is about the Long Beach school district getting permission to use the PSAT in place of the SBAC data. Still pending. Annie asked what would happen if the SAT is dropped for college admission. Discussion ensued about SBAC scores, and the immediate release (within a few weeks of administration) versus the final release a couple of months into the school year, which Annie explained.

CETA- Caswell

- The CETA board is still involved in helping with the reinstatement of the Theater Education credential. Gale asked if anyone had heard from English teachers who also teach theater if they have any concerns about the new credential. She said that the people working on it are aware of that concern. A colloquium at the La Jolla Playhouse is taking place today where they are discussing what courses would be part of this credential. Annie asked if English teachers could add it to their credential.

Break 10:15-10:30 AM

Report of CATE Council Representatives

Capitol- Dunstan. Nothing to report.

Central- Britt. As posted.

FACET- Santos. As posted.

GSDCTE- Vattuone. As posted.

KCTE- Flachmann. Absent. As posted.

Redwood- Kurtz. As posted.

SCTE- Silver. As posted.

TUCATE- Surabian. Absent. As posted.

Upper- Cole. Absent. Carole asked if anyone has checked on Gina’s status.

5. First Standing Committee Meetings (10:30 AM - noon)

a. Policy/Censorship- Polski

b. Convention Coordinating- Berry

c. Leadership/Membership- Williams

Lunch (noon - 1:00 PM)

To Do/Actions to Take
Before the
Next Board Meeting:

6. Second Standing Committee Meetings (1:00 - 2:45 PM)

- d. Executive Finance- Keough**
- e. Publications- McAninch**
- f. Otherness and Diversity-Battle**

Break 2:45 - 3:00 PM

7. Committee Meeting Reports from First Round of Standing Committees

a. Policy/Censorship- Polski

Members present: Robb Polski, Carmen Carrillo, Angus Dunstan, Carol Battle, Mark Olsen, Mindy Montanio, Bill Younglove

ACTION ITEM: To add 12.2.9 to CATE Policies:

The Otherness and Equity Committee will provide a regular column addressing diversity, equity, inclusivity, and similar issues to be published in *California English*. Moved by Carrillo, seconded by Dunstan. Carol Battle and Annie Gervais explained the column. Discussion ensued about the wording and the generation of content. Motion passed.

Robb reminded the board and the local councils that the purpose of Policy 12 is to actively engage in taking action on otherness and equity issues, and that the board reports would be a good place to report out on the actions that we have taken.

By the next board meeting, Robb would like nominations for NCTE awards. Carol Battle and Marina Santos shared that they have authors to recommend.

Resolutions:

Angus sent an e-mail for local councils for their Resolutions Committee representatives. Gina Vattuone urged the board to create a pro-active resolution about Ethnic Studies.

b. Convention Coordinating- Berry (reported out by her assistant, Gervais)

Members present: Michelle Berry, Annie Gervais, Carole LeCren, Jennifer Silver, David Harlow, Greg Johnson, Bill Foreman, Jill Hamilton-Bunch

Jennifer's Report for CATE 2020 Convention

Progress:

Work is being done with AV, speaker needs, etc.

Crime Scene Friday night event preparation has begun; rehearsals have started.

Board members and attendees are encouraged to dress up in 1940s wear.

Additional Board Needs:

Introductions for Major Speakers

Jennifer Silver asked for people to introduce the major speakers:

Kelly Gallagher: Kim Flachmann

Carol Jago: Carole LeCren

John Gilstrap: Jill Hamilton-Bunch

Get Lit Players: Carol Battle
Arvid: Sommer Iamele
Seawright: Jennifer Silver

To Do/Actions to Take
Before the
Next Board Meeting:

Need ideas for the winners of the murder mystery: a basket of books for the up to 10 people who may.

Sunday Brunch
Giveaways
LCDs and Other AV needed: Board members volunteered.

Receptions and Continental Breakfasts:
Continental Breakfasts: Asked for councils to help sponsor the cost.
Friday evening receptions for Local Councils: If a local council wants to have a reception, contact Carole in December so she can announce it in the program.

2021 Burlingame David Harlow
Local people not willing to help on a local convention committee: he is asking for help from other councils.
Organizing potential speakers: he is open to more suggestions, Stephen Barclay agency is another source.
Working on pinning down a theme for his convention.
Discussion occurred during the committee about having a debriefing session, replacing a major speaker, etc.
Schedule the debriefing during the F Session at the end of Saturday, and tie them to the strands.
Changing the advertising to a more online presence and using Facebook advertising to boost our posts using a small piece of the advertising budget.
Incentivize the SWAG, particularly at the Member Booth. Designated Social Media spaces.
We discussed props being at the table.
We discussed the Curtin contract further.

ACTION ITEM: To postpone a vote on Curtin contract until the May board meeting.
To create a subcommittee to meet after the February board meeting to look at all submitted contracts and bring a recommendation to the May board meeting.
Moved by LeCren, seconded by Dunstan. Passed.

ACTION ITEM: To offer a presenter stipend of \$50 for the CATE 2020 Convention.
Moved by Dunstan, seconded by Williams. Passed.

Discussion ensued that it will not affect the presenters, is not something that is promised, is not the usual practice at other educational conferences, and will create enough savings to cover the part of the cost of a continental breakfast.

c. Membership/Leadership- Williams

Present: Joan Williams, Kim Flachmann (absent); Gina Vattuone, Sommer Iamele, Mad-die Britt, Julie Paulsen, Gale Caswell

Discussed generating leadership north of San Francisco. People who want to run for of-

Office need to submit nominations. There are two nominees for CATE President already. Plan to create a New Member Handbook (specifically for new members to the CATE Board.)

The Leadership Committee will be giving a session at the convention (Session B on Friday) in order to give information to attendees. They are planning to promote their session when/where the council ribbons are distributed at the registration area.

“Ask Me a Question:” They are proposing #CATEisGREAT bright blue with white lettering T-shirts, making them available on a “pay as you go” website. They also want a ribbon with some phrase involving questions or Q&A. Anyone who interacts with a Q&A person, they will get a ticket for a drawing at the Membership Booth. The plan is to have the T-shirt ready by the end of this month. There will be link for buying a T-shirt online.

Idea: To designate some tables at meal events with local council signs so that council members could meet up and sit together at a table.

Idea: Plan to do a slide show at a meal with a screen with the CATE board member blurbs that Gina Vattuone is putting together.

Idea: Auto-renewal of membership dues is something that Joan wants to make sure happens soon.

Candidates running for CATE Board positions need to send a biographical blurb and a photo. Liz will be the point person to make sure those get on CATEweb and in *California English*. Joan asked that candidates be introduced at Saturday’s Super Session by Jennifer...also announcing that potential candidates can still get on the ballot by the Sunday annual board meeting/town hall. Electronic voting will be used again this year.

Idea: REMIND is an app that we can join and then use, especially during convention, so that we can remind them (text message all at once). Sommer set it up and can make anyone an administrator.

Idea: Items to possibly sell at the CATE Membership Booth, because several people have asked about CATE swag. The T-shirt link will be there too.

Greg asked for Joan to review which CATE board positions are up for voting, and the methods for nominating someone to run for an office.

Adjourned for the day: 5:07 PM

Sunday, December 8, 2019

Call to Order: 8:34 AM

Denise reported incoming nominations: still need nominations for MAL-College and Vice President.

d. Executive Finance- Keough

Present: Patrick Keough, Denise Mikkonen, Greg Johnson, Bill Foreman, Jill Hamilton-Bunch

To Do/Actions to Take
Before the
Next Board Meeting:

A. Briefly reviewed Convention budget. Emphasized that the Convention was a success.

B. Discussion concerning 1099 tax forms. CATE needs to mail 1099 tax forms to convention speakers who received more than \$600 in compensation. 1099 forms need to be mailed out by January 31, 2020. John Peason, CPA, will assist in preparing 1099 forms. Michelle has emails out to some of last year's convention speakers to get their tax information.

C. Cindy Conlin needs a new CATE stamp to endorse checks. Treasurers will order her one in the near future. This would be considered an "Office" expense on the CATE budget sheet.

D. Stipends. The committee, in addition to the convention coordinating committee, discussed reducing CATE convention speakers from \$75 to \$50. The committee recommends this convention, as it will save nearly \$2000.

E. Vanguard discussion-Bill Foreman, who has done the research, explained the background, as he looked into two "more socially responsible" funds: TIAA CREFF and another Vanguard account. Executive Finance recommends that we move monies from the Vanguard 500 account to an account through TIAA CREFF. TIAA CREFF provides socially responsible funds that do not invest in guns, tobacco, alcohol, gambling, or nuclear power as part of their portfolio. This would be an action item that would need to be voted on by the Board.

ACTION ITEM: To withdraw funds from our Vanguard 500 account to a TIAA CREFF Social Choice Equity Fund (TICRX) account. Moved by Foreman, seconded by Keough. Passed.

e. Publications- McAninch

Present: Liz McAninch, Robb Polski, Sommer Iamele, Joan Williams, Mark Olsen, Bill Younglove, Angus Dunstan

The committee read and discussed the entries for the CATE Creative Writing Contest and the CATE Professional Writing Contest entries. For the student writing contest, no entries were deemed worthy to be awarded at the state level (mostly because they did not address the prompt). For the CATE Professional Writing Contest, a first and second place was awarded, and the other two entries will be encouraged to revise and submit to *California English* for the call for manuscripts of the issue that deals with the same topic: Investigating Texts and Truths.

Discussion ensued about the purpose of the contest, with institutional memory supplied by Bill Younglove; about the need for editing a raw piece of writing; the need to be better at advertising the contest for next year. Discussion ensued about the timing of the prompt and the content of the prompt. Constraints that came up included the publication date for *California English's* student writing issues.

ACTION ITEM: To award one registration to CATE 2020 to the first place Professional Writing Contest winner: Jay Richards of Central Middle School in San Carlos, and to award one CATE membership to second place Professional Writing Contest winner: Lea Maryanow of Visalia. Moved by McAninch, seconded by

Dunstan. Passed.

To Do/Actions to Take
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According to the flyer on CATE website, both will be published in *California English*.

f. Otherness and Equity- Battle

Present: Carol Battle, Mindy Montanio, Marina Santos, Vicki Kurtz, Carmen Carrillo, David Kurtz, Gale Caswell, Maddie Britt, Julie Paulsen, David Harlow

Discussed three issues:

A. the CE column (recruiting topics and submissions). She may create a list of topics and a format for the column, working with Carol Jago.

B. the committee's presence at the Convention. Ideas include a "world cafe" concept with appetizers, a presence/meet and greet, probably on Saturday.

C. outreach. How to get more teachers involved in our councils and in CATE? She has a list she will share with local council presidents, which include: book clubs featuring books by the major speakers, reach out to Title I schools, reach out to other organizations, such as a local black educators association, reach out to the unions which often have an outreach person, and finally, holding a post-convention event to revisit/debrief in a local council area. For the post-convention event, Mindy explained that she pulled up the presenter materials from the website, asked the attendees to pick two sessions that they liked and reviewed/shared what they learned. Michelle suggested the meet-and-greet take place at the Saturday morning continental breakfast, where food will already be provided. Mindy pointed out that CTA unions have money available to fund attendance for individuals at professional conferences.

These are Mindy's notes from the meeting discussion, included here to give additional information from this standing committee:

Addressed potential goals and purpose of the group:

Provide support to students and teachers who have experience "otherness" or are "othered." Carol provided context for the term as meaning marginalized or underrepresented groups.

As an organization, we need to be better at recruiting and retaining teachers of color.

Outreach:

- strand at Convention
- meetup, mixer at Convention
- better signage or a booth
- standing column in CA English
- World Cafe, Carol suggested talking to Jennifer about finding some space and getting some trays or appetizers for a group to meet and discussion issues of diversity/otherness

Discussion Topics:

- Could part of our charge include helping teachers with resources like diverse texts, lesson/unit plans related to diverse texts and/or social justice
- help funnel ideas for columns to Carol Jago

- build a bank of suggestions for activities that our local councils could use to recruit and retain students and teachers of color
- ensure that we continue to provide workshop strands that support diversity
- We also want to make sure that we are not “isolating” curriculum. This came up when discussing the Ethnic Studies Curriculum Framework. How can we better implement this framework when/if it is written? Encourage inclusion of culturally responsive/culturally relevant curriculum
- curate a list of diverse text exemplars
- to encourage attendance at CATE, can we suggest/encourage administrators to embed conference registration into Title I or LCAP budgets
- How can we support teachers who cannot attend the conference on Fridays?
- Faculty book clubs that features authors and titles from our CATE conferences
- Linking blogs and library lists on our CATE website to help teachers curate their own classroom libraries (include CDE recommended literature list, Project Lit, etc.)
- increase awareness of scholarships that support new teachers, teachers of color
- share meetup info at the membership presentation on Friday at CATE
- increasing the digital space—get better at using Twitter, Remind—tweet out the meetup, create a hashtag
- how can we reach out to teachers to find out what they want/need from CATE?
- provide a ribbon or badge that highlights our committee (not sure what this would look like)
- create a guide for local councils that could help them recruit and retain teachers of color
- be proactive on the ethnic studies framework; as an organization how can we begin creating something that gets this ball rolling...partner with the California Writing Project

8. Old Business

Bill Younglove shared that Carol Booth Olsen from UC Irvine finished her 42nd year with the Writing Project. She will go on to administer millions of dollars of grants. He also shared who else was there: Sheridan Blau, Cheryl Hogue Smith, Kelly Gallagher, and some of the programs that they have been involved in.

Joan Williams reminded everyone to take the CATE membership deduction to sign up for the convention. She mentioned several people on the board who if they don't take the membership deduction, because it will automatically renew your membership. If you want to separate your membership dues-paying from signing up for a convention, she suggests that you renew your membership online at a different time of the year, for instance, in September, because then that will become your annual renewal date.

Michelle reminded everyone that at CATE 2022 we should ask Carol Booth Olsen to be a speaker. We are looking for a convention chair. Annie reminded everyone that NCTE will be in Anaheim in November 2022.

FYI:

President: Robb Polski, Bill Foreman

MAL Middle: Carol Battle

MAL Unspecified: Sommer Iamele

ACTION ITEM: To approve the following Classroom Excellence Awards and Awards of Merit to be awarded at CATE 2020 Convention, and the Scholarships: (as included below). Moved by LeCren, seconded by Williams. Passed

9. New Business:

Carole shared a “Dear Abby” letter about a woman who doesn’t like to be photographed at teacher conventions. Discussion ensued, and the conclusion was we can put a “disclaimer” in the program about how/when/why we use our photographs.

Bill Younglove recently discovered that Dolly Parton is responsible for placing 100,000,000 books in children’s hand. She may be a possible future award-winner. Annie said she had only given books in her home state.

Joan Williams’ granddaughter is in remission, and Michelle Berry’s granddaughter has gained weight and is starting to giggle.

Greg reminded us that we were efficient today, but one reason is because we did not review Policies at this meeting.

Denise and Annie reminded everyone to book his/her airline flights to LAX for convention now.

ACTION ITEM: Move to Adjourn. Moved by Dunstan, seconded by Polski. Passed.

Adjourned at 9:42 AM.