i

CATE Board of Directors' Meeting
Saturday, December 6, 2025 to Sunday, December 7, 2025

Crowne Plaza San Francisco Airport By IHG
1177 Airport Boulevard, Burlingame, CA, 94010

MEETING ROOM: BAYSIDE
NETWORK: WIFI-PW
PASSWORD: URLCA

AGENDA

Board Members:
(present highlighted in yellow)

Board Member	E-mail
Greg Johnson, Acting Past President	gregj27@sbcglobal.net
Robb Polski, President (2026)	Robert_Polski@kernhigh.org
Susan Dillon, Vice President (2026)	dillon@cchsca.org
Carole LeCren, Secretary (2027)	carolelecren@yahoo.com
Denise Mikkonen, Treasurer (appointed)	denisemikkonen18@gmail.com
Annie Gervais, Convention Co-Coordinator	agervais451@gmail.com
Jennifer Silver, Southland Rep/Convention Co-Coordinator	jennifersilver@vistamarschool.org
Kristie Leyba & Janina Schulz, FACET Reps	kristie.leyba@fresnounified.org; Janina.Schulz@fresnounified.org
Lisa Perry, Central Rep	perryl@esuhsd.org
Dr. Yolanda Jimenez, Capitol Rep	yolanda.jimenez@trusd.net
Gina Vattuone & Nicole Brown, GSDCTE Reps	ginavattuone@gmail.com nicole.brown@smusd.org
Jill Hamilton Bunch, Kern Rep	jhamiltonbunch@gmail.com
Vicki Kurtz, Redwood Rep	missvkurtz@gmail.com
Carol Surabian, TUCATE Rep	surabianc8@gmail.com

Jori Krulder, Upper Rep	jkrulder@pusdk12.org
Annemarie Cortez, MAL Elementary (2028)	annemarie.cortez@cnusd.k12.ca.us
Shawn McQuilliams, MAL Secondary (2028)	shawn_mcquilliams@kernhigh.org
April Parker, MAL Unspecified (2026)	aprilparker1229@gmail.com
Kathleen Giannandrea, MAL Unspecified (2027)	kgiannandreaohs@cojusd.org
Kylowna Moton, MAL College (2026)	kylowna@gmail.com
Joan Williams, MAL Small Council (2027)	joanlwilliams@gmail.com
[vacant], MAL Unspecified (2028)	
Amber White, MAL Middle (2026)	ambernwhite85@gmail.com
Frank Mata, MAL Secondary (2027)	frankmata32@gmail.com
Lori Campbell, Membership Chair (2027)	membership@cateweb.org
Dr. Rita Suh, CATE 2026 Chair	ritasuh1@gmail.com
Bill Younglove, Legislative Analyst	wyoungl@aol.com
Tim Dewar, CWP Liaison	dewar@education.ucsb.edu
Chris Street, ERWC Liaison	cstreet@fullerton.edu
Jennifer Howerter, Liaison CDE	JHowerter@cde.ca.gov
Carol Jago, *California English* Editor, Liaison California Reading and Literature Project	cjago@caroljago.com

CYRM Reps: Mary Beth Barber (emeritus) Gabriela Gualano (outgoing: 2025-2026) Aimee Korynta (incoming: 2026-2027) XX (new term: 2027-2028)	marybeth.barber@library.ca.gov gabriela.gualano@gmail.com

SATURDAY, DECEMBER 6, 2025

Breakfast: 7:30 AM

1. Call to Order
Time: XX:XX AM

2. Introductions/Updates/Board's *"Mosaic Moment"*
Introductions:
XXX

Updates:
XX

Mosaic Moment: The Board's *Active* Mission Statement Work (facilitated by XX):
XX

The Mission Statement: With a firm commitment to equity, CATE (California Association of Teachers of English), a non-profit organization and NCTE affiliate, amplifies voices of literacy teachers across the state, promoting communication, collaboration, and ongoing professional learning; and advocates for educational justice and agency for all California students.

3. Approval of Last Meeting's Minutes
Link to September Board Minutes:
https://docs.google.com/document/d/1WLVsw-LUE_jwrzhFLMOjpUDGWld8YFFf72dofuX5q3k/edit?usp=sharing
Moved by XX, seconded by XX.

4. Consent Docket

a. Approval of agenda.
   Moved by XX, seconded by XX. Passed.

5. CATE Board Reports
Link to CATE Board Reports December 2025:
https://docs.google.com/document/d/1aCHGwKue7wgmmSffICcf-ooBhWpBk91RZnV5S-KzBas/edit?usp=sharing

a. President: Robb Polski

1. NCTE debrief
2. Reminder of awards and scholarships
3. Naming Michael Jago's Award (Susan Dillon has some ideas?)
4. Policy Review schedule
5. Book exchange at lunch

b. Vice President: Susan Dillon

1. Advisory Call November 13: Purpose of the advisory call is to help the

president set the agenda, which we will work on this weekend.
2. December board meeting: Room rate with taxes (123.86); parking $10.00; breakfast provided with vouchers given at check-in; and lunch at 12:15.
3. Convention board meeting: Thursday, March 5. I will be coordinating board member rooms, resolution rep rooms, and convention speaker rooms. I will be asking board members to provide their preferences by February 5. I would appreciate the contact information for the resolution reps in January. Rita has already provided the speakers' requests. Thank you.
4. May board meeting: May 2-3 in San Diego. We will be staying at the Courtyard Old Town. There is, alas, no airport shuttle. Old Town does have an airport shuttle near the transit station, but be aware it is eight blocks from the hotel.Most of the hotels I contacted could not accommodate us (sold out) and two properties withdrew their bids. However, the Courtyard will provide us with breakfast. The room rate is $199 per night. I do not have the parking information yet, as I want to negotiate a few items.

c. Past President: Greg Johnson

1. Any councils who want to nominate someone for an open position are to bring paperwork to the December board meeting
2. Distinguished Service Award or Award of Merit - Michael Jago (letters of support)
3. CATE Classroom Excellence Awards (See Sept. 2025 board agenda for nomination policies and requirements)
    a. Capitol - middle
    b. Central - college
    c. Fresno - elementary
    d. Kern - college
    e. Redwood - middle
    f. San Diego - elementary
    g. Southland - secondary
    h. TUCATE - secondary
    i. Upper - secondary
    j. councils should have their paperwork prepared for the December board of director's meeting for approval
4. Administrators Award
5. CATE Scholarships (See Sept. 2025 board agenda for nomination policies and requirements)
    a. Virginia Reid Scholarship
    b. Marilyn Kahl Scholarship
    c. Henke/Fristrom Scholarships
    d. Henke/Fristrom Scholarships
    e. The Hidden Gems Scholarship
6. Schedule of award winners and meals

d. Secretary: Carole LeCren

1. Annual roster update…click on the link to fill out the Google Form: https://docs.google.com/forms/d/e/1FAIpQLScnfHzo25ObFShVNhDIaqfk7oTM

P8LTphh5Y053bxIJzpbn3Q/viewform?usp=sharing&ouid=106673997895068692759

These are the only board members who filled it out in September: Gabriela Gualano, Lisa Perry, Bill Younglove, Denise Mikkonen. If your name is not listed, please click the link and fill out the Google form. We need this information for our annual reports to NCTE and our own records, as well as information for the convention program.

e. Treasurer: Denise Mikkonen

a. Fiscal Update Budget
b. Current registration 136: CATE 2026:
c. Scholarship Money received Fristrom $1,000, CATE Connects $0, Donations eventPower $20
d. $151,963.36 in checking account 11/13
e. Taxes - CATE's taxes were electronically filed by Eric @ Protax
f. Reimbursement ½ room @$ (rate plus tax/fees) Check Request Form

f. Membership: Lori Campbell

1.

g. Convention Coordinators: Jennifer Silver and Annie Gervais

1. CATE 2026 updates
2.

h. Reports by Liaisons

i. CTA
ii. CWP
iii. CDE
iv. CLRP
v. CYRM

i. Report by Legislative Analyst

1.

j. Report by Editor of *California English*

1.

k. Report by President of Presidents: Jennifer Silver

1.CATE Connects gratitude
2. Council Presidents' Meeting recap
3. Next CATE Connects

l. Reports by Council Committee Representatives
   i. Upper
   ii. Redwood
   iii. Capitol
   iv. Central
   v. FACET
   vi. TULARE
   vii. Kern
   viii. Southland
   ix. Greater San Diego

6. Standing Committee Meetings (Round One)

LUNCH

7. Report Out of Standing Committee Meetings (Round One)

a. Leadership/Membership

Leadership/Membership Chair: ***Joan Williams***

Members: *Lori Campbell, Jori Krulder, Chris Street, Carol Surabian, Kylowna Moton, Kathleen Giannandrea, Lisa Perry*

Agenda:
1. Elections/candidates (concerned about this)
2. Scholarships—needs a lead person
3. Membership needs, issues
   a. Discuss relationship with Paul and his role in membership
   b. Review document started by the Publications Committee chair that will be worked on by that committee in the next round.
4. Convention—books, drawings, giveaways
5. Booth assistance/needs

6. Policies?

b. Policy/Censorship

Policy/Censorship Chair: ***April Parker***

Members: ***Gina Vattuone/Nic Brown, Bill Younglove, Carol Jago, Jennifer Howerter, Janina Schulz/Kristie Leyba, Shawn McQuilliams (Resolutions Chair), Vicki Kurtz, Annemarie Cortez***

Agenda:
1.

c. Convention Coordinating

Convention Coordinating Chairs: ***Jennifer Silver/Annie Gervais***

Members: ***Frank Mata, Denise Mikkonen, Robb Polski, Amber White, Tim Dewar, Carole LeCren, Jill Hamilton-Bunch, Mary Beth Barber, Rita Suh, Greg Johnson***

Agenda:
1.

8. Standing Committee Meetings (Round Two)

a. Publications/Social Media

Publications/Social Media Chair: ***Carole LeCren***

Members: ***Carol Jago, Kylowna Moton, Joan Williams, Janina Schulz/Kristie Leyba, Shawn McQuilliams, Lori Campbell, Yolanda Jimenez, Bill Younglove, Gabriela Gualano, Carol Surabian, Lisa Perry, Amber White, Tim Dewar***

Agenda:

1. Go through the applications for California English editor.
2. Finalize distributing information about the new format for the CATE Creative Writing Invitation.
3. Resolve the conflict in the new Policy 6.9.4.f:

   f) The entry form will include a parent permission slip for publishing their child's writing online (since the child's full name and school/teacher will be included with the piece of writing if chosen to be published on CATEweb.org). If a student's piece is published on CATEweb.org, the identifying information will include the student's first name and last initial, and local council.
4. Start draft of "Printing/Mailing" procedure document.
5. Look at social media report from Amber.
6. Review policies that we didn't get to in September:
   a. Policy 1.0 Meetings
   b. Policy 2.0 Council Committees

c. Policy 5.0 Non-Voting Members

b. Diversity, Equity, and Inclusion

Diversity, Equity, and Inclusion Chair: ***Frank Mata***

Members: ***Gina Vattuone/Nic Brown, Jill Hamilton Bunch, Vicki Kurtz, Jori Krulder, Julie Young, April Parker, Chris Street, Jennifer Howerter, Kathleen Giannandrea, Annemarie Cortez***

Agenda:

1. Update/Propose any changes to CATE's DEI policies 12.0 and 10.0
2. Revisit sequencing mini-Mosaic Moments (at each board meeting) leading up to the big/main Mosaic Moment discussion we're scheduled to have in May
3. How to get the affinity groups (BIPOC & LGBTQIA+) more actively involved at convention
    a. Who is leading LGBTQIA+ affinity space? What's on the agenda of each? Did we ensure that both meetings aren't being run simultaneously?
        i. From Carole: Here is the schedule for the two affinity groups at CATE 2026: Friday 2:30 pm-3:15 pm Affinity Group Meet-up: LGBTQIA+ and Friday 5:00 pm-5:45 pm Affinity Group Meet-up: BIPOC. What I do need is a description/definition/ promotional blurb for each affinity group meeting that I can put in the program and in the online agenda. Can you create one and give it to me? Here are the blurbs from last year:
        ii. **BIPOC EDUCATOR MEET-UP**
        While California hosts one of the most diverse student populations in the country, its teaching force falls far short of representing that same diversity. Teachers of color, therefore, have unique challenges. Come to this session and meet-up with other educators of color to network and share strategies to help us all thrive in what can be challenging environments.
        iii. **LGBTQIA+ EDUCATOR MEET-UP**
        Come to this session and meet-up with other LGBTQIA+ educators to network and share strategies to help us all thrive in what can be challenging environments.
4. Would we like CATE DEI swag for both committee members and for rank-and-file CATE participants?
5. Anything else for the good of the order?

c. Executive Finance

Executive Finance Chair: ***Susan Dillon***

Members: ***Robb Polski, Jennifer Silver, Annie Gervais, Greg Johnson, Rita Suh***

Agenda:

1. Annual Budget
2. Review expenses for convention budget
3. Gas reimbursement .67 federal rate do we increase?
4. NCTE Funding for future
    a. Affiliate get together
    b. Annual Business meeting

c. Affiliate Breakfast

SUNDAY, DECEMBER 7, 2025

Reconvened at 8:XX AM

10. Report Out of Standing Committees (Round Two)

11. Old Business

12. New Business

13. Adjournment
Moved by XX, seconded by XX.
Time: XX:XX AM

Chart for Policies to Review by Standing Committees

Standing Committee	Policies to Review
Publications/Social Media	Policy 6.0 Publications Policy 1.0 Meetings Policy 2.0 Council Committees Policy 5.0 Non-Voting Members
Diversity, Equity, Inclusion	Policy 12.0 Diversity, Equity and Inclusion Policy 10.0 Guidelines for CATE Awards
Executive Finance	Policy 8.0 Finance and Reimbursements Policy 11.0 Relationship to NCTE Policy 15.0 Document Retention and Destruction
Leadership/Membership	Policy 3.0 Membership Policy 9.0 Elections
Policy/Censorship	Policy 4.0 Committees and Special Assignments Policy 13.0 Code of Ethics Policy 14.0 Conflict of Interest Policy Policy 16.0 Whistleblower Policy
Convention Coordinating	Policy 7.0 Annual Convention

Policy to Review	By Which Standing Committee
Policy 1.0 Meetings	Publications/Social Media
Policy 2.0 Council Committees	Publications/Social Media
Policy 3.0 Membership	Leadership/Membership
Policy 4.0 Committees and Special Assignments	Policy/Censorship
Policy 5.0 Non-Voting Members	Publications/Social Media
Policy 6.0 Publications	Publications/Social Media
Policy 7.0 Annual Convention	Convention Coordinating
Policy 8.0 Finance and Reimbursements	Executive Finance
Policy 9.0 Elections	Leadership/Membership
Policy 10.0 Guidelines for CATE Awards	Diversity, Equity, Inclusion
Policy 11.0 Relationship to NCTE	Executive Finance

Policy 12.0 Diversity, Equity and Inclusion	Diversity, Equity, Inclusion
Policy 13.0 Code of Ethics	Policy/Censorship
Policy 14.0 Conflict of Interest Policy	Policy/Censorship
Policy 15.0 Document Retention and Destruction	Executive Finance
Policy 16.0 Whistleblower Policy	Policy/Censorship