

**Minutes CATE Board Meeting
September 10, 11, 2011
Doubletree Hotel, Ontario Airport**

Present: *Joan Williams, Jill Hamilton-Bunch, Ron Lauderbach, Nancy Himel, Denise Mikkonen, Kristy Orana-Ramirez, Bill Younglove, Debra Martinez, Bob Chapman, Liz McAninch, Charleen Delfino, Megan Petersen, Maggie Potter, Bill Foreman, Susan Dillon, Richard Hockensmith, Carrie Danielson, Michelle Berry, Angus Dunstan, Jim Kleigl, Punky Fristrom, Anne Fristrom, Lisa Ledri-Aguilar, Jayne Marlink, Daniela Schonberg (visitor from GSDCTE)*

Absent: Kim Flachmann, Tish Griggs, Shelly Medford, Carol Jago

I. Call to Order 8:40 a.m.

- A. President's welcome to all
- B. Introduction of new board members
 - 1. Bill Foreman
 - 2. Kristy Orana-Ramirez
- C. Introduction of 2013 Convention Chairs
 - 1. Maggie Potter
 - 2. Megan Petersen
- D. Book share--List will be published to Board members

II. Approval of Minutes

- A. Corrections to May 2011 Minutes: Susan Dillon was not present,
 - B. May 2012 meeting arrangements are to be arranged and may be something like Skype.
 - Punky will not be doing the CATE tax forms. Our CPA will do them
 - Council breakfast will now be changed to Saturday night meeting
- McAninch moved and Surabian seconded
Minutes approved as amended.**

III. Adoption of Agenda

Moved Chapman; seconded Berry; motion approved

IV. Consent Docket

Appointments –

1. Advisory Board:

Liz McAninch, Chair, Bob Chapman, Michelle Berry, Charleen Delfino, Kim Flachmann, Bill Foreman, Anne Fristrom, Punky Fristrom, Jill Hamilton-Bunch, Megan Petersen, Maggie Potter, Joan Williams, Bill Younglove

2. Standing Committee Chairs:

Executive/Finance: Liz McAninch,
Policy/Censorship: Jim Kleigl,
Resolution Sub Committee: Bill Foreman,
Convention Committee: Punky Fristrom,
Leadership Committee: Carol Surabian,
Membership Committee: Joan Williams,
Publications Committee: Angus Dunstan.

3. Create a Resolutions SubCommittee to be incorporated into the Policy Committee

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4.CYRM Representative Vivian Boyd

5.Approval of creating an agreement with Fulbright Teacher Exchange to advertise on CATEWEB, and perhaps California English for a fee to be decided.

Moved by Punky Fristrom; seconded by Bob Chapman; motion approved

V. Board Reports

A. President's Report

President read Policies 1.1-1.3 regarding attendance to Board meetings and encouraged everyone to attend and inform the Board in a timely manner if a member cannot attend a particular meeting

1.1 Attendance at Board of Directors Meeting

1. All CATE Board of Directors members are expected to attend, for the full meeting, the four regularly scheduled Board meetings for each July-to-June year, including the meeting at the annual convention.

2. All members must notify the Vice President (or the Convention Coordinator for the Convention meeting) their intention to attend or not attend the Board meeting. Notification must be provided as per the Vice President and/or Convention Coordinator's established deadline. The Vice President will inform the President of Board members who will not be attending.

3 If board members who have previously confirmed fail to attend, they will be billed for their share of room expenses and meals missed, except in the case of emergencies.

4. In the event of absences from two consecutive board meetings, the board member may be asked to resign, after communication with the president.

1. Goals for 2011-12
 - a. Increase efficiency and remain within the budget
 - b. Increase membership of teachers of color
 - c. Address the needs of new teachers
 - d. Update website with Cindy Conlin
 - e. Call for Board members and others to present at CATE. It is easy to do online.
2. President Delfino will represent CATE at NCTE in Chicago
3. Annual Report
 - a. Needs to be submitted by December 18 (about the previous calendar year)
 - b. Keep them simple and put ANNUAL REPORT on subject line
 - c. Send to President Delfino
 - d. Top line should have our name and the position held in the Board.
4. May Board meeting
 - a. We need a committee to explore the chosen system prior to the meeting.
 - b. Possibilities to choose from --CISCO, Skype, ACCU Conference--will be discussed later in the meeting
5. Cindy Conlin's transition to registrar for 2012 Convention is going smoothly
6. Communication between Bob Johnson at Precision and Cindy Conlin will help make our system more accurate and efficient.

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7. President Delfino is working to improve relationship with CYRM. She has met with them and further communication is planned.
 8. President Delfino will attend CETA (California Educators of Theater Arts) Convention in October
 9. Delfino highlighted the new edition of *California English*
- B. Vice President
1. Advisory Board Report
 - a. Flier for CATE 2012 is now available.
 - b. Updates on upcoming conventions.
 1. Some contracts have been renegotiated and improved.
 2. Further information will be addressed later in meeting
 - c. Michelle Berry and Cheryl Hogue Smith have volunteered to be Convention Coordinators
 - d. Financial audit was conducted on 9/9/2011 at the Doubletree Hotel
 - e. Resolutions Committee will be a subcommittee of Policy Committee
 - f. Clarification of what Advisory Committee does.
 2. Next Board meeting December 3, 4 and TBA in Bay Area.
- C. Past President
1. Awards
 - a. Classroom Excellence (Nominations due at December meeting)
 - b. Award of Merit (Nominations due at December meeting)
 - c. Distinguished Service Award due at the end of the September Board meeting
 - d. Virginia Reid (multiple councils are responsible to chose this awardee this year)
 2. CATE Elections
 - a. The following offices are up for re-election next year. President, Vice President, M-A-L Elem ,Second, Small Councils, Unspecified nominees need to be in by December Board meeting
 3. Be sure memberships to NCTE and CATE are up-to-date
 4. Urge members to participate in NCTE's National Day of Writing
 5. Results of NCTE's elections are not yet available
 6. Past President Bob Chapman will be attending NCTE Convention
 7. Nominations for are due to NCTE Nominating Committee for Elementary Division
- D. Secretary
1. Roster update
 2. Let Secretary know if you need new business cards
 3. Computer is running well
 4. Commitment to update
 - a. Policies
 - b. President's Handbook
 - c. NCTE
 - d. Make sure that CATEweb has current information

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E. Treasurer

Checking Account:	\$ 1,020.88
Memorial CD	\$ 6,726.53
Marilyn Kahl Memorial CD	\$ 16,130.23
Vanguard GNMA Portfolio	\$ 48,782.12
<u>Vanguard Index Trust</u>	<u>\$ 35,043.96</u>
Total Assets	\$105,572.16

CATE 2011

<u>Budget Net</u>	<u>Budget Actual</u>	<u>Grand Total</u>
-\$12,100	\$5,523.89	\$5,671.85

2010-2011

<u>Budgeted</u>	<u>Actual</u>
\$200,625.00	\$223,495.88

2011-12 (To date, from July 2011)

<u>Budgeted</u>	<u>Actual</u>
\$188,320.00	\$2911.42

1. Audit was done September 9, 2011 at the Doubletree. No problems found in the audit
2. Treasurer needs all council treasurer reports

F. Membership

1. Membership Reports for councils are available. Let Joan Williams know if you want them electronically.
2. Membership is dropping again.

**CATE MEMBERSHIP REPORT
September 2011**

# COUNCIL	5/09	9/09	12/09	2/10	4/10	10/10	2/11	4/11	9/11	+/-
TOTAL	1123	975	882	655	929	954	968	922	860	-62

3. Please help with recruitment: take membership brochures and bookmarks.
4. Joan Williams will continue to work toward accuracy in all the membership lists and registrations.

G. Convention Coordinator

1. Thanks to Kim Flachmann and Jill Hamilton-Bunch for their hard work on CATE 2012
2. Thanks to Carole LeCren and Rick Benson at *Golden Ink* for the quick work on the Convention flyer.
3. Thanks to Tammie Harvey for her work on the Exhibit Hall and advertising

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4. Will work on AV for the Convention
 5. We now have access to a FAX machine
 6. We have access to computers, lanyards, registration forms at little to no cost thanks to Charleen Delfino and her husband.
 7. Punky Fristrom shared information from Steven Barclay Agency for Co-chairs of the 2013 Convention
- H. CATE 2012 Report
1. Planning is going well
 2. At this date, Cheryl Hogue Smith has 46 applicants for presentations but needs many more.
 3. Speakers: Sheridan Blau, Mike Rose, Billy Collins, CYRM Luncheon--Guernsey Potato Peel Society--Annie Barrows, Alice Sebold, Kelly Gallagher
 4. Southland's Jan Stallones has been invaluable with recruitment of volunteers
 5. Recruiters at each age level: college, high school, middle school, elementary
- I. CATE 2013 Report
1. "Keep Calm and Read On" theme
 2. Will begin designing and locating presenters
- VI. Liaison Report
- A. CWP (Marlink)
1. Conference Call to Senators Feinstein and Boxer
 2. Thanks to CATE for all the support
 3. Federal funding is gone
 4. Economic turmoil
 5. ½ of funding is from NCLB and that is probably going to disappear
 6. Title I has been cut--no technical writing funds
 7. We need to find a new way of working--how do we save the sites? Exploring corporate donations and CWP will let CATE know how we can help
 8. CWP will continue to sponsor Scholastic Award and we are urged to come to the award ceremony. Students can submit the same writing to this and CATE Creative Writing.
 9. Urge students to submit to Alliance for Young Artists and Writers Conference Contests
 10. Joe Harris (Duke) *Rewriting* recommended reading "Creating space as a possibility"
Jayne Marlink and CWP are working to keep the Summer Projects
- B. CYRM--In President's Report
- C. CLRP- (Online-Jago)
- D. California English (Online-Jago)
- E. CTA (Martinez)
1. Waiting to hear if CTA will sponsor continental breakfast

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2. Not a lot of new information due to summer vacations

F. CCCC (Younglove)

1. Hopes to have CCCC Summit on Common Core Standards
2. There is a lot happening with regard to Common Core Standards
3. More information will be presented through committees and new business

VII. Council Reports

- A. Capitol (Online)
- B. Central Two spring events--
Center for Steinbeck Studies, in
A presentation on multicultural literature
- C. Fresno (No Report)
- D. San Diego Fall Promising Practices, Jim Burke
Facebook.com/GreaterSanDiegoCouncil
Spring Promising Practices, Brian Jeffrey
Award Banquet, Diane Pavlich Glier Speaker
- E. Kern Doug Fisher spoke, eight new members
Micah Jenidan will speak
A board member puts info in AVID Newsletter and that has
been a good mode of advertising.
Council joining with the One Book activities in library
- F. Redlands Meeting scheduled next week to organize events for student
teachers and new leadership
- G. Southland Social event has been organized.
Board divided up membership
list and each board member will call and
encourage participation.
NCTE will be in Las Vegas
Fall Conference coming
Organizing Spring Fling
- H. TUCATE Trying different events to encourage participation and
membership
- I. Upper (Online)

VIII. Committee Reports

A. Policy and Censorship *Jim Kleigl, Bill Foreman, Bob Chapman, Carrie Danielson, Debra Martinez, Bill Younglove, Susan Dillon, Richard Hockensmith, Angus Dunstan; Absent: Carol Jago, Jayne Marlink*

1. Report from Debra Martinez
 - a. AB 114 State Budget Triggers
 - b. New CTA Campaign "Getting Back to Schools"
 - c. Teacher Evaluation Bill is a 2012 priority
Ties student test results to teacher evaluation will be very
contentious and CTA will oppose.
2. Discussion of class size, supplies, money for teacher training
3. Resolutions

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- a. We need a a plan how to handle resolutions
- b. We need to look at resolutions at every CATE Board meeting.
- c. We need to have those tinkered with before the Annual Business Meeting.
- d. Councils should send resolutions to Bill Foreman and we can work on them in our committee. wforeman@csustan.edu
- e. Committee reviewed a section of the Policies and determined that there was no need for change in that section
4. Discussion of a draft of Resolution on Teacher Autonomy and Professional Development. Bill Foreman will take resolution and revise, using input from the committee and will resubmit in December.
5. Bill Foreman read a draft to the CATE Board
6. Review of Policies 10.2.1-10.2.6 No changes recommended
- B. Convention Coordinating *Punky Fristrom, Michelle Berry, Charleen Delfino, Anne Fristrom, Jill Hamilton-Bunch, Nancy Himel, Liz McAninch, Megan Petersen, Maggie Potter*: *Absent: Kim Flachmann*
 1. Commendation of committee for their hard work
 2. 2012 Convention
 - a. Exhibitors Reception may be in the President's Hospitality Suite--discussion will continue
 - b. Council meetings will be up to the local councils and
 - c. Discussion of New Teachers Reception will continue
 - d. No Thursday evening registration
 - e. Awards will be presented at the meals and general session.
 - f. Two minutes for CATE: How CATE helps teachers crosses boundaries and help reach different populations of students
Liz McAninch will coordinate
 - g. Pre-convention meeting will be on Wednesday February 8 at 4 p.m. People who will interact with hotel staff during convention should attend
 - h. Flashpoint Shakespeare contacted CATE Board with four questions/comments. Committee discussed his concerns.
 3. 2013 Convention
Committee discussed convention with Co-Chairs.
 4. 2014 Convention chair needs to be selected by May 2012
 5. Curtain--New contract 2013-2016 In the contract, CATE is not charged or there is a minimal charge for the CATE booths. There is a special provision for 2013 in which there is a maximum extra charge of \$4000 for setting up the Exhibit Hall at night. This charge is offset by CATE receiving \$4,000 to give up Exhibit Hall A on Thursday on 2013 and by a change in the Convention Center contract which reduces the room block minimum and food minimum will should bring CATE \$6,600 in 2013. There is also a six month delay in due dates for the deposits to the center.

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Punky Fristrom moved to accept new contract with Curtain.
Liz McAninch seconded; Motion approved**

6. Revised contract with the Santa Clara Convention Center to implement the provisions listed in item 5.
Approval of the two contracts gives up Exhibit Hall A on Thursday and lowers the criteria for CATE to qualify for a \$6,600 refund of the cost of renting center rooms.

Punky Fristrom moved; Bob Chapman seconded; Motion approved.

7. Michelle Berry and Cheryl Hogue Smith offered to take on the job of Convention Coordinators. Committee approved this appointment Michelle Berry will remain as member of the Board will hold two positions: MAL, Unspecified and Convention Coordinator. Cheryl Hogue Smith would not be a member of the CATE Board. Cheryl Hogue Smith remains Program Chair for 2012

Punky Fristrom moved; Susan Dillon seconded; motion approved.

8. Reviewed Policies 10.2.7-10.3.1 No changes recommended

C. Leadership *Richard Hockensmith, Ron Lauderbach, Denise Mikkonen, Lisa Ledri-Aguilar, Joan Williams: Absent: Shelly Medford, Tish Griggs*

1. Virginia Reid Scholarship: Committee encourages Kern to find a candidate and if they can't to let the committee know.
2. Discussed CATE Board open offices: MAL Secondary, MAL Small Council and MAL Unspecified, President, and Vice President
3. Leadership committee is not now looking for someone for the NCTE Leadership Award. If anyone has suggestions, let the committee know. Otherwise, the committee will be looking at those who are receiving CATE Awards.
4. Committee will continue to develop leadership.
6. Reviewed Policies 10.3.7-10.3.11 Recommend inserting "in California" to 10.3.9 so it will read:

9. Additionally, in recognition of unique circumstances, the Awards Committee may also occasionally recommend that a special Career Achievement Award be presented to a second person in California whose qualification criteria emphasize leadership outside of the specific CATE organization. Procedures outlined in 10.3.4, 5,6, and 7 shall also apply to the Career Achievement Award.

SUNDAY

8:35a.m.

D. Executive/Finance

Liz McAninch, Michelle Berry, Bob Chapman, Carrie Danielson, Charleen Delfino, Anne Fristrom, Punky Fristrom, Jill Hamilton-Bunch

1. Cost savings

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- a. Electronic meeting in May
 - b. Many other possibilities, but none of them are at all desirable
 - c. Council contributions to CATE Convention
 - d. Grants and subsidies
 - e. After 2013, the contracts improve and that temporarily will help alleviate the convention costs
2. Convention Expenses
- a. The convention costs are difficult to change
 - b. Try for lower cost speakers. However, some higher cost speakers bring more people, so it is not necessarily the best place to cut costs.
3. Suggested that directions for Facebook use be added to CATEweb and *California English*

3. Review of Policies 9.1, 10.1, 11.2

All dates were updated in 9.1

No changes were recommended in 10.1

Recommended changes in 11.0-11.3 include the following numbering and textual changes:

11.1 An affirmative action plan is a set of specific, result-oriented procedures to which an organization commits itself to apply every effort toward the goal of equal opportunity for persons whom the organization serves. Although organizations that do not have salaried positions are not legally required to file affirmative action plans, the CATE Board of Directors, as an indication of good faith and support for the goals of affirmative action, has adopted this plan. The plan encourages the organization to recruit and involve all racial, ethnic, and other under-represented groups in all functions of the organization.

11.2 Affirmative action goals of the California Association of Teachers of English:

- 1. To develop a membership survey to portray an accurate picture of group representation (teaching level, gender, ethnicity, years teaching),.*
- 2. To institute an active recruitment program, especially from under-represented groups,.*
- 3. To assure fair representation in selection of conference speakers,*
- 4. To select conference sites at hotels which are in compliance with affirmative action requirements of the Office of Civil Rights,.*
- 5. To contract with vendors who comply with affirmative action requirements of the Office of Civil Rights,.*
- 6. To develop supportive programs including ones that will appeal to under-represented groups,.*
- 7. To review all practices and evaluate progress in every area and to report findings to the membership on a regular basis.*

11.3 This plan will be explained to CATE members through CATE publications. Members will be encouraged to contribute suggestions to ensure success.

E. Publications-Angus Dunstan, Jim Kleigl, Bill Foreman, Ron Lauderbach, Megan Petersen, Bill Younglove. Nancy Himel: Absent: Carol Jago, Jayne Marlink, Shelly Medford

1. Writing Contests

- a. CATE Creative Writing Contest

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November 1 deadline

b. Professional Writing Contest

December 15 deadline

2. Promising Young Writers, NCTE Writing Contest, is organized and underway
3. *California English* Suggestion of an issue on Native Voices. Kristy Orona-Ramirez will contact Carol Jago
4. CATEnet will be used to advertise the CATE Resolutions process. It will be used also for updates and announcements
5. Policy Review 10.4.1, 10.4.2, 10.4.3

Changes suggested as follows:

10.4 CATE Award for Classroom Excellence

1. Each CATE council committee will name, by or at the December Board meeting, one teacher who teaches in the area serviced by the council committee to receive the CATE Award for Classroom Excellence.
2. Council committees will select a teacher at either the elementary (K-6), middle (6-9), secondary (9-12), or college level based on a rotating schedule. Years are convention years.

Council	'12	'13	'14	'15	16	'17
Capitol	ele	mid	sec	col	ele	mid
Central	sec	col	ele	mid	sec	col
Fresno	col	ele	mid	sec	col	ele
Kern	sec	col	ele	mid	sec	col
Redwood	ele	mid	sec	col	ele	mid
San Diego	col	ele	mid	sec	col	ele
Southland	mid	sec	col	ele	mid	sec
TUCATE	mid	sec	col	ele	mid	sec
Upper	mid	sec	col	ele	mid	sec

Each council committee may submit the name of an additional winner once it has selected the original nominee from the specified category, however the council will bear all costs associated with the additional awardee

3. Council committees will select nominees in the following way:
 - a) The past president will submit an announcement of the award, explaining nomination procedures to the editor of CALIFORNIA ENGLISH for the Summer and Fall issues each year and CATEWeb.
 - b) At the same time council committees will solicit nominations from all their members
 - c) Council Committees will accept nominations from any CATE member within the council or from any teacher within the council area, whether a CATE member or not

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d) Any teacher who teaches at the appropriate grade level and who, in the opinion of the nominator, demonstrates on a continuing basis outstanding classroom expertise in teaching some aspect of English or literacy skills, may be nominated. The teacher nominated need not be a CATE member.

e) Nominations must be accompanied by a letter from the nominator, explaining as specifically as possible why the nominee is worthy of the award and what the teacher has done on a continuing basis to demonstrate classroom excellence in the language arts. These nominating letters will be sent to the council committee which will make a decision among those nominated in its area and forward the name of the awardee to the Past President of the CATE Board.

f) Nominations must also be accompanied by letters of recommendation solicited by the nominating council from at least one other teacher and from at least one student. A letter may also be solicited from a parent. A letter from an elementary student may be transcribed from the child's taped or dictated recommendations.

g) Deadline for nominations will be set by each council committee based upon its meeting schedule, but must be early enough so the council committee can notify CATE of its awardee by or at the December Board meeting.

F. Membership-*Joan Williams, Carol Surabian, Richard Hockensmith, Lisa Ledri Aguilar, Debra Martinez, Denise Mikkonen, Tish Griggs, Kim Flachmann, Maggie Potter: Absent: Tish Grigg, Debra Martinez*

1. Policy Review 10.4.4-10.4.5--changes suggested to read as follows:

4. By the first of December each council committee will submit the name of its winner to the CATE president or designee. The CATE president or board member designated by the president will write a letter of congratulations to each winner, notifying him or her of the ways in which CATE will honor the winners.

5. CATE will honor the winners of the CATE Award for Classroom Excellence by

a) Making an appropriate award, to be determined by the CATE Board, and by publicizing the award..

b) Inviting the teacher to attend the CATE convention in February as a guest of CATE, with complimentary registration.

c) Inviting the teacher to attend a specific meal function at the convention as a guest of CATE. (The awardee will be given two (2) free tickets to the meal.) The awardee will have an opportunity to purchase additional tickets.

d) Seating the award winners at a reserved table at the meal function and introducing them at the appropriate time.

2. Discussion of the possibility of group rates for the CATE Convention

3. NCTE Membership invitations--each council will receive the list of NCTE members who are not members of CATE. Each council should contact these people to encourage them to join CATE.

4. Communication with Precision, Cindy Conlin and Membership Committee is vital. Joan Williams will visit Cindy Conlin in the fall.

5. On the third reminder for membership, we will no longer pay postage.

6. We have plenty of brochures and forms

7. Email reminders would be helpful if we can manage an efficient way to do so.

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8. Discussed possibility of dropping one year membership and make it only two
9. Recruiting new teachers--urge councils or council members to give the gift of membership to student teachers
10. Councils need to contact their "drop offs"

IX Council President's Report

- A. Angus Dunstan was re-elected as President of Presidents
- B. Discussion
 1. Southland's efforts with membership (division of membership lists). They are also social networking in order to foster closer contact among members
 2. Convention
 - a. Suggested council breakfasts become meetings 5:15-6:15 in the three suites that are already occupied. Invitations to be included in registration materials. Target first-time CATE Convention attendees. These may include a discussion of any resolutions that are up for discussion.
 3. *President's Handbook* is in the process of being updated.

X. Policies

A. Bill Foreman moved to accept those sections of policies for which there were no changes. Joan Williams seconded; motion carried

B. Liz McAninch moved to accept policy changes made my Executive Finance Committee; Punky Fristrom seconded; motion carried.

C. Carol Surabian moved to accept changes in policies made by Leadership Committee; Jim Kleigl seconded, motion carried.

D. Angus Dunstan moved to accept changes to policies made by Publications Committee; seconded by Joan Williams; motion carried.

E. Joan Williams moved to accept changes to policies made by Membership Committee; Liz McAninch seconded; motion carried.

XI. Resolution

Presentation and discussion of the next draft on The Teacher Autonomy Resolution

XIII. New Business

- A. One nomination has been received for Distinguished Service Award and the committee will take it under advisement
- B. Bill Younglove –Excellent presentation on Common Core Standards
 1. Rush to the Top caused the urgency in implementation
 2. Probably 2020 before it is completely phased in
 3. Argumentative Reading and Writing focus

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4. There is a lengthy book of 2010 Common Core Standards with an many appendices and assessments
5. Bill urges teachers to find copies of these

XIV. Old Business

XIV. Adjournment

Motion to adjourn by Bob Chapman; seconded by Michelle Berry; motion approved
12:02

Next CATE Board Meeting: December 2-4, 2011; San Francisco Airport