

CATE Board Meeting Minutes
December 6, 2014
LAX Hilton

Present: Mary Adler, Michelle Berry, Carmen Carrillo, Robert Chapman, Carrie Danielson, Angus Dunstan, Trevor Guina, Nancy Himel, Jill Hamilton-Bunch, Richard Hockensmith, Greg Johnson, Patrick Keough, Courtney Lockwood, Liz McAninch, Kristy Orona-Ramirez, Debra Martinez, Denise Mikkonen, Jan Stallones, Pam Stark, Carol Surabian, Jeannine Ugalde, Joan Williams, Bill Younglove

Absent: Charleen Delfino, Susan Dillon, Kim Flachmann, Carol Jago, Jim Kliegl, Jayne Marlink, Meghan Schimmel, Sue Sommer

Call to Order 8:44

I. Motion to approve minutes by McAninch/Chapman. Motion approved.

II. Motion by Guina/Dunstan to approve the December CATE Board agenda. Motion approved.

III. Board Reports

A. President's Report

1. NCTE

- a. Brian Jeffrey received Intellectual Freedom Award, Anne Sahlberg received Teacher of Excellence Award.
- b. NCTE helped focus the need to shape CATE into a capacity building organization.
- c. Networking at NCTE was interesting and helpful.
- d. Affiliates must attend the NCTE Board meeting to retain their tax exempt status.

2. Yosemite Conference was very interesting and successful

3. All CATE Board members must do an Annual Report

- a. These are due January 1
- b. Send them to the CATE President with subject line "Annual Report - Board Position"
- c. Annual Reports (in fact all reports) should be formal as they are the official records of our business and are available online.

4. Please check email daily.

IV. Vice President

- A. Advisory Committee met
- B. The May 2- 3 CATE Board meeting will be at Burlingame Doubletree
- C. Feb. 19 is the next CATE Board meeting prior to 2015 Convention
- D. Trevor will develop a form to help organize rooms and food for board meeting. Michelle will be in charge of creating a form for the rooms at the convention.
- E. Regular attendance at board meeting is part of the responsibility of board members. If you can't come, send someone.

V. Past President

- A. Thanks to presidents who have turned in Classroom Excellence packets
- B. Motion by Berry/McAninch to allow Capitol to nominate a secondary award winner in lieu of a college award winner. Motion approved.**
- C. CATE Offices: There are nominations for Secretary, Membership Chair,
MAL - Secondary and MAL - Small Council
- D. Scholarships still need nominations.
- E. Distinguished Service Award: Motion by McAninch/Berry that the 2015 Distinguished Service Award to Anne Fristrom . Motion approved. Supporting letters should be sent to Liz. It will be awarded at the Saturday dinner at the convention.**

VI. Secretary

- A. Moved by Danielson/Hockensmith (as amended by Ugalde) to approve the rewrite of Policy 8.10. Motion approved.**

8.10 Henke/Fristrom Scholarship

1. These two scholarships will 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 registration (including a membership) 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.

v. Treasurer

- A. Local councils need to make sure they send names and contact information of new members that sign up during local events.
- B. Local councils need to contact Greg about money transfers to CATE and from CATE regarding local events.
- C. Greg will forward totals for minutes when he finalizes with Vanguard. He continues to have banking problems due to the transition from one treasurer to the next.

VI. Membership

CATE MEMBERSHIP REPORT

December 2014

# COUNCIL	11/12	2/13	5/13	9/13	12/13	2/14	5/14	8/14	12/14	+/-
1 Redwood	24	25	22	22	31	27	33	35	26	-9
2 Upper	13	7	19	19	23	12	18	17	18	+1
3 Capitol 66	61	82	80	68	61	72	71	62	-9	
4 Central 203	168	303	299	326	201	238	233	274	+41	
5 Fresno 36	17	27	26	27	20	31	28	32	+4	
6 TUCATE	51	47	48	16	17	9	11	9	12	+3
7 Kern	69	34	43	39	46	34	37	39	41	+2
8 Southland	415	189	216	221	234	183	307	301	274	-27
9 San Diego	77	65	63	66	67	66	123	117	112	-5
50 Out-of-state	17	8	12	13	13	8	14	15	16	+1
55 Libraries	15	15	15	15	15	15	15	15	14	-1
99 Comps	1	2	2	2	2	1	2	4	4	--
TOTAL	987	638	852	818	869	637	901	884	885	+1

- A. Current electronic rosters are available for board members. Let Joan know if you would like a copy.
- B. Membership issues regarding change of address, name, or email have been clarified and corrected.
- C. Membership cards and envelopes have been ordered for Precision.

- D. If anyone would like to have membership brochures, please let Joan know as soon as possible.
- E. Joan has two CATE table runners to use at events where CATE is present. They are available upon request. Please return them to the membership chair when finished using them.
- F. Joan continues to serve as secretary for Redwood Council.
- G. All board members are required to be a member of NCTE.

VII. Convention Coordinator

- A. CATE 2015 is coming along well. Thanks to Liz McAninch, Charleen Delfino, Bill Foreman, Carole LeCren and others for their hard work. There are seventy-one breakout sessions. Councils need to contribute in order to afford better food offerings. Please fill out room request form. Standard room in \$119.00 per night. Sign up sheets will be available for service during the convention. Pick up flyers if needed.
- B. Convention Chair - Kim Flachmann will help assist with college credit We are hoping to provide continental breakfast before Super Sessions, but can only do so with large sponsorships.
- C. Exhibit Hall - NCTE Exhibit Hall was affected by economic downturn. We lost some old exhibitors and are gaining new ones.

VIII. Liaisons

- A. CTA -
 1. Recent CTA focus was on the election.
 2. CTA conferences are an opportunity for CATE to do outreach.
 3. Debra will be requesting funds from CTA for the convention.
 4. CTA has a lobby day. Discussion of benefit to CATE participating.
- B. CCSS -
 1. San Diego will host CTA's "Good Teaching Conference"
<http://www.cta.org/en/Professional-Development/Events/Conferences.aspx>
 2. Many states who did not adopt the Common Core are adopting similar standards
 3. 41 states and D.C. have adopted the Common Core
 4. Teachers should demand, of politicians, what they need to incorporate the Common Core.
 5. Students can be allowed breaks during the Common Core assessments.
 6. Labs on campus that have been adequate for instruction should be adequate for assessments. There is a bill to increase budget for technology to \$4 billion.
 7. Scope and sequence available from two districts.
- C. CYRM (Lockwood) - Jane Medina has been acquiring books at no expense and reading the books for CYRM.

- D. CLRP/California English - (Online) Carol requests that we advertise the newest Call for Manuscripts.

Call for Manuscripts.

MAY 2015 • EVERYTHING'S AN ARGUMENT: EVIDENCE-BASED WRITING
(deadline April 1)

Andrea Lunsford has written that, "All language including the language of visual images, is persuasive, pointing in a direction and asking for a response." The Common Core Standards invite teachers to integrate argumentative writing with the reading of argumentative texts. How have you accomplished this in your classroom? What methods have you employed for helping students practice evidence-based thinking before they begin writing evidence-based essays?

Manuscripts are peer-reviewed. Please send all submissions to California English editor, Carol Jago.

IX. CATE Council Representatives

- A. Capitol - Needs to spend the next year rebuilding. The ELA + 1 Conference that they were helping develop did not work out.
- B. Central (Online) - Record number of entrants for the CATE Writing Contest
- C. San Diego (Online) - We are unofficially going by SDCATE. Jeannine is available to help CATE with a Twitter account. We are going to have a "Beer and a Book" event.
- D. Fresno - NO REPORT
- E. Kern (Online) - The council continues to be very active with a Back to School Party, membership drives and successful conferences.
- F. Redwood (Online) - Redwood will have a new president, Gini Wozny. This is Bob Chapman's last CATE Board meeting but he will be in chair of AV at CATE Conventions.
- G. Southland (Online) - There will be a spring event. More people are getting involved. Sonia Nazario did a presentation that she adapted for the needs of Southland.
- H. TUCATE (Online) - Yosemite was a successful conference. They were able to get some student teachers to come.
- I. Upper (Online) - They held a successful mixer in September.

X. Standing Committees

- A. Policy and Censorship (Resolutions) -
 - 1. Legislative Update - Vergara Decision may end up at the California or US Supreme Court

2. Long discussion of the advantages and disadvantages of technology with regard to student testing and, more globally, with regard to objective evaluation of sources and vetted and un-vetted material.
3. The committee worked to formulate a resolution addressing the "digital divide" with regard to Common Core testing and access to technology.

B. Convention Committee

1. "Two Minutes For CATE" speakers and topics will be determined in the next week and given to Carole LeCren
2. **Action Item: Motion by Berry/Dunstan to allow a 2016 CATE Convention registration (no meals) at the Annual Business Meeting unless a better prize is found. Motion approved.**
3. Councils, to help with convention, please send money to Greg Johnson.
4. Michelle will develop a form, to be distributed sometime in January, for board members to sign up for responsibilities at the convention.
5. Carole LeCren will create invitations for President's reception
6. Wednesday before convention at 4:00 - meeting with Bob Chapman regarding AV.
7. Suites are available if any councils would like to sign up for one.
8. New Teachers' Reception - please bring books to donate
9. Convention 2016 - Jan Stallones discussed possible themes for the convention. She will discuss theme and logo with Carole LeCren and come to February Board meeting with both.

C. Leadership

1. Nominations for CATE Board positions are: Richard Hockensmith, MAL - Secondary; Jill Hamilton-Bunch, MAL - Small Council; Carole LeCren, Secretary; Marina Santos, MAL - Unspecified; Joan Williams, Membership Chair.
2. Presidents need to start advertising CATE with administrators and districts.
3. We need specific ideas when new people ask how they can get involved with CATE.
4. Committee suggests a rotation of meeting locations throughout the geographic area of the council.
5. Invite new teachers graduating from BTSA to join CATE

6. Invite teachers to serve as readers for local writing contests.
7. Honor those involved on both local and state levels.
8. Include contact information when posting minutes or other information on the webpage.

Sunday

XI. President's Meeting

- A. Angus Dunstan resigned as President of Presidents. Carol Surabian was elected to take over the position.
- B. The President's Handbook is almost finished and will be published on CATEweb and sent to council presidents.
- C. Discussed the purpose of the President's Meeting
- D. Discussed the possibility that Leadership Committee should take responsibility for informing and educating the new presidents about roles and responsibilities as well as reminding about responsibilities to NCTE.
- E. Discussed the possibility of extending the CATE president's term to three years or to have the option of running for two terms. Also we discussed the possibility of opening the past presidency up to any past president if the position becomes vacant.
- F. Discussion of need to create and chronological list of responsibilities for each task.
- G. Action Item: Berry/Ugalde moved if committees don't have time to review any expiring policies as a result of compelling business, that those be moved to May 2015. Motion approved.**

XII. Standing Committee

A. Executive Finance

1. Convention expenses/expected revenue – Councils are strongly urged to donate more sponsorship money than last year to offset convention costs. For example, a very simple continental breakfast will cost over \$3500 each morning.

There is a contractual food and beverage guarantee of \$30,000 minimum. CWP has cut their breakfast to offset the cost of their needed wife for attendees...

Also, in our printed budget, we have budgeted \$3000 income from councils' sponsorships, but that likely will not be enough.

We offer the reminder that all councils' money is CATE's money, should we need that money to cover costs. We much prefer councils volunteer to donate money rather than CATE coming and retrieving funds from your treasury.

2. Reminder to councils who have conferences/functions that it must be clear with the catering department of the facility that NO REFILLS should happen without express authorization of 1 or 2 named people, or the additional cost will be refused.
3. The sale of t-shirts at convention is being deferred to Central Council. Southland might choose to sell t-shirts at Costa Mesa at their convention.
4. The role of a Board member is to contribute to the business of CATE at Board meetings four times a year, so all effort to come and participate is expected. Policy 1.1.3 presently states that if a member hasn't previously confirmed her/his attendance, that member will be billed for the cost of their room.

Action Item: Motion by Berry/Johnson to amend Policy 1.1.3 as stated below:

If a Board member is unable to attend a Board meeting, for reasons other than an emergency, that member must send an email to VP and President at least 48 prior to the start of the Board meeting or bear the costs of the unused room. (For the February meeting, notify the President and Convention Coordinator.) If there is an emergency, notification to the people listed above at the soonest possible time is necessary and appreciated.

Motion carried.

5. Policy Review of Policy 12.1, 12.2, 12.3 was completed with the small edits of removing commas/periods in the list.

POLICY 12.0 AFFIRMATIVE ACTION

12.1 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.

12.2 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.

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

B. Publications

1. Winners of CATE Creative Writing Contest

Ellen Xu	Grade 3-4	San Diego
Ethan Pellicane	Grade 5-6	San Diego
Jenna Kim	Grade 7-8	San Diego
Soraya Flores	Grade 9-10	Kern
Muriel Ammon	Grade 11-12	Redwood

No college winner selected

Send electronic copies to Kristy Orona-Ramirez with any minor editing.

2. Denise will send a letter of acknowledgement to those not chosen as well as those who won.

C. Membership

1. Renewal reminders have been going out as paper, not often electronically. Joan requested information from Precision about the process they are going through and the information they can generate. The committee is going to study the information and discuss it in May.
2. There is a need to put a “free” membership procedure in place. A reminder: a “free” membership is free to the recipient, not to the giver. Joan is going to look into including a procedure in Policies. Again, that will be presented in May.
3. To continue to move to electronic communication, we need correct e-mail addresses. Joan will check with Cindy to see if we can verify e-mail addresses at convention check-in. There were some other ideas generated and the committee will continue to work on this idea.
4. Advertising for the next year’s convention needs to be done at the convention in February. Reminders should be in the form of bookmarks or postcards, whichever the convention chair prefers.
5. There have been no complaints or comments on membership fee increases. The vote is to take place at the February business meeting.

6. Joan has created a procedure related to the CATE banners. These banners (2) cost approximately \$150.00 and will stay with the membership chair, who will mail them to any council requesting them in a timely manner. Those councils requesting the banners are responsible for the cost of the mailing and then returning them to the membership chair.
7. We discussed the problem of conferences sponsored by councils not getting the membership names to Precision in a timely manner. This causes a problem for the membership chair and the registrar when people request to know why they are not members, especially when they are registering for convention. Joan would like to have a meeting with conference registrars and/or local membership chairs during the convention – possibly meeting with Cindy who may have some ideas on how to better solve this problem.
8. At present there is no gift for the convention; however, Joan is working on getting bulbs from a grower in her area. She had done this about seven years ago.
9. There was a suggestion that CATE create cards without specific member names on them to pass out at a variety of events. They might read: “I’m a member of CATE. Are you?” Included on the card should be the CATE e-mail, Twitter, and Facebook contact information.
10. There being no time left to review the policies, the committee will look at them in May.

XIII. Old Business

- A. **Motion by McAninch/Hockensmith to accept punctuation changes in Policy 12.0 as noted in these minutes in XII - A - 5.
Motion approved.**
- B. **Motion by Ugalde/Hockensmith to accept the changes to Policy 9.1 as changed by Bill Younglove.**

9.1 Rotation Schedule for Member at Large Positions (Convention Years)

Unspecified (2)

1. 2017, 2020, 2023, 2026, 2029, 2032
2. 2015, 2018, 2021, 2024, 2027, 2030

College (1)

3. 2017, 2020, 2023, 2026, 2029, 2032

Secondary (2)

4. 2015, 2018, 2021, 2024, 2027, 2030
5. 2016, 2019, 2022, 2025, 2028, 2031

Middle (1)

6. 2017, 2020, 2023, 2026, 2029, 2031

Elementary (1)

7. 2016, 2019, 2022, 2025, 2028, 2031

Small Council (1)

8. 2015, 2018, 2021, 2024, 2027, 2030

Motion approved.

- C. Bill Younglove suggests that the most recent issue of *California English* be submitted for an NCTE Affiliate Journal Award.
- D. NCTE Writing Contest entries from California have drastically dropped. Discussion of reasons why and whether there is anything to do to improve the situation.
- E. Classroom Excellence

Classroom Excellence Awards - Elementary

Amy Williamson, Barry Elementary School, Yuba City

Nominated by Upper Council

Nicole Anderson, Oak Grove Elementary School, Visalia

Nominated by TUCATE

Jeannette Smith, University Preparation School, Camarillo

Nominated by SCCTE

Classroom Excellence Awards - Middle

Michael Denubila, St. Finn Barr Catholic School, San Francisco

Nominated by CCCTE

Rebecca Langston-George, Sunset Middle School, Bakersfield

Nominated by the Kern Council

Classroom Teacher of Excellence – Secondary

Anessa Carroll, Monte Vista High School, Spring Valley

Nominated by GSDCTE

Classroom Excellence Award-College

Sue McIntyre, Humboldt State University, Arcata

Nominated by the Redwood Council

F. Scholarships

Henke Scholarship – Kristianna Serrano, Vista Continuation High School,
Bakersfield

Fristrom Scholarship – Matthew LaFever, Ukiah High School, Ukiah

Kathleen Cecil Scholarship – Erica King, Silver Creek High School, San Jose

G. Distinguished Service Award

Distinguished Service Award

Anne Fristrom, Retired, San Diego

F. #CATE2015 is the hash tag for the CATE Convention

Motion by Berry/Chapman to make Jill Hamilton-Bunch and Jeannine Ugalde the CATE
Twitter Administrators. Motion approved.

IX. New Business

A. Michelle Berry thanks the board for their hard work

B. Bill Younglove reported on *Factors Contributing to Student Achievement* - It discusses factors
such as how student free lunch contributes to student achievement. This is an
argument against using student achievement for teacher evaluation.

X. Motion to adjourn by Johnson/Chapman. Motion approved.

11:38

Next CATE Board meeting:

Thursday, February 19, 2015

DoubleTree by Hilton Hotel, San José

2050 Gateway Place, San Jose, CA 95110

(Annual Business Meeting - Saturday a.m.)

Respectfully submitted,

Carrie Danielson
January 15, 2015

