

CATE Board Minutes
Saturday October 16, 2010
Clarion Hotel Mansion Inn
Sacramento, California

Present: *Liz McAninch, Michelle Berry, Bob Chapman, Carrie Danielson, Charleen Delfino (President), Susan Dillon, Angus Dunstan, Kim Flachmann, Anne Fristrom, Punky Fristrom Jill Hamilton-Bunch, Cheryl Hogue-Smith, Nancy Himel, Carole Le Cren, Lisa Ledri-Aguilar, Shelly Medford, Denise Mikkonen, Carol Surabian, Joan Williams, Bill Younglove*

Absent: *Jim Kleigl, Richard Hockensmith, Ron Lauderbach, Debra Martinez, Shannon Taylor, Carol Jago, Karen Brown*

I. Call to Order: Charleen Delfino 8:30

A. Moment of Silence in memory of our colleague
Kathleen Cecil

B. Introduction of new members: Denise Mikkonen,
Carole LeCren, Susan Dillon

II. Approval of May 2010 Minutes: **Chapman moved, Berry 2nd, Motion carried**

III. Adoption of October 2010 Agenda: **Berry moved, Medford 2nd, Motion carried**

IV. Consent Docket

Approval of Advisory Board: *Liz McAninch(chair), Bob Chapman,*

Michelle Berry, Charleen Delfino, Kim Flachmann, Anne Fristrom,

Punky Fristrom, Joan Williams, Bill Younglove

Standing Committee Chairs: **Executive Finance:** Liz

McAninch, **Policy and Censorship:** Jim Kliegl,

Convention Coordination: Punky Fristrom, **Leadership:**

Jill Hamilton-Bunch, **Publicity:** Susan Dillon,

Membership: Joan Williams, **Resolutions:** Carole LeCren,

CYRM Liaison—Stacey Sklar,

Moved by Dunstan, Hogue-Smith 2nd, Motion carried

V. CATE Board Report

A. President

1. Welcome—thank you to all who have helped
over the last summer

2. Correspondence: CTA Letter—will continue
mutual support

3. Goals:

Increased efficiency

Increase membership of teachers of color

Address needs of new teachers

- Work with Cindy Conlin to update website
4. Will replace Chapman as delegate to the NCTE Convention.
 5. Annual Reports
 - a. Submissions due on Dec. 18
 - b. Format: simple, direct, concise
 - c. Subject Line: ANNUAL REPORT
 - d. Top Line: Your name and position held
 - e. Text to include CATE Business 2009-2010
 - f. Attachment is best
 6. Will continue to be a JCIM Representative (Joint Committee on Instructional Materials)
 7. Please submit agenda items two days before meeting.
 8. Pros and cons of Resolutions—councils should submit on a regular basis—please discuss in committees
 9. Cindy Conlin helped to correct information on the website
- B. Vice-President
1. Advisory Committee Report
 - a. Last meeting on Oct. 5
 - b. Concerns about suites for convention
 2. Calendar—
 - a. next board meeting is at convention, Feb. 10, 2011
 - b. April 30-May 1 for spring meeting. Hotel is TBA
 3. Thanks to those who graded NCTE Writing Award entries
 4. April 30-May 1 for spring meeting. Hotel is TBA
- C. Past President
1. Went to Common Core-State Standards Meeting in July
 - a. Mixed audience (Superintendants, Teachers, Professional Organizations.etc.)
 - b. State of California needed to adopt those standards to be eligible for the Race to the Top funds.
 - c. 2013 new testing will be implemented and will not include the CAHSEE—may be a national test. The AYP score will not include the CAHSEE
 - d. Cal State Standards are being replaced with Common Core Standards which are

broader—The question is going to be the implementation.

e. Curriculum Guides are being developed by teachers, etc.

2. Gratitude to Michelle Berry, Punky Fristrom, Charleen Delfino
3. Classroom Excellence Award
 - a. Councils are submitting-Forms are due at this meeting, packets due Dec.1
 - b. **Motion: That Bob Chapman and Charleen Delfino be given authority to approve Awards of Merit and Classroom Excellence awards and to schedule when they are presented (College Friday—Elem. Sat) (To Carole Dec. 15) P. Fristrom moved, McAninch 2nd, Motion carried.**
 - c. **Motion:—Central nominated Breanne Romano for the Virginia Reid Scholarship Chapman moved, Berry 2nd, Motion carried**
 - d. **Motion: To suspend the normal procedure for nomination of Distinguished Service Award for 2011 to nominate Kathleen Cecil Moved by Chapman, Berry 2nd, Motion carried. Motion: Chapman moved to nominate (posthumously) Kathleen Cccil for Distinguished Service Award, Seconded by all of CATE Board, Motion carried**
4. CATE Election 2011
 - Open Offices are Secretary, Members at Large Middle,College, Unspecified, and Membership Chair
 - a. **Motion that the CATE Board allow Chapman to make a sub-committee of three to ratify nominations for the 2011 elections prior to Feb. meeting Moved by Chapman, Williams 2nd, Motion carried**
 - b. **Motion: Nomination forms for 2011 Elections must be received by Chapman by Dec. 1 Moved by Chapman, Himel 2nd, Motion carried.**
 - c. Nominees need to send statement and photo
5. NCTE
 - a. No nominee for NCTE Leadership Award

b. Nov. 1 deadline if anyone wants to join the Nominating Committee for NCTE Secondary Section

6. Chapman may not be able to do the Advocacy Day because it is on April 21st. Delfino may attend if Chapman can't

D. Secretary

1. Roster update
2. Binders for new members
3. Copies of minutes available
4. Business cards distributed

E. Treasurer

1. **Motion to allow a committee of Robin Luby and Ron Lauderbach review the CATE Board financial information and reports. Moved by A. Fristrom, Williams 2nd, Motion carried.**
2. **Motion that A. Fristrom, B. Chapman, and C. Delfino continue to be the signatories on Chase account Moved by A. Fristrom, Hogue Smith 2nd, Motion carried.**
3. **Motion that A. Fristrom, C. Delfino, and L. McAninch continue to be the signatories on the Vanguard account Moved by A. Fristrom, Hogue Smith 2nd, Motion carried**
4. The financial report for 2009-2010 was presented and is attached to the minutes
5. Council treasurers were commended for submitting their annual reports

F. Membership

1. We are losing membership
2. Membership Lists available on request
3. Updated membership brochures, renewals, other membership letters

G. Convention Coordinator

1. Renegotiated 2011 contract which is helping to save money
2. Will discuss renegotiation of 2012 at a later date
3. Councils have already pledged over \$7000 to support the convention
4. CTA is scheduled to approve \$6000 to support the convention at next month
5. Distribution of flyers—push the 2011 convention with non-members

H. CATE 2011

1. Speakers will include Carol Jago, Mahbod Seraji, Panel about *reform*, *politics, and issues crucial in education*, Alexie Sherman, Jim Burke, and more to come.

2. College credit—Dunstan

3. Flyers will be out soon

I. CATE 2012

1. Many ideas ready to go

VI. Standing Committees

A. Leadership

Motion to change policies---4.6-4.8 as amended. 12

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4.6 Guidelines for Standing Committee Chairs

1. The CATE Board establishes standing committees for the functioning and effectiveness of CATE. Standing committees may function for several years, but dissolve if no longer needed.
2. CATE standing committees will be chaired by members of the CATE Board. The chair will be appointed by the President and need not be an expert in the committee's field.
3. In so far as consistent with the purposes of the standing committee, the President will seek to balance the committee membership.
4. The major duties of the committee chair include the following:
 - a. To establish tasks which the committee will complete before each meeting of the CATE Board.
 - b. To attend meetings of the CATE Board and report out progress at each board meeting.

4.7 Guidelines for Ad Hoc Committee Chairs

1. The CATE Board establishes ad hoc committees for the functioning and effectiveness of CATE. Ad hoc committees may function for several years, but dissolve if no longer needed.
2. CATE ad hoc committees will be chaired by members of the CATE Board. The chair will be appointed by the President and need not be an expert in the committee's field.
3. In so far as consistent with the purpose of the ad hoc committee, the President will seek to balance the committee membership.
4. The major duties of the committee chair include the following:
 - a) To establish tasks which the committee will complete before each meeting of the CATE Board,
 - b) To attend meetings of the CATE Board and report out progress at each board meeting.

4.8 California Young Reader Medal Committee

1. As a co-sponsor of the California Young Reader Medal program, CATE is entitled to three representatives on the state CYRM committee.
2. Because of the implications of CYRM activities in

terms of general finance
and the conducting of the medal presentation at the annual
CATE convention,
the CATE Board CYRM Committee shall be a standing
committee chaired by a
member of the CATE Board and composed of other
CATE Board members
and/or ex-officio members as appointed. Aside from
CATE Board meetings, the
committee shall ordinarily communicate electronically.
3. The CATE Board authorizes travel expenses for three
members representing
CATE on the state CYRM Committee to attend each
meeting of the state
CYRM steering committee. Travel expenses to participate
in conferences of the
other organizations sponsoring the medal must be
approved by the CATE Board.
4. The chair of the CATE Board CYRM Committee is
responsible for reporting
state CYRM steering committee news to the CATE Board,
coordinating related
CYRM activities with the current convention chair,
preparing the CYRM annual
report, promoting CATE members, participation in the
CYRM program and
sending the editor of CALIFORNIA ENGLISH and the
CATE Webmaster
appropriate timely articles and information. The chair may
delegate duties to
other committee members.
5. The senior CATE representative to the state CYRM
Committee will be
responsible for the preparation of a report for each Board
of Directors meeting.
If no member of the current Board of Directors is on the
state CYRM Committee, the **report** to the CATE
Board will be made electronically.
6. CATE will contribute annually to a fund set up to
support the activities of the
state CYRM Committee. The amount shall be determined
annually by the four
cooperating organizations. The funds will be administered
by the California
Reading Association.

Moved by Hamilton-Bunch, Surabian 2nd.

Motion carried.

1. Goals
 - a. Increase the leadership capacity in all
 - b. Seek to increase the diversity on the board and in membership
 - c. Members of the board to mentor new members
2. Looking for people to run for open Board positions.
3. Encourage middle school teachers to join the board
4. Encourage potential Board members to attend meetings

B. Convention Coordination

1. Two minutes for CATE 2011—Himel will coordinate “Never More Crucial for CATE”
2. Explored alternatives for Exhibitor’s reception
3. Recommend that the Council Breakfast be held at hotel
4. Committee supports the New teacher’s and President’s receptions
5. Committee recommends elimination of Thursday night registration
6. Board should bring New Teachers and Exhibitor gifts
7. Decision to not serve food at Annual Meeting.
8. Review of proposed sessions for convention
9. Angus Dunstan will do the college credit.
10. Preconvention meeting will be 2/9/11 at 4: 00p.m. All members invited to attend.
- 11 Committee approved Megan Petersen and Megan Potter as Co-Chairs for 2013 Convention Chairs
12. **Motion to change policies—7.1-7.6 as amended**

POLICY 7.0 ANNUAL CONVENTION

7.1 Convention Chair

1. The convention chair is a director appointed by the president with board approval. The convention chair is responsible for all matters associated with the convention program.
2. The convention chair is appointed in February, two years before his or her convention, and serves an 18-month term beginning with the May Board of Directors meeting. The chair will remain on the Board until the May Board meeting following the convention for the purpose of making a final report.
3. Because the CATE annual convention is a statewide meeting, the convention chair shall make every effort to ensure on the convention program a balance among presenters of those representing geographic areas of the state; instructional levels, kindergarten through college; new and returning presenters; and members of various racial, ethnic, gender, geographic, and age groups.
4. Where appropriate CATE liaison groups shall be invited to participate as presenters or guests. [Consideration of reimbursement for expenses of these presenters or guests must have prior approval by the CATE Board.]
5. The convention chair shall refrain

from publishing the convention fee structure in any convention materials until the treasurer and the convention coordinator have presented it to the Board for approval.

6. The convention chair will consult with the CATE Board about presentation of CATE awards and arrangement for other required CATE Board functions such

as the annual business meeting.

7. The convention chair will provide candidates for CATE offices the opportunity to speak to the convention participants at some specific function such as the annual business meeting.

8. In general it is the policy of the CATE Board to delegate to the convention chair the authority for planning the convention schedule and program with guidelines from the CATE Board of Directors and the Convention Coordinating

Committee. The CATE Board of Directors will approve the convention budget.

9. The convention chair(s) and local planning committee chairs will receive a

50% discount on registration, the number to be approved by the Board at the September meeting. The convention chair(s) will receive complimentary convention meals.

7.2 Convention Coordinating Committee

1. The president is authorized to appoint a Convention Coordinating Committee to be headed by the convention coordinator and to include as members at least the current convention chair(s) and the subsequent year's chair(s), two council committee representatives and two members-at-large. The president will seek to balance the committee in terms of geographic areas, ethnic groups, gender, and teaching levels represented.

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2. The convention coordinator is an appointed director whose three-year term begins in February and runs until May of the third year to provide overlap between coordinators. The position is subject to annual review.

3. The Convention Coordinating Committee ordinarily meets in conjunction with the Board of Directors meetings.

4. The purposes of the committee are to

- Oversee the business end of

conventions

- Entertain creative ideas for future conventions
- Propose to the Board major changes
- Work with convention chairs to obtain major speakers for future conventions, and
- Create and submit a convention budget for approval by the Board of Directors.

5. Overseeing the business end of conventions means that the convention coordinator, acting for the Board and the Convention Coordinating Committee,

negotiates with hotel personnel for convention space, meal arrangements, and

on-site hotel arrangements; and acts before and during the Convention as CATE

liaison with hotel personnel.

6. The Convention Coordinator with the advice of the Coordinating Committee

shall investigate potential sites for future conventions and be responsible for

reporting to the Board, usually in May, the Convention Coordinating Committee's recommendations for future sites.

7.3 Exhibits Manager

1. The Board of Directors shall appoint the exhibits manager at the February Board meeting, for a term ending the first day of the annual convention in the

next calendar year and shall confirm the appointment at the first meeting after

April 15.

2 The exhibits manager shall work in coordination with the convention chair and

convention coordinator, attending meetings or providing reports as necessary.

3. The exhibits manager shall prepare and distribute promotional material for exhibit space at the convention at no expense to CATE. The exhibits manager

shall be responsible for all negotiations with exhibitors, including contracts, assignment of booth space, arranging for the decorator, greeting exhibitors, assisting them as needed, and obtaining payment from them. The exhibits

manager shall prepare and distribute to the CATE Board at the first meeting after the convention a convention exhibits report.

4. All checks and money paid for booths shall be deposited into the CATE

account as soon as possible and reported to the treasurer. The CATE

treasurer
then returns the agreed-upon
commission to the exhibits manager as
soon as
possible.
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5. The rate of commission will be
established by the Board of Directors
at the
time the appointment is reviewed.

7.4 Convention Registrar

1. CATE will hire a convention
registrar, appointed by the president
with Board
approval for up to a three-year-term,
subject to annual review.
2. CATE will pay the registrar's travel
and hotel expenses to the conference
as
well a stipend per conference attendee
(whether paid or complimentary
registration), said stipend to be
determined annually by the CATE
Board of
Directors.
3. CATE shall pay office and
miscellaneous expenses incurred by
registration
(i.e. rental of post office box, postage,
hiring of data entry persons for on-site
registration).

4. The duties of the convention
registrar shall include but not be
limited to the
following:
a) Receiving all mail registrations,
b) Recording and depositing all
checks,
c) Sending a copy of deposits and bank
receipts to the CATE treasurer,
d) Processing all mail registrations and
meal ticket sales,
e) Resolving all registration problems
for both on-site and mail
registrations,
f) Supervising the registration booth at
the Convention,
g) Coordinating with the CATE
treasurer the deposit of cash from on-
site
registrations and mail registrations
h) Forwarding membership
information to the designated mailing
service,
i) Preparing and presenting to the
CATE Board at the first meeting after
the convention a convention
registration report.

7.5 College Credit at CATE Convention

1. CATE shall be the contracting agent
for college credit at CATE
conventions.
2. In selecting a college or university
to grant credit, priority will be given to
an
accredited institution, which services
the area in which the convention is

held.

3. Fees charged to participants shall be based on the following criteria: the charge to CATE members will be 190-210% of the charge by the sponsoring institution.

4. Reimbursement for the instructor(s) shall be on a per student basis.

5. The Convention Coordinator is responsible for obtaining a college/university to offer credit at the CATE Convention. The Convention Coordinator will present the details to the CATE Board of Directors for approval prior to the convention. Details to be arranged include selecting the appropriate institution, selecting the instructor(s), and setting the fees. All arrangements must be approved by the Board of Directors before they are binding upon CATE.

7.6 Guidelines for Presenters at CATE Annual Convention

1. As a professional organization, CATE attempts to provide in its convention program the materials, practices, and opportunities for exchange of view that will improve instruction, expand knowledge of curriculum, and promote professional growth of its members.

2. The convention chair and members of the convention planning committee will make every effort to ensure that those presentations sponsored by commercial

organizations, such as publishers or test companies, are clearly labeled "commercial presentation."

3. Convention workshops and other sessions are not to be used for the purpose of an individual's or a company's sale or advertising of a specific product, test, or other material. Convention participants and speakers who introduce them are to be informed of this guideline at the time of the invitation to participate in the program.

Moved by P. Fristrom, Chapman 2nd, Motion carried

See Punky's notes

13. Motion for consent to renegotiate the contracts in Ontario 2012

Moved by P. Fristrom, McAninch 2nd, Motion carried

14. Motion to appoint Megan Petersen and Maggie Potter as Co-Chairs of 2013 CATE Convention

Moved by P. Fristrom, Berry 2nd, Motion carried

C. Policy Committee

Angus Dunstan led committee for Jim Kleigl

Present: Bill Younglove, Angus Dunstan, Bob Chapman, Carole LeCren, Carrie Danielson

Not present: Jim Kleigl, Debra Martinez, Ron Lauderbach, Carol Jago

1. Discussion of Standards Common Core
2. Discussed ideas for resolutions
3. Discussed role and procedures for resolutions

Can we create something like a “policy statement” that is posted on CATEweb in contrast to Resolutions?

4. Motion to change policies 4.1-4.53 as amended

POLICY 4.0 COMMITTEES AND SPECIAL ASSIGNMENTS

4.1 Consolidation of CATE Board of Directors Responsibilities

Whenever feasible, official Board members as defined in the By-laws shall assume responsibility for all functions of the CATE Board. When for any reason it is not feasible for a director to fulfill a responsibility of the Board, and it becomes necessary to appoint an ex-officio Board member to serve in that capacity, the ex-officio Board member shall attend only those meetings to which he or she has been specifically invited. The ex-officio member will conform to the provisions of the By-law as regards voting procedures.

4.2 CATE Policy and Censorship Committee

1. The Policy and Censorship Committee is a standing committee whose chair is appointed annually by the CATE president from the CATE Board and whose members shall include (if the position is filled):

- * at least one Council Representatives,
- * one Members-at-Large,
- * CATE Resolutions Chair,
- * CATE Legislative Analyst,
- * CDE Liaison,
- * CTA Liaison,
- * CCCC Liaison,
- * CWP Liaison, and
- * CE Editor

2. The function of the Policy and Censorship Committee is to:

- * monitor important legislation and other policy issues affecting the teaching of English/Language Arts,
- * propose to the CATE Board of Directors appropriate responses to legislation relative to those issues,

* inform CATE members via publication in California English, CATEweb and CATENet,

*Report to the CATE Board at each of its meetings, and

*Suggest resolutions to the Resolution Committee

3. The CATE Policy and Censorship Chair shall serve as the CATE Representative to SLATE.

4.3 The Resolutions Committee

1. The Resolutions Committee is a standing committee whose chair is appointed annually by the CATE president.

2. A member of each council committee, selected by the council itself, is a member of the Resolutions Committee headed by the CATE Resolutions Chair.

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3. The purpose of the Resolutions Committee is to call for resolutions from council committees and CATE members. At the CATE annual convention, the Resolutions Committee synthesizes similar Resolutions, rejects unclear or unsuitable resolutions, and brings only endorsed resolutions to the Board but reports on those rejected.

4. The CATE Board of Directors makes final approval of resolutions to be presented at the CATE annual business meeting.

5. The Resolutions Committee reports out at the annual business meeting only those resolutions, which have the approval of the Resolutions Committee and the Board of Directors.

6. The Resolutions Chair coordinates the work of the Resolutions Committee in the preparation of resolutions for consideration at the annual business meeting and provides the editor of *CALIFORNIA ENGLISH*, the moderator of CATENet, the webmaster of CATEweb, and the CATE President with clean copies of the resolutions and sense of the house motions.

7. Policies that govern reimbursement of CATE Board members apply also to the chair of the Resolutions Committee and to the members of the Resolutions Committee at the annual convention. CATE does not reimburse committee members for convention registration.

4.4 CATE Advisory Committee

1. The president is authorized to form an Advisory Committee to hold four meetings per year. The purposes of these meetings, if held, are to assist the president and in the development of the agenda for Board of Directors meetings, to review CATE policies due for Board consideration, to prepare detailed information needed for Board action, and to assist the president in coordinating Board activities.

2. The membership of the Advisory Committee shall be chosen by the President and selected for representation from throughout the entire state, and the majority

of the Advisory Committee members shall be elected CATE Board members.

3. It shall be customary for the Advisory Committee meetings to be chaired by a member other than the CATE president, usually but not necessarily, the vice president.

4.5 Council Representatives Committee

1. A committee of representatives from each CATE council committee shall be formed each year. The committee shall be chaired by a member of this group elected each September by members of the committee.

2. The function of the committee shall be to promote communication and cooperation among the diverse CATE council committees. The committee will work toward finding solutions for council committee concerns (e.g. coordination of NCTE nominations and promotion of local activities) and will propose appropriate actions by the council committees and/or the CATE Board of Directors.

3. The Council Representatives Committee shall meet on the evening of the first day of each CATE Board meeting. The chair will be given time on each board agenda for a committee report.

**Moved by Dunstan, Mikkonen 2nd,
Motion carried.**

VII. Report of Liaisons

A. Resolutions—Carole LeCren

Many ideas being developed. Discussion of efficacy of resolutions and other possible formats for resolutions

B. CCCC—Bill Younglove

Recommended books: *Death and Life in the Great American School System* by Diane Ravich
Reading the Past: Writing the Future NCTE
Discussion of corporate involvement in education.
Are they adhering to their stated purpose?

C. CWP—Jayne Mayerlink

1. Working with Gates Foundation: online portal: Open Source of materials and assessments that will connect with the Common Core Standards—hope to showcase this at the pre-convention
2. Three years of statistically significant growth (measurement is the UC Analytical Writing Assessment)
3. Hopes to have Mike Rose “Why School” advocate for public schools and public school teachers as speakers.—will lead a conversation.
4. “Writing our Future—Never More Crucial”

5. "I Write the Future Campaign" Encourage kids to publish every where they can.
6. Wear purple on Oct. 20—combat homophobia, bullying, intolerance
7. Writing for scholarships opportunities

VIII. Council Reports

- A. Kern—Online Speakers funded by REAP—Kelly Gallagher has spoken and Carol Jago is coming. Last year Cheryl Hogue-Smith did a great job.
- B. San Diego—Online
- C. Central—Online
- D. Redwood—not filled—Chapman and Williams are working on developing leadership
- E. SCTE—Online—personal contact seems to make the difference
- F. TUCATE—Online—meetings to help new teachers develop understanding of literature they are teaching
- G. Greater San Diego—Online
- H. Upper Council—Online

IX. Discussion: Purpose and use of resolutions

Sunday:

Book talk—Michelle Berry took notes and will send list.

X. Report of Standing Committees Part 2

A. Membership

Joan Williams, Carrie Danielson, Lisa Ledri-Aguilar, Denise Mikkonen, Carol Surabian, Kim Flachmann
Absent: Richard Hockensmith, Debra Martinez, Shannon Taylor

1. Review new membership letters

If membership expires:

- Teal Membership card plus first letter and envelope addressed to CATE (two months before expiration)
- Teal Membership card plus second letter (one month before)
- Teal Membership card plus third letter (one month after expiration of membership)
- Precision is keeping track of which stage is most successful in encouraging people to renew

There is a follow-up brochure—when people do renew with a membership card.

2. Joan is following up on Bad Addresses as possible with positive response. Encourage councils to do the same.
3. Recruitment ideas—personal outreach, experiment with Wild Apricot,
4. \$ for ribbons—Capitol will help pay for ribbons
5. Changes in policies
6. Membership gifts—booth the same as last year

7. Try to push the two-year membership
Motion: Williams moved and Danielson 2nd to accept Policies 5.1-5.4.5 as written.

POLICY 5.0 LIAISON

5.1 Liaison

1. CATE establishes liaison with other professional organizations in order to share mutual concerns and to increase the effectiveness of each organization.
2. CATE may establish liaison with any professional organization having at least 25 members, an elected governing body, and a constitution or By-laws.
3. CATE will maintain liaison with the National Council of Teachers of English (NCTE) through the appointment of the immediate past president as the CATE/NCTE liaison officer.
4. CATE welcomes and encourages attendance at CATE Board meetings of one or more liaison representatives from the California Department of Education, expenses borne by the Department of Education.
5. The CATE Board authorizes dues and travel expenses for one liaison representative to attend each meeting of the California Curriculum Coordinating Commission.
6. Duties of any liaison representative shall ordinarily include but not be limited to the following:
 - a) Corresponding with an appropriate officer of the other organization.
 - b) Sending the appropriate officer the following information that affects the organization's concerns: notice of Board actions, *CALIFORNIA ENGLISH* articles, conference programs or resolutions
 - c) Responding to similar items received from the other organization.
 - d) Informing the CATE Board of contacts made and activities that affect CATE interests.
 - e) Requesting that the CATE Board support certain positions of the other organizations.
 - f) When feasible because of geographic proximity, attending board meetings or conferences of the other organizations.
 - g) When appropriate, making arrangements with the CATE president for the attendance of the officer from another organization at a CATE Board

meeting or convention.

5.2 Liaison with NCTE

1. Members of the CATE Board of Directors must be members of the National Council of Teachers of English.
2. Council committee members must be members of NCTE.
3. CATE encourages all eligible council committees to become affiliates of NCTE and all CATE members to become members of NCTE.

5.3 Appointment of Directors to the Annual NCTE Business Meeting

1. The CATE President and the CATE liaison officer to NCTE (the immediate past president) will represent CATE at the annual business meeting of NCTE.
2. When CATE is entitled to additional directors, the president shall appoint those directors from the CATE Board of Directors, and the president shall also appoint alternates for all directors from CATE.
3. In the event that it is possible to select other directors and alternates, the president shall observe the following priority sequence:
 - a) vice-president,
 - b) Convention Coordinator,
 - c) policy and censorship/SLATE chair,
 - d) membership chair,
 - e) secretary
 - f) members-at-large (taking into account seniority service).
4. Under the guidance of the Convention Coordinator the directors appointed to the NCTE Convention shall invite exhibitors who exhibit at that convention to exhibit at the CATE Convention.

5.4 CATE Nominations for NCTE Offices

1. If necessary, the NCTE liaison officer (immediate past president) will contact NCTE headquarters prior to the final CATE Board meeting each year in May for the list of NCTE offices open for nomination in the following year.
2. Council committee representatives will identify with their council committee boards their possible candidates for NCTE offices prior to the Council Committee representatives meeting before the September CATE Board meeting. Council committee representatives should notify the CATE Board and the other council committee representatives of their intention to nominate a person for a particular NCTE office. Council committee representatives can seek support for their candidates from other council committees and/or the CATE Board itself.
3. So that the CATE president can strengthen the candidacy of all CATE nominees for NCTE offices, council committee representatives will notify the CATE president of their candidates no later than October 15, with nominations accompanied by complete supporting biographical data.
4. During the annual NCTE convention in November, the CATE president or designees will address the appropriate NCTE and

section nominating committees in support of CATE candidates who meet the requirements of Policies 5.4.2. 5. The CATE president and CATE Board of Directors may take appropriate steps to support the candidacy of CATE members running for NCTE offices.

Motion carried.

B. Executive Finance

McAninch, Berry, Chapman, Delfino, A. Fristrom, Hamilton-Bunch, Hogue Smith

1. Possible ways to save money
 - Keep 3 meetings
 - Raise dues and advertise now
 - Cut Resolutions
 - Cut CATENet
 - Cut CATEweb
 - 2 smaller conventions
 - Electronic meetings
 - Eliminate awards
 - Reduce Board size
 - Continue council support to convention
2. Goals for the year
 - Balance the budget.

Motion: McAninch moved, Himel 2nd to accept Policies 6.5-6.6.4 as amended.

6.5 CATENet

1. In order to foster communications about English/language arts instruction, policy, and education, CATE shall provide its membership with a moderated Internet discussion group via e-mail discussion group, list serve, newsgroup, and/or bulletin board service called CATENet.

2. The CATE Board of Directors shall appoint a CATENet moderator from among the members of the Board or from qualified applicants. The Board Publications Committee shall recommend a moderator to the Board of Directors

at the appropriate May meeting. The moderator shall be appointed to a two-year

term, renewable for additional two-year terms, and subject to annual review.

3 If the moderator is not a member of the Board of Directors, he or she shall attend the annual Convention Board of Directors meeting and/or any additional

meetings at the request of the Board. The expenses to such meetings shall be paid by CATE as per its regular Board policy for reimbursement of travel expenses. The purpose of such attendance is to assist the moderator in understanding the activities of CATE, to enable the moderator to meet with the

Publications Committee for annual review and to provide the moderator with direction for the up-coming year.

4. The CATENet moderator will work closely with the Publications Committee

to determine the most appropriate and useful content for CATENet, the rules of

discussion and protocol for CATENet, and budgetary considerations. The moderator shall also work closely with the CATE publications editors.

5. CATENet shall be updated regularly. Other duties of the CATENet moderator shall be determined in consultation with the Publications Committee.
6. The CATENet moderator shall be knowledgeable of the latest in Internet applications, knowledgeable of electronic discussion groups and their applications such as news groups and list-serves, and familiar with the issues affecting CATE and the language arts.
7. The moderator shall be paid an honorarium to be determined by the Board and shall have reasonable and necessary office and other expenses such as software costs, Internet access fees, and subscriptions reimbursed by CATE. If the moderator is a voting member of the CATE Board of Directors, no honorarium is paid. The Publications Committee shall submit an annual budget to the treasurer in time for inclusion and approval at the May Board meeting.
8. The contents of CATENet such as email addresses, CATENet archives, and other such contents shall remain the property of CATE. Software programs, equipment, and Internet accounts purchased by CATE shall also remain the property of the organization unless otherwise determined by the CATE Board of Directors.
9. A disclaimer containing the following two sentences shall be placed on CATENet. "Opinions expressed on CATENet are not necessarily those of CATE." and "CATENet does not accept solicitations from commercial publishers."

Motion carried.

C. Publications

Present: Himel, Medford, Younglove **Absent:** *Dillon, Brown, Jago, Kleigl, Lauderbach, Marlink,*

1. Gratitude to Carole LeCren
Councils should submit 1st place winners to Carole at clecren@san.rr.com by December 15, electronically, so that the members of the Publications Committee can score them without meeting in person. Carole will devise a reading and writing system to grade them electronically
2. There are 7 entries for Professional Writing Contest--Younglove has committee of 4 to score them
3. Gratitude to Liz McAninch, Charlene Delfino and Charlie Schaeffer for coordinating NCTE Writing Contests
4. Call for Manuscripts for CE
5. Goals
 - a. CATENet—what form should CATENet take? Discussion
 - b. 2 minutes for CATE: what form should electronic discussion take?
 - c. National Gallery on Writing—encouraged to submit
 - d. Discussed timeline for Cate Writing Contest

e. Catenet as a strategy rather than a “thing”

Motion: LeCren moved to accept changes in policies

6.1-6.6.4

POLICY 6.0 PUBLICATIONS

6.1 Council News in CALIFORNIA ENGLISH

The editor of *CALIFORNIA ENGLISH* shall list in the magazine council committee events which appear on the calendar prepared by the CATE secretary. The editor shall also provide council presidents with appropriate format information. Council committee presidents shall oversee selection of correspondents to provide the *CALIFORNIA ENGLISH* editor with copy on major council committee conferences and other information appropriate to the statewide audience.

6.2 Editor of CALIFORNIA ENGLISH

1. The editor of *CALIFORNIA ENGLISH* is appointed by the CATE Board of Directors for a three-year term, subject to annual review, with additional one-year terms possible at Board invitation.

2. A newly appointed editor seeks bid from printers, presents them to the Board, and requests Board approval of a printer prior to his or her first issue. If necessary, the editor may follow this process to change printers during his or her tenure.

3. The editor performs or delegates the normal duties of editor, such as planning and seeking appropriate content for each issue, adding or dropping columnists, working with writers to improve otherwise acceptable manuscripts, rejecting unsuitable manuscripts, planning issue layout, and correcting proofs.

4. The editor serves as an ex-officio, non-voting member of the CATE Board, in order to remain current on CATE information which must appear in *CALIFORNIA ENGLISH*.

5. The editor receives for each issue an honorarium determined by the Board of Directors, with an amount for the editor's normal office expenditures, and appoints a *CALIFORNIA ENGLISH* advertising manager whose fee does not affect the editor's honoraria.

6.3 Selection of the CALIFORNIA ENGLISH Editor

1. The search for a new editor of *CALIFORNIA ENGLISH* begins no later than September of the current editor's final year. The search includes formation of a Search Committee with notices in *CALIFORNIA ENGLISH* that an editor is being sought.

2. The Search Committee is chaired by a present or past CATE Board member knowledgeable in publications. The chair seeks for the committee CATE members who are knowledgeable about publications, and seeks to balance the committee in terms of geographical areas represented, gender, ethnic groups, and teaching levels.

3. The committee develops its own guidelines for applications, screening, and interviewing the candidates. Finalists are selected and notified by December 20. The finalists are interviewed during the February convention of the current

editor's final year, and a recommendation made to the Board. The Board makes

the final selection and notifies the new editor immediately.

6.4 Publications Other Than CALIFORNIA ENGLISH

1. The CATE President will appoint a Publications Committee, chaired by a voting member of the Board of Directors to oversee all CATE publications.
2. The Publications Committee will serve as a preliminary screening board for all CATE publications, with the exception of *CALIFORNIA ENGLISH*.
3. Publications will be governed by the following criteria:
 - a) wide appeal to teacher audience,
 - b) relevance to the current teaching environment,
 - c) cost of the proposed publication,
 - d) lack of already published material on the topic,
 - e) appropriateness to CATE position on current issues.

6.5 CATENet

1. In order to foster communications about English/language arts instruction, policy, and education, CATE shall provide its membership with a moderated Internet discussion group via e-mail discussion group, list serve, newsgroup, and/or bulletin board service called CATENet.
2. The CATE Board of Directors shall appoint a CATENet moderator from among the members of the Board or from qualified applicants. The Board Publications Committee shall recommend a moderator to the Board of Directors at the appropriate May meeting. The moderator shall be appointed to a two-year term, renewable for additional two-year terms, and subject to annual review.
3. If the moderator is not a member of the Board of Directors, he or she shall attend the annual Convention Board of Directors meeting and/or any additional meetings at the request of the Board. The expenses to such meetings shall be paid by CATE as per its regular Board policy for reimbursement of travel expenses. The purpose of such attendance is to assist the moderator in understanding the activities of CATE, to enable the moderator to meet with the Publications Committee for annual review and to provide the moderator with direction for the up-coming year.
4. The CATENet moderator will work closely with the Publications Committee to determine the most appropriate and useful content for CATENet, the rules of discussion and protocol for CATENet, and budgetary considerations. The moderator shall also work closely with the CATE publications editors.
5. CATENet shall be updated regularly. Other duties of the CATENet moderator shall be determined in consultation with the Publications Committee.
6. The CATENet moderator shall be knowledgeable of the latest in Internet applications, knowledgeable of electronic discussion groups and their applications such as news groups and list-serves, and familiar with the issues affecting CATE and the language arts.
7. The moderator shall be paid an honorarium to be determined by the Board and shall have reasonable and necessary office and other expenses such as software costs, Internet access fees, and subscriptions reimbursed by CATE. If the moderator is a voting member of the CATE Board of Directors, no honorarium is paid. The Publications Committee shall submit an annual budget to the treasurer in time for inclusion and approval at the May Board meeting.
8. The contents of CATENet such as email addresses, CATENet archives, and

other such contents shall remain the property of CATE. Software programs, equipment, and Internet accounts purchased by CATE shall also remain the property of the organization unless otherwise determined by the CATE Board of Directors.

9. A disclaimer containing the following two sentences shall be placed on CATENet. "Opinions expressed on CATENet are not necessarily those of CATE." and "CATENet does not accept solicitations from commercial publishers."

Chapman 2nd, Motion carried.

- XI. Report from Council Presidents—President of Presidents
- A. Carol Surabian will be the new chair for the group
 - B. Kim Flachmann could be the liaison with the Advisory Committee
- Motion to extend the deadline for the initial award process for an additional two weeks to allow councils to submit awards November 1—scan and deliver to 707-445-1956—Attention Chapman Moved by Dunstan, Surabian 2nd Motion carried.**
- XII. Old Business: Book recommendations have been sent
Two completed election forms
- XIII. New Business: Oct. 20—Anti-Bullying Day
“Straightlaced” video recommended for schools about the LGBTQ experience—permission slips would be required for secondary students.

REMINER: Annual Reports are due.

Motion to adjourn Chapman Williams 2nd Motion arried 11:20

Next meeting: February 10, 2011 Sheraton Grand Sacramento
1230 J Street
13th and J Street
Sacramento, California 95814
United States
Phone: (916) 447-1700
Fax: (916) 447-1701

<http://www.starwoodhotels.com/sheraton/property/overview/contact.html?propertyID=124>

Respectfully submitted

Carrie Danielson
CATE Secretary
Dec. 19, 2010

