

BOARD OF DIRECTORS MEETING

December 1 and 2, 2001

Bay Club Hotel, San Diego

The meeting was called to order at 9:30 A.M. by President Aaron Spain. Other members in attendance included *Member at Large* Kathy Allen, *Central Representative* Michelle Berry, *California Department of Education Representative* Beth Breneman (Saturday only) *GSDCTE Representative*, Oscar Browne, *Member at Large* Bob Chapman, *Capitol Representative* Angus Dunstan, *Treasurer* Anne Fristrom, *Convention Coordinator* Punky Fristrom, *Upper Representative* Teisha Hase, *Secretary* Carleen Hemric, *CALIFORNIA ENGLISH Editor* Carol Jago, *Vice President* Cheryl Joseph, *Resolutions Chair* Jim Kliegl, *Member at Large* Olga Kokino, *FACET Representative* Janeen Langenheim, *Past President* Robin Luby, *Policy/Legislative Chair* Don Mayfield, *Member at Large* Akiko Morimoto, *Southland Representative* Maureen Rippee, *Member at Large* Anna Roseboro, *Membership Chair and CATE 2002 Co-Chair* Linda Stockton, *TUCATE Representative* Carol Surabian, *CATE 2002 Co-Chair* Lorraine Tracey, *Redwood Representative* Cheryl White, and *Member at Large* Bill Younglove. Absent: *Member at Large* Joni Jordan and *Kern Representative* Claudia Keith.

Morimoto moved and Stockton seconded the approval of the agenda. MOTION PASSED.

Luby moved and Browne seconded the approval of the May 19 and 20, 2001 minutes. MOTION PASSED.

REPORTS OF OFFICERS

PRESIDENT - Issues postponed as a result of September 11 and the cancelled September Board Meeting will be handled at this meeting.

A full delegation of CATE members attended NCTE 2001 in Baltimore.

A state coordinator for the NCTE Achievement Awards in Writing is still needed.

Langenheim moved and Kliegl seconded approval of the committee membership as listed in the agenda. MOTION PASSED.

P. Fristrom moved and Roseboro seconded the approval of the Advisory Committee membership - A. Fristrom, Hemric, Joseph, Keith, Luby, Mayfield, Stockton, Tracey, and Spain. MOTION PASSED.

PAST PRESIDENT - Luby noted NCTE 2001 highlights including Distinguished Service Awards to Stephen Tchudi of Reno and Pat Graff of Albuquerque. Resolutions considered included NCTE's continued support of teacher certification programs which offer training in Children's and Young Adult Literature and continued support of the use of literature and writing as a means for understanding loss, anger, war, and difference and encouragement of lawmakers to fund language arts even in a time of crisis. CATE was honored at the Affiliate Breakfast by the selection of Carol Jago for Honorable Mention in the Affiliate Journal Award category and Larry Jordan for Honorable Mention in the Affiliate Web Site Award category. Alexandra Nguyen was the CATE nominee for the Leadership Development Award and was recognized at the Affiliate breakfast. We may nominate a single classroom teacher for an Award of Excellence next year.

Upcoming NCTE events include the Spring Conference in Portland March 7-9, 2002; CCCC March 7-9, 2002, in Chicago; NCTE 2002 - Atlanta; NCTE 2003 - San Francisco; NCTE 2004 - Indianapolis; NCTE 2005 - Pittsburgh, and NCTE 2006 - Nashville. Members were reminded that they must be members of NCTE and of the various benefits of that membership. Luby was elected to the CEL Board of Directors and relayed a request for a springboard meeting for that group at the Palm Springs CATE conference.

The CATE Awards Committee will consist of Luby and a committee of other past presidents. **Luby moved and P. Fristrom seconded to allow Central Council to award two**

Awards of Classroom Excellence in the Elementary category. MOTION PASSED.

Luby requested nominations for CATE offices. Anna Roseboro, Akiko Morimoto, and Lorraine Garcia from Greater San Diego have agreed to run for President, Vice President, and Member at Large Middle respectively.

VICE PRESIDENT - Joseph noted that 30 participants had registered for the Leadership Conference which had to be cancelled along with the September Board meeting. The Executive Board agreed not to reschedule the Leadership Conference this year.

The Executive Board met via teleconference to discuss the December agenda.

Mayfield, Roseboro, Luby, Spain, Joseph, and Younglove attended NCTE 2001 as CATE delegates. Browne, Jago, and Morimoto were also there.

The February Board meeting will be held in Oakland prior to the convention and the May meeting in Palm Springs.

Joseph requested suggestions for future Board meeting places.

COUNCIL REPRESENTATIVES PRESIDENT - Browne reported that the council representatives had met last evening. **Dunstan moved and Berry seconded that CATE provide seed money for two or three regional conferences in areas of the country not currently being served.**

Following discussion **Dunstan moved and Berry seconded that the proposal be sent to the Executive Finance Committee for further refinement. MOTION PASSED.**

Browne moved and Berry seconded that CATE repay GSDCTE \$300 of the \$600 that council had spent to supplement Alexandra Nguyen's Leadership Development scholarship to NCTE. MOTION PASSED.

SECRETARY - Hemric reminded Board members to submit directory updates and that copies of the President's Handbook and Greater San Diego's By-laws were available.

TREASURER - A. Fristrom reported a checking account balance of \$10,251.55, a Savings Account 1 balance of \$57,854.54, a Savings Account 2 balance of \$39,657.50, a Memorial CD balance of \$11,976.56, a Marilyn Kahl Memorial CD balance of \$7,538.35, a Vanguard GNMA portfolio of \$112,541.99, a Vanguard Index Trust of \$26,165.62 and a Vanguard Value Index Fund of \$21,845.57.

Roseboro moved and Morimoto seconded that the New York City donation proposal be sent to the Executive Finance Committee for discussion. MOTION PASSED.

Stockton moved and Morimoto seconded that Joseph, Hase, and Williams conduct a review of the financial records this afternoon. MOTION PASSED.

MEMBERSHIP CHAIR - Stockton reported that current membership totals are Capitol -169, Central - 955, Fresno - 88, Kern - 63, Redwood - 29, San Diego -473, Southland -1145, TUCATE - 43, Upper - 64, Libraries - 27, Out-of-state - 33, and Comps - 3 for a total of 3091.

A banner was purchased and used at CRA in November. Ken Allen staffed the booth and hauled the banner, magazines and brochures to the convention in Ontario

New membership brochures promoting CATE 2003 and reflecting changes recommended by this weekend's Membership Committee meeting will be ordered Monday.

Bob Johnson is handling CATE business at Precision.

The CATE 2002 gift will be a small book on dreams.

Dunstan volunteered to be in charge of the CATE booth at the convention.

CATE 2002 - Mayfield reported that 175 applications for breakout sessions had been sent in for the 135 breakout spots. Stockton and Tracey noted that the brochures had been ready for printing by mid-September and not received until mid-November. On-line registration is not working at the

moment, but Scott hopes to have it up and running by next week. Exhibit spaces are sold out. Board members were reminded to bring books for new teachers and gifts for exhibitors.

CALIFORNIA DEPARTMENT OF EDUCATION REPORT - Breneman reported that the K-8 Reading/Language Arts/English Language Development Instructional Materials Adoption for 2002 is moving towards completion. The materials were reviewed holistically and from the standpoint of standards. There are 24 Resource Display Centers around the state where the submitted materials can be reviewed.

AB466 makes \$80 million of local assistance funding available for expenditure during 2001-2005 to provide funds for training teachers, instructional aides, and paraprofessionals in math and reading. The Sacramento County Office of Education has been awarded a contract to develop the criteria for providers.

CDE received \$8 million in funding for another year of Support for Secondary Schools in Reading (SSSR.) The program has been expanded to Grades 4-12.

The San Diego County Office of Education has developed two online professional development series of programs providing practical help to classroom teachers for teaching their below grade level readers.

California received a Reading Excellence Act grant (to teach every child to read by Grade 3) award of \$60 million for 2000-2003. States receiving this grant are required to devote 95% of the funds to Local Reading Improvements subgrants involving professional development, instructional materials, early intervention, and family literacy and tutorial assistance sub-grants for tutoring K-3 students with reading difficulties.

Exemplary programs were showcased at Golden Valley High School in Merced, Clark Middle School in San Diego, and Aragon High in San Mateo in November.

The *Recommended Literature: Kindergarten through Grade Twelve* list is now available on the CDE web-site (www.Cde.ca.gov) with over 2700 titles spanning six languages.

In spring 2001 nearly 4.5 million second through eleventh grade students took the various tests of the STAR program. Scores have risen on the SAT 9 for the fourth consecutive year. Fourth and seventh graders were tested with the new standards based writing assessment. The *Teacher Guide for the 2001 California Writing Standards Tests at Grades 4 and 7* containing sample student essays for each score point along with teacher commentaries is now posted on the CDE website.

Senate Bill 233, reauthorizing the STAR program and expressing the intent of the Legislature that the standards-based California Standards Tests be given greater emphasis in the future. The contract for SAT 9 expires after the 2002 STAR test; therefore the Board must select a new norm-referenced test and develop the standards-aligned test using the current augmented format.

The governor signed AB1609, removing the option for 9th graders to take the California High School Exit Examinations. All 10th graders will be required to take the exam unless they passed as 9th graders.

CALIFORNIA ENGLISH - Jago accepted the NCTE Outstanding Journal award at the Affiliate Breakfast in Baltimore and will continue to submit *California English* for this award.

With California in the midst of a textbook adoption cycle *California English* has experienced a rush of advertising requests from publishers.

The journal continues to receive a healthy number of submissions and an attempt is made to create a balance between CATE news and business and food for thought for practicing classroom teachers. Future calls for manuscripts: February, 2002 (deadline - December 15) Listening and Speaking: The Forgotten Language Arts?; April 2002 (deadline - February 15) Accelerating Achievement; June 2002 (deadline - April 15) Latino literature; September 2002 (deadline - July 15) Collaborating for Results.

CommuniCATE /Policy Chair - Mayfield read a letter from Martha Zaragosa-Diaz explaining that since her illness, she had moved her office to her home and would continue to provide services for

CATE. He noted that despite state budget problems, there is still strong support for schools and continued legislative support for staff development.

RESOLUTIONS CHAIR Kliegl requested that councils submit names of Resolutions Representatives if they are different from last year. He noted that the CCCC meeting will be held in Sacramento February 22 and 23 and requested that other Board members attend if possible.

CYRM LIAISON Tracey noted that the latest CYRM representative had resigned. **Morimoto moved and Dunstan seconded that the appointment of Peggy Clifford to replace Barbara Giles on the CYRM Committee be approved. MOTION PASSED.**

Tracey mentioned that the resource book was not completed until the October committee meeting and needed editing. An editor will be hired.

CATE WEBMASTER Jordan reported online that the free CATE Board of Directors listserv had been switched from Litbot to Topica. Members are listed only if they responded to an invitation to join. If anyone wishes to join, they should let Jordan know.

CATENet - no report

The group recessed for lunch from 12:15-1:30 P.M.

Committees met until 3:00 when they returned for reports.

COMMITTEE REPORTS

EXECUTIVE/FINANCE (Joseph, chair, A. Fristrom, P. Fristrom, Hemric, Kliegl, Luby, Morimoto, Spain, and Dunstan) . The annual fee for the credit card is \$250. The cost for processing a membership fee is about \$3.00. The major use of the credit card is for convention registration. The credit card is available for council use; presently only Greater San Diego has used it for Promising Practices.

Joseph moved and Langenheim seconded that we should accept the 30 memberships from the Yosemite Conference without the \$1200 fee which will be reimbursed when they have available funds. MOTION PASSED.

Following a use of the CATE list by individuals, the group was reminded that our Policies say that any use of the list by a council member must be approved by the council president. Bob Johnson at Precision will be given a list of those CATE Board members who are authorized to use or sell the list as well as authorized buyers of the list.

Joseph moved and Dunstan seconded that CATE allocate \$5000 to benefit students in English/language arts programs in New York City public schools directly affected by the September 11, 2002, events. The funds would come from the Board Meeting line. MOTION PASSED. Next year Yosemite is encouraged to apply for a grant for financial help.

Dunstan presented the idea of CATE's paying for regional conferences in non-represented areas. The committee felt that paying an experienced coordinator to organize the conference would be more productive. Dunstan will work with Capitol/Central/Redwood/Upper to look into a possible conference in the spring or fall of 2002.

PUBLICATIONS (Chapman, chair; Browne, Dunstan, Kokino, Mayfield, Nitschke, Surabian, Williams, and Younglove). Board Policy 6 was reviewed. **Chapman moved and Berry seconded that no revisions were necessary for Policy 6. MOTION PASSED.**

Carole LeCren has finalized the coordinators/presidents to be listed on the flyer and advertisement for the CATE Writing Contest, and they will receive packets in December. Flyers will be placed in the registration packet at the Convention.

Kokino announced the winners of last year's Professional Writing Contest - Joe Kammer and Andrea Ickes-Dunbar. She is working on a new prompt for 2002 and will send to Jago for the journal and have a flyer ready for the Convention.

Jago reported many article submissions, an increase in advertising, and good reviewers for *CALIFORNIA ENGLISH*. She needs artist recommendations. The fifth issue has really helped in providing printing space for writing contest winners.

Mayfield reported that the Asilomar report issue of CommuniCATE was a success and the goal should be to pass a handful of important issues. Ideas for the next issue include legislative news, credentialing, budget and funding for education, state teaching standards, induction year, charges in WASC, waiver policy for the exit exam, and disabled students. Mayfield would like response and editing feedback for the Core Values. When approved, publication possibilities will be discussed.

The committee felt that CATEWeb was easier to navigate. The Board meeting calendar should be posted after the May meeting. The CDE report should be posted on the Web and a place established for news from CDE. Members are encouraged to submit items for the kudos section.

CATENET is monitored for conflict of interest. CATENET is great for the organization. The committee wondered if response could be easier.

Mayfield reports the electronic literary map will be available for viewing at CATE 2002.

Chapman moved and Langenheim seconded to reappoint Jim Burke as moderator of CATENET. MOTION PASSED.

Chapman moved and Langenheim seconded to reappoint Larry Jordan as CATEWebmaster. MOTION PASSED.

Publications Committee appointees, their terms, and term appointment dates are as follows: *CALIFORNIA ENGLISH* - Carol Jago - 3 years - May, 2001; *COMMUNICate* - Don Mayfield - 2 years - May, 2001; CATEWeb - Larry Jordan - 2 years - December, 2001; and CATENET - Jim Burke - 2 years - December, 2001.

MEMBERSHIP (Stockton, chair; Hase, Allen, Ellis, White, Browne, Morimoto, and Roseboro) The website should include a replica of the membership card, showing the meaning of the numbers following the names on the cards. All council events should be listed in "Upcoming Events" as well as in individual council news. These events must have dates and names of contact persons.

A sign will be placed in the CATE booth regarding the CATE donation to New York City. A raffle for a 2003 registration will be handled at the booth with proceeds to go to the literacy fund.

A zip code list has been distributed to all presidents.

Roseboro will create an advertisement for *CALIFORNIA ENGLISH* and the website for Literacy Fund disbursement.

CAPITOL - Dunstan reported online that Capitol Council is now co-sponsoring the Sacramento Valley Writing Collaborative (SVWC), an intersegmental collaboration between CSUS, UC Davis, Area III Writing Project, Los Rios Community Colleges and local high schools, loosely organized under the umbrella of the CSUS outreach office. The next meeting will be "Scaffolding and Sequencing Assignments for Student Success" with Kate Kinsella of San Francisco State University January 30 at Sacramento City College from 5:15-8:30 P.M.

CENTRAL - Berry reported a fabulous turnout at Asilomar 52 in September with Luis Valdez, author and creator of Teatro Campesino, as the main speaker. Next year's conference will feature David White and Poet Laureate Billy Collins.

Central continues to work at finding representation on the board from the 14 counties that make up Central.

FACET - Langenheim said that the FACET report would be placed on the web. They have published a newsletter celebrating the 30th anniversary of the Yosemite Conference. FACET and

the Writing Project are producing a booklet of standards based lessons. A dinner with the author is being planned.

GREATER SAN DIEGO - Browne reported that GSDCTE had begun the year with a planning meeting in June, a fall kickoff in October at the San Diego Museum of Photographic Arts. Promising Practices will be held December 11 and 12 and will feature Pam Munoz Ryan, Stephanie Harvey, Dr. Robert Pritchard, and Charles Harrington Elster. The Arrowhead Retreat will be held March 15-17. In April GSDCTE will collaborate with the San Diego Public Library in viewing Esmeralda Santiago's *ALMOST A WOMAN*, which premiered at NCTE in Baltimore.

KERN - no report

REDWOOD - White reported on line that Redwood is still trying to resuscitate membership. Plans are underway to visit local districts to recruit new members.

SOUTHLAND - Rippee reported that Southland had held their fall conference at the Sheraton Cerrito with Carol Booth Olson and Gail Tsukiyama as the major speakers. Currently the council is working on the Victorian tea and spring conference.

TUCATE - Surabian reported that TUCATE was planning the WIT Conference, a writing conference for students. The council was happy to participate more fully in the Yosemite Conference.

UPPER - Hase reported online that Upper continues to struggle with the ability to convene meetings covering a broad geographic area.

Sunday, May 20

The Board reconvened at 8:30 .M. for committee meetings until 10:00 A.M.

POLICY/CENSORSHIP (Mayfield, chair: Chapman, Jago, Kliegl, Kokino, Luby, Spain, and Younglove) Mayfield reviewed chartered laws pertaining to English Language Arts teachers. He will check to see if lobbyist reports were filed by Zaragoza-Diaz.

As Legislative/Policy issues the committee listed the California State University's effort to eliminate need for remediation by 2007 and consequent need to influence high school curriculum, the CTC's uncontrolled authority, PDInstitutes influence on pedagogy, especially inservice coming as a result of text adoptions, conditions under which the High School Exit Exam is administered, and resolutions from the Asilomar document.

Mayfield reported on the SLATE Committee and the SLATE workshop at NCTE.

Mayfield moved and Berry seconded the approval of Policy 4.2 as written. MOTION PASSED.

Mayfield moved and Chapman seconded to adopt the Core Values Document as a final draft. MOTION PASSED.

CONVENTION COORDINATING - (P. Fristrom, chair; Allen, Ellis, A. Fristrom, Hemric, Morimoto, Roseboro, Stockton, and Tracey) **P. Fristrom moved and Dunstan seconded the appointment of Linda Scott as registrar for CATE 2002. MOTION PASSED.**

P. Fristrom moved and Williams seconded the approval of Fresno Pacific as the institution offering college credit at CATE 2002. MOTION PASSED.

P. Fristrom moved and Dunstan seconded the approval of Carole Le Cren as CATE 2003 chair. MOTION PASSED.

The committee discussed CATE 2005 and CATE 2006. Helms-Briscoe is looking in Sacramento and the Central Valley for locations.

P. Fristrom moved and Browne seconded to add \$50 to CATE's phone card. MOTION PASSED.

P. Fristrom moved and White seconded the approval of Policy 7.0 with the following changes: 7.1.9 - Local planning committee chairs will receive complimentary registrations, the number to be approved by the Board at the September meeting. The Convention Chair will receive complimentary convention meals. 7.2.3 - delete extra "of Directors." 7.4.1 - Add "up to" before the words "a three year term." 7.4.3 - Change "typist" to "data entry person, add "online registration" after "on-site registration." MOTION PASSED.

P. Fristrom moved and Berry seconded that CATE give up to 18 complimentary registrations at CATE 2002 to local committee chairs. MOTION PASSED.

P. Fristrom moved and Roseboro seconded to extend an invitation to the Commission on English Leadership (CEL) to hold their annual Board meeting at CATE 2003. MOTION PASSED.

LEADERSHIP DEVELOPMENT/LIAISONS - (Joseph, chair; Berry, Breneman, Browne, Hase, Hemric, Langenheim, Rippee, Surabian, White, Williams) **Joseph moved and Stockton seconded the approval of Board Policy 4.2 and the approval of Policy 5.4.2 with the extra council removed.**

The committee wondered if it would be possible to have handbooks for membership chairs and treasurers similar to the President's Handbook. A. Fristrom noted that each new treasurer was sent guidelines as soon as they were elected. Being available for new presidents to contact as a leadership mentor should be made part of the criteria for the president of the council representatives.

The committee discussed ways the budget allocated for the Leadership Conference could be used. **Joseph moved and Stockton seconded that the remaining \$900 from the Leadership Conference budget be evenly divided among councils to help members and non-members attend CATE to promote leadership.**

Kliegl moved and White seconded that the motion be amended so that money was not designated for members or non-members but for any member the local council chose. MOTION PASSED.

The amended motion stating that the money be divided among councils to help any member the council chose to attend CATE to promote leadership was voted on. MOTION DEFEATED.

OLD BUSINESS

Dunstan moved and Rippee seconded that local councils be pre-approved for grants of up to \$1500 from the unused portion of the current Leadership Conference budget to support attendance of CATE members at CATE 2002 for the purpose of promoting leadership development. MOTION PASSED.

The Treasurer's Review Committee reported that no discrepancies were found in their review of the treasurer's records.

NEW BUSINESS

- Carole Le Cren, CATE 2003 Chair, was introduced.

Hase moved and Luby seconded that the meeting adjourn at 11:35 A.M.

-
Respectfully submitted,

Carleen Hemric, Secretary

