

BOARD OF DIRECTORS MEETING.

December 10-11, 2005

Embassy Suites, South San Francisco

The meeting was called to order at 9:00 A.M. by President Maureen Rippee. Other members in attendance included Member at Large Kathy Allen, Member at Large Michelle Berry, GSDCTE Representative Phil Bowles, Member at Large Bob Chapman, Capitol Representative Berry, Angus Dunstan, Upper Representative Bonnie Enmark (Saturday only), Treasurer Anne Fristrom, Past President and Convention Coordinator Consultant Punky Fristrom, Resolutions Chair Tish Griggs, Convention Coordinator Teisha Hase, Secretary Carleen Hemric, Southland Representative Lisa Hernandez, CALIFORNIA ENGLISH Editor Carol Jago, Member at Large and Central Representative Liz McAninch, Member at Large and CATE 2006 Chair Jo Anne Mitchell, Vice President Akiko Morimoto, California Writing Project Director Jayne Marlink (Saturday only), CTA Representative Debra Martinez (Saturday only), FACET Representative Jeannie Oppliger, CATE 2007 Chair Pauline Sahakian, TUCATE Representative Carol Surabian, Membership Chair Joan Williams, 4C's Liaison Member Bill Younglove, and Legislative Analyst Martha Zaragoza-Diaz (Saturday only). Absent: Member at Large Jaimi Kreilaart, Kern Representative Greg Johnson, and Member at Large Lee Prewitt. Shelly Medford, a leadership guest from Upper was introduced.

Delfino moved and Younglove seconded the approval of the September 11-12, 2005 minutes with the corrections that one of the Members at Large to be elected in February is Small Councils, and the New Teachers Reception is sponsored only by McDougall Littell.

MOTION PASSED.

Fristrom moved and Berry seconded the adoption of the agenda. **MOTION PASSED.**

A. Fristrom asked that lunch selections be made.

REPORTS OF OFFICERS

PRESIDENT - Rippee reported that Beth Breneman had changed jobs but was finding a replacement as liaison for CATE. Rippee noted that she had attended the California Writing Project September leadership meeting where an action plan to encourage the Curriculum Commission to add more writing into the state's revised curriculum was formulated. Some convention sponsorships and presenters have been garnered. She attended Promising Practices in San Diego in October and NCTE in Pittsburgh in November where Joann Phillips from San Diego accepted the Promising Young Leaders' award. She and Morimoto passed out flyers to exhibitors and encouraged their exhibiting at CATE. She and Bowles reviewed the CATE books in San Diego. Award letters will be sent out before the holidays. Letters and flyers have been sent to legislators and are being sent to superintendents and administrators in Orange County and Long Beach. Flyers will be distributed at the UCIWP conference. A number of book stores in the area are doing displays of the writers presenting at the convention.

Year end reports are due to Jordan by the end of December.

Thanks were given to Mitchell and committee for their work on the convention.

VICE PRESIDENT - Morimoto reported that the Advisory Report had been emailed to all Board members. She sold \$900 in pins at the NCTE Convention.

PAST PRESIDENT -P. Fristrom noted that names for Classroom Excellence Awards and Awards of Merit have been submitted to Berry who reported that nominees from Southland were Dr Sheridan Blau and Dr.Milton Clark, College Level, and Violetta Jacob - Award of Merit ; from GSDCTE - Jan Richards, Elementary; Diane Bliven, Middle, and the Salvation Army Kroc Center, Award of Merit; FACET - Anne Biggs, Middle and Lea Mitchem of CCSPCA, Award of Merit; TUCATE - Joni Jordan, College and Sally Williams - Middle; Central - Cynthia Cohen - Elementary and Ana Lew – Secondary, and Redwood - Sandi Moon, Elementary. P. Fristrom moved and Younglove seconded that Policy 10.4.2 be suspended and Southland be allowed to nominate two candidates for Classroom Excellence at the same level. **MOTION PASSED.**

P. Fristrom moved and Dunstan seconded that San Diego, Central, and TUCATE be allowed to nominate two candidates for classroom excellence at the same level. **MOTION PASSED.**

P.Fristrom moved and Hase seconded that the candidates for Classroom Excellence be approved. **MOTION PASSED.**

Several CATE members represented CATE at the NCTE Convention, attending the business meeting and affiliate breakfast where Joann Phillips was honored.

Fristrom read a letter from Mary Catherine Swanson acknowledging her Career Achievement Award and accepting the invitation to the lunch at which she will be honored. P. Fristrom moved and Delfino seconded that Mary Barr be confirmed as winner of the Distinguished Service Award. **MOTION PASSED.**

SECRETARY -Hemric reminded Board members to submit directory updates to her and to Jordan for inclusion in the secured area of CATEweb and give business card requests to her.

TREASURER - A. Fristrom reported a Checking Account balance of \$33,858.82, a Memorial CD balance of \$10,062.58, a Marilyn Kahl Memorial CD balance of \$5,417.59, a Marilyn Kahl #2 CD balance of \$10,345.64, a Vanguard GNMA Portfolio of \$133,792.86, and a Vanguard Index Trust of \$15,420.16. The income tax report was submitted in a timely manner. Rippee and Bowles reviewed and approved the 2006 treasury records.

MEMBERSHIP CHAIR - Williams reported that current membership totals are Capitol - 152, Central - 626, Fresno - 68, Kern - 28, Redwood - 40, San Diego - 191, Southland - 720, TUCATE - 20, Upper - 57, Libraries - 24, Out of State - 33, and Comps 3 for a total of 1960. Membership increased from 1754 in 1/05 to 1960 in 12/05.

Membership is still committed to a 25% increase. A presentation is being prepared for promotional purposes. Membership brochures will be ready in January for the convention..

CONVENTION COORDINATOR - Hase reported 118 registrations, 35 more than at last year's December meeting. On-line registration has skyrocketed. All booths have been sold..

CONVENTION CHAIR 2006 - Mitchell reported that Robin Luby had been phenomenal as Program Chair. Problems will be addressed at the Convention Committee meeting.

CONVENTION CHAIR 2007 - Pauline Sahakian, CATE 2007 Chair, reported that many people had volunteered, all program speakers and all coordinators are in place. CTA - Martinez noted that CTA appreciated CATE members' help in defeating the propositions. The Alliance for a Better California including firefighters, nurses, and public workers, as well as teachers will continue. CTA's Human Rights Conference will be held at the Newport Beach Marriott on March 3, 4, 5, 2006 Registration forms are on line.

AFFILIATE REPORTS

CAPITOL - The council is excited about the great line-up of speakers at the upcoming NAPA Conference April 28 and 29, 2006.

CENTRAL - McAninch reported that membership brochures, copies of California English, and an insert about CTE had been sent to area writing projects. Presentations will also be done at teacher training programs in colleges. CTE, Redwood, Upper, and Capitol are working on the Napa Conference. Verbal confirmations have been received from prospective presenters Kylee Beers, Harry Noden, and Gabrielle Rico. "Chiyo" baskets sold well at Asilomar. Central received an NCTE award in recognition of "largest percentage of growth in a local affiliate" during the past year. NCTE reported that the number of entries in the Achievement in Writing Awards program has decreased nationally. A power point presentation advertising NCTE writing contests is being prepared. CATE Writing Contest winners were chosen. Receptions for CATE and NCTE contest winners will be held at various locations in the spring.

FACET - Oppliger reported that FACET held the third annual New Teacher Reception with a large crowd, excellent food, and plenty of door prizes. Future plans include a mystery writers' dinner in March.

GREATER SAN DIEGO - Bowles reported that GSDCTE had held the first of the one-day format Promising Practices with Ross Burkhardt and Jim Burke in October. The Spring Promising Practices will be Saturday, March 4, at the Marina Village Conference Center, featuring Nikki Grimes and Carol Jago. The annual Arrowhead Retreat is scheduled for April 21-23 at the UCLA Conference Center. The annual Awards Dinner will be Wednesday, May 31, at USD.

REDWOOD - Chapman noted that Redwood had held two meetings and will have a new president.

SOUTHLAND - Hernandez reported that SCTE's Fall Conference, "Dream and Vision," had 95 teachers in attendance and Kyoko Sato, NCTE President and UCLA Professor Jervey Tervalon as speakers. Michael Datcher and Jenonyne Adams shared their poetry. Poet Ralph Angel will be speaking at next year's Fall Conference. A celebration of the NCTE Writing Awards winners will be held March 12, and the Spring Fling, "A Duesy of a Day," will be April 8. Twenty-three State Farm memberships went to members this fall, and 29 remain.

TUCATE - Surabian reported that Tucate is promoting membership and assisting FACET with 2007 Convention preparations.

UPPER - Enmark reported that Upper is planning membership drives in the spring and recruiting for leadership positions.

The group divided for committee meetings until the recess for lunch and holiday celebration from 12:15-1-45 P.M.

COMMITTEE REPORTS

CONVENTION COORDINATING - (Hase, chair; Berry, A. Fristrom, P. Fristrom, McAninch, Mitchell, Rippee, Sahakian, and Williams) Hase moved and McAninch seconded that Policy 10.2.5.b have email added at the end, that 10.2.5.c have "written" inserted before description, that 10.2.8 begin with "Past president will arrange for winners of the CATE

Awards of Merit to be published,"that 10.2.10 have "If a meal is served at the meeting," deleted, and "two free tickets to the meal" be changed to "one free ticket to a meal."
MOTION PASSED.

Hase moved and Berry seconded that CATE's profits from the 2006 Pre-Convention or \$1500 whichever is less be donated to the California Writing Project to cover costs of translations for Because Writing Matters. **MOTION PASSED.**

Hase moved and P. Fristrom seconded that the preconvention be named the James Gray Memorial PreConvention. **MOTION PASSED.**

Hase moved and Berry seconded that \$2500 for setting up the technology strand on Friday, February 2, 2005, be approved. **MOTION PASSED.**

P. Fristrom moved and Bowles seconded that single meals can be purchased by non-registrants for twice the price of the meal. **MOTION PASSED.**

Board members should bring books to be given away at the New Teachers Reception and gifts for exhibitors at the Exhibitors Reception. Carole Le Cren is designing the evaluation form, and any desired changes should be sent to her.

Prentice Hall has donated \$5000 for the Convention's Friday Night Event and additional money to be used at the President's discretion.

Four additional suites costing \$800 have been secured for breakout sessions.

POLICY/CENSORSHIP (Oppliger, chair; Chapman, Griggs, Hernandez, Jago, McAninch, Marlink, Martinez, Younglove, Zaragoza-Diaz) Oppliger moved and Surabian seconded revision of the dates in Policy 8.9 and in 10.4.2 and removing year from line 2 of 10.4.1.
MOTION PASSED.

The Presidents will discuss Virginia Reid advertising at their meeting this evening and in May.

Various Board members will review chapters of the Reading/Language Arts Framework and send recommendations to Oppliger who with Younglove and Zaragoza-Diaz on January 26 and 27 will present these recommendations at a review meeting.

Griggs requested contact information for council resolutions chairs and drafts of resolutions.

LEADERSHIP - (Karpowicz, chair; Allen, Bowles, Delfino, Dunstan, Enmark, Hemric, and Surabian) Karpowicz moved and Delfino seconded that the rotation schedule for elected positions in Policy 9.1 be revised to eliminate all dates prior to 2005 and include dates through 2025 and to change "if" to "because" in 10.3.3, to separate 10.3.8 after the December Board meeting (line 4) and to have 10.3.9 read "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 whose qualification criteria emphasize leadership outside of the specific CATE organization. Procedures outlined in Policy 10. 3,4,5,6, and 7 should apply to the Career Achievement Awards. Current Policy 10.4. 9 would be changed to Policy 10.4.10, the word "the" in Line 2 be changed to "each," and the cost changed to \$250. Policy 10.4.10 would be changed to 10.4.11.

The committee suggests that Morimoto make leadership cards for CATE 2006 for attendees to indicate their interest in participating in local councils.

Individual councils should continue to recruit for CATE Board offices for 2006 and 2007.

REPORTS OF LIAISONS

LEGISLATIVE ANALYST - Zaragoza-Diaz reported that the defeat of all the propositions sent the governor the message that he needed to work through the legislature, not through initiatives. Susan Kennedy is his new chief of staff. He will be introducing a large bond for transportation and state infrastructure. It isn't clear if school facilities will be part of this bond. Since the state's fiscal outlook is improving, there will probably not be budget reductions this year. It is not known if the \$2,000,000,000 will be repaid to K-12 education. The Human Resources Research Organization's evaluation report of the CAHSEE noted that it had resulted in increased alignment of instruction to content standards and a recommendation for alternative options for students who did not pass: portfolios, GPAs, grades, end of course exams, etc. A lawsuit accusing the CTC of not following proper procedures in reclassifying thousands of teachers resulted in the court ordering CTC to stop issuing Individualized Internship Credentials, to correct reports of the number of highly qualified teachers, and to replace the credentials with temporary certificates.

CALIFORNIA ENGLISH - Jago reported that the winter issue of CALIFORNIA ENGLISH has been received by CATE members. The winning essay, honorable mentions, and one additional essay from the CATE Professional Writing Contest in which the writers reflected on a book that had a powerful influence in their lives were published in this issue. The next issue will feature tributes to James Gray.

Ads for CALIFORNIA ENGLISH are now being handled by Shauney Wilson Consulting very efficiently.

The board must decide on how the 2006 CATE election ballots should look before the spring issue goes to press.

Future calls for manuscripts include: Spring 2006: Genre Studies (deadline - January 1); Summer, 2006 (deadline April 1) Focus on English Language Learners; Fall, 2006 (deadline August 1) - Mayhem in the Middle?

Names of artists are requested.

CALIFORNIA WRITING PROJECT - Suhakian reported for Marlink that CATE 2006 would be on the CWP website next week. She shared pre-convention flyers.

CALIFORNIA LITERATURE PROJECT - The project's recommendations for the Reading/Language Arts Framework have been submitted to the state department. Pitches for CATE and the Convention have been made at local conferences.

CATE WEBMASTER - L. Jordan reported online that problems had been encountered with Topica as a result of school mail servers. If anyone needs help with setting up alternative addresses, contact Jordan.

CCCC - Younglove reported that he and Mitchell attended a CCCC meeting in October at which Mitchell shared the CATE 2006 program showing how technology was used in conferences. State education officials continue to push teaching vocabulary as a means to

increase reading scores of African Americans, English Language Learners, and Special Education students who score two or three years below their reading level.

CYRM - P. Fristrom moved and McAninch seconded to name Akiko Morimoto as CATE Representative to the CYRM Board. MOTION PASSED. She requested information about this year's nominees from that Board prior to this meeting but did not receive it.

The meeting adjourned at 4:10 p.m.

Sunday, December 11, 2005

President Rippee called the meeting to order at 8:30 A.M.

PRESIDENT OF PRESIDENTS REPORT - Bowles reported that the presidents met last evening. The Presidents' Handbook is completed and was reviewed by a subcommittee. Rippee will arrange for printing and binding of the handbook for next year's new presidents.. The Presidents asked that the technology strand at the convention have a special evaluation. The Presidents' Handbook will be changed to indicate that Virginia Reid publicity should begin in May.

Presidents were reminded to attend the Hospitality Suite receptions for their respective honorees and asked to encourage members from their councils to attend council breakfasts (formerly caucuses) as well as the CATE Business Meeting. In response to Rippee's request for an action plan for encouraging council members to attend CATE 2006, the group came up with the following suggestions: 1. Presidents use CATE awardees as "bait" to attract teachers who might be more interested in supporting their colleagues. 2. Central will pay registration for its Board members as a one-time incentive. 3. Presidents negotiate convention mailings to English/Language Arts teachers through county education offices. 4. Presidents use Precision membership printout addresses to email the members about the benefits of convention attendance. 5. Presidents organize their board's calling members regarding the benefits of the offerings at the convention. 6. Presidents deliver convention brochures to key persons at school sites for their distribution. 7. Presidents advertise the convention in their local newsletters. 8. Presidents personally invite teachers who they think would enjoy and benefit from a CATE convention.

COMMITTEE REPORTS

MEMBERSHIP (Williams, chair; Allen, Griggs, Hemric, Hernandez, Karpowicz, Medford (for Enmark), Oppliger, and Surabian) Willams moved and Hernandez seconded to change CATE Memorial Scholarship Fund to CATE Memorial Grant Fund in 8.8. **MOTION PASSED.**

The CATE 2006 gift will be an orange luggage tag with the CATE logo on one side. Members were asked to think about CATE 2007 gifts. Former convention gifts will be made available to council presidents for their use in individual councils.

A list of convention attendees will be requested so that it can be compared with the membership list so that email and phone number accuracy can be maintained. Councils are encouraged to constantly assess the accuracy of their members' information.

Hernandez is responsible for getting the membership booth banner to the convention.

The Membership Committee's goal is to increase membership 25%. At each meeting a progress report for each council will be issued, and cookies were provided at this meeting. Hernandez will investigate expanding the State Farm Grants statewide.

Membership suggests that the Members Only section of CATEWeb be amplified to include lesson plans from the Convention Lesson Plan Exchange, which should be submitted online to be archived and indexed by Member at Large Allen.

The committee suggested that additional benefits in the form of discounts would encourage membership. Williams will try to negotiate an extra five percent from Barnes and Noble or Borders when the CATE membership card is shown. Local councils should be encouraged to negotiate with local businesses for discounts for CATE members.

The committee agreed that the leadership card with certain changes should be reprinted this year in orange and placed in all bags.

At the Membership Booth there will be books, cookies, candy, etc.

EXECUTIVE/FINANCE (Morimoto, chair; Delfino, P. Fristrom, A. Fristrom, Hase, Mitchell, Rippee, and Sahakian) Morimoto moved and Oppliger seconded that in Policy 8.3.4 a "Internal Revenue Service" be replaced with "Board approved," and that in Policy 8.3.4 c "Basic food expenses" be replaced with "Board approved food expenses." **MOTION PASSED.**

P. Fristrom moved and Dunstan seconded that this year's election be conducted online through CATEWeb with voting by email. **MOTION PASSED.**

PUBLICATIONS (Chapman, chair; Berry, Bowles, Dunstan, Jago, McAninch, Younglove) Chapman moved and P. Fristrom seconded that in Policy 8, 8.10.3 be eliminated. No.4 becomes 3 and changed to read "To apply for a scholarship, applicants will submit on line before April 15 to the CATE Marilyn Kahl coordinator (a) an application, (b) one letter of recommendation from a journalism advisor, . . .5 becomes 4, 6 becomes 5, 7 becomes 6 and is changed to read "The Publications Committee and the CATE President will appoint a coordinator who will be responsible for publicizing the contest, collecting the entries, convening a panel for judging entries, forwarding up to three finalists to the Publications Committee for a final decision, and notifying the winner(s). . . ." **MOTION PASSED.**

Chapman moved and P. Fristrom seconded to change Policy 8.11.6 to read "The Publications Committee will be responsible for advertising the contest, appointing a coordinator who will collect entries, judge the articles, notify the winners and present the awards. No.7 is eliminated. **MOTION PASSED.**

Chapman moved and Delfino seconded to make the following changes in Policy 8.12: 1 - change late spring to February; 5 - change March 1 to November 15 and April 1 to the December Board of Directors meeting. 6 - eliminate b, revise succeeding letters accordingly, f reads " Prefaced by a cover sheet including all pertinent information, eliminate current h, and i becomes g. 7 will have "electronically" added after "forwarded" and "will" changed to "may."8 will eliminate "appoint a CATE Creative Writing Contest Coordinator" and read "The Publications Committee will create the prompt and be responsible...."**MOTION PASSED.**

Chapman moved and McAninch seconded to eliminate Policy 10.5. **MOTION PASSED**

Olga Kokino will continue to serve as the CATE Professional Writing Coordinator. The prompt this year is FERTILE GROUND: A LANDSCAPE OF VOICES – Literature provides fertile ground for teachers to grow professionally as well as to grow young readers and writers. Think about a novel that has inspired your teaching. Have you modeled yourself after fictional teachers like Merlin and Professor Dumbledore, Mr. Chips, Mr. Antolini, Miss

Jane Brody? Is there a book that so inspires your students that the reading seed takes root. Write an essay reflecting upon a book that has provided "fertile ground" for teaching and learning. One thousand flyers will be available for stuffing into bags at the convention.

Some councils did not submit names of Creative Writing Contest coordinators, causing some entries to be sent to the wrong councils.

Power Point presentations by Williams and Krielaart are still in production.

Al and Cista Leonard will continue to serve as the NCTE Literary Magazine Program Coordinator.

Peggy Clifford has agreed to serve as the NCTE Promising Young Writers Coordinator.

Chapman will ask Jordan to eliminate CommuniCATE from CATEweb.

OLD BUSINESS

Members at Large have been given assignments.

NEW BUSINESS

Fristrom announced that the following candidates had submitted intentions to run for CATE office: President - Michelle Berry (Central); Vice President - Charleen Delfino (Central) and Karen Martinez (Southland), Susan Dillon (Central), and Carol Clark (TUCATE), Member at Large Unspecified - Richard Hochensmith (Southland) and Member at Large Small Council - Robert Chapman . Board nominations may be made at the February Board meeting and membership nominations by petition until the beginning of the February business meeting.

P. Fristrom has posted the NCTE report for Annual Affiliate activities.

Morimoto will update the CYRM information on CATEWeb.

Chapman moved and Morimoto seconded adjournment at 12:05 P.M. **MOTION PASSED.**

Respectfully submitted,

Carleen Hemric