

## MINUTES

**(DRAFT until approved at the May 2016 board meeting)**

### CATE Board of Directors Meeting

February 18, 2016

Hilton Costa Mesa/Orange County

3050 Bristol Street, Costa Mesa, 92626

Phone: (714) 540-7000

To Do/Actions to Take  
Before the  
Next Board Meeting:

**Thursday, February 18, 2016**

Present: Denise Mikkonen, Trevor Guina, Greg Johnson, Bill Younglove, Mary Adler, Nancy Himel, Jill Hamilton-Bunch, Kim Flachmann, Angus Dunstan, Sue Sommer, Gina Cole, Marina Santos, Janina Schulz, Kathy Nichols, Jan Stallones, Jeannine Ugalde, Carmen Carrillo, Carole LeCren, Courtney Lockwood, Letty Kraus, Patrick Keough, Richard Hockensmith, Carol Surabian, Joan Williams, Michelle Berry, Liz McAninch

#### **I. Call to Order**

The meeting was called to order at 8:39 AM.

#### **II. Approval of Dec. 2015 Minutes**

ACTION ITEM: To approve the minutes as amended from the last board meeting. Moved by Dunstan, seconded by Hockensmith. Passed.

#### **III. Adoption of December 2015 Agenda**

ACTION ITEM: To adopt the agenda for the December board meeting. Moved by Dunstan, seconded by Surabian. Passed.

#### **IV. CATE Board Reports**

##### **A. President (Mikkonen)**

##### **1. Housekeeping Details.**

Denise shared the login/password for the wi-fi. Kathy explained the Twitter hashtag: #CATE16. Nancy asked how to create a hashtag for her cookie project in the exhibit hall. Discussion and demonstration ensued.

##### **2. Commendations**

a. Thanks to Michelle and Jan, and to ALL who make the convention work.

##### **b. Board Service**

Debra Martinez has retired. We are looking for a new CTA liaison to the board.

##### **3. Reminders for the Convention**

##### **a. Awards Schedule**

Michelle will give us a handout for where/when we should be places. If a council has an awardee, please make sure to go to the hospitality room in Room 737.

##### **b. Seating at Meals**

Board members are asked to integrate themselves at various tables during the convention (except the Saturday banquet).

##### **4. Department of Education Liaison**

Denise introduced Letty Kraus, our new liaison from CDE. She have her report at this time. The ELA/ELD Curriculum Framework continues to roll out. The Secondary Literacy Partnership has its last webinar this year. She is on that group, and would like some input for future webinar topics. Educator Excellence Summit occurred in January. #CGEN16 was the hashtag for the California Global Education Summit--they want to establish a network. Her

report is included in the board reports.

5. RSVP for Board Meetings

You MUST let BOTH vice president and president know if you are unable to come to a board meeting. Last board meeting it cost us \$300 because we had to pay for an unused room that we had guaranteed.

B. Vice President (Guina)

The May meeting will be April 30-May 1 at the Hyatt Regency in Santa Clara. Make a note, because this is not the usual weekend.

C. Past President (McAninch)

1. CATE Election 2016

Ballots are ready. Jill asked what happens if someone runs for a position and wins, and thereby makes their previous position vacant. Liz said we appoint a replacement in September. Discussion ensued about the history of replacing MAL positions. Carole offered to look in the policies. Carol Surabian reminded everyone that keeping council rep positions filled is important.

D. Secretary (LeCren)

1. Directory and Roster

Carole will still work on this task, using the membership roster as a starting point.

2. Policies will continue to be updated as corrected/revised.

3. Business card requests, in the future, will have an annual window for requests. Carole still needs to find a budget line to pay for these cards.

E. Treasurer (Johnson)

1. Financial Report

Greg shared the printed report, and pointed out that we will be spending quite a bit of money this weekend. Councils still have checks to turn in. Board members need to get their receipts in. He shared the new credit card scanner that will now scan credit cards with chips; it works with his iPad and will send a receipt via e-mail. For the convention, it has a separate dedicated wi-fi line just for the credit card transactions.

2. Reimbursements

Michelle pointed out that board members cannot fill out their reimbursement forms because the room costs are fluid at this time. Discussion ensued about saving costs by having board members sleeping together (sharing a room). It was pointed out that receipts are required for reimbursement, including hotel rooms.

F. Membership (Williams)

1. Membership update

Electronic rosters are available from Joan, but most people may want to wait until the updated roster is available after this convention. She is concerned about the drop in membership from this time last year.

2. Gifts

Luggage tags are still available. Ideas for other gifts are welcome. If we have items to sell, Joan will need to work with Greg about how to do that.

3. Membership Cards/Renewals

Joan, with Carole's help, redesigned the renewal cards and a membership card, which Joan had printed after the others run out. Courtney asked about how members know when to renew. Discussion ensued about the labels and the e-mails that are sent out for renewal remind-

To Do/Actions to Take Before the Next Board Meeting:

All Board Members: Make sure you RSVP accurately with both the President and Vice President.

Carole: Look in the policies about filling vacancies when the person in that position is voted into another position on the board.

Carole will create a complete roster for the CATE board.

ers.

#### 4. Badge ribbons/Payment

Joan has new ones, teal for presenters, purple for exhibitors, and golden brown for award winners. Carole suggested that council reps personally hand the award winner ribbon to their award winner, and keep an extra stockpile in the hospitality suite. Joan also has council ribbons, which the councils need to pay for, but Greg offered to deduct the amount from the membership “kickback” that CATE sends every fiscal year.

#### 5. Conference Memberships

If you hold a conference and have attendees who pay for a membership, send a list to Joan of new or renewing members, in addition to Precision, so that if someone calls her about if they’re a member (before Precision processes the membership), then she can answer their question. Courtney asked for clarification: just send new or renewing member informations, and pre-service teachers who get a \$5 membership. Refer to the policy for the procedure. Joan is meeting with membership chairs from the councils on Sunday at 9:30 AM in the hospitality suite Room 737; four councils are attending.

#### 6. Reminder

Board members must be current in their CATE and NCTE membership. Does anyone have the ASK ME CATE buttons for board members to wear.

### G. Convention Coordinator (Berry)

#### 1. CATE 2016

Michelle shared some backstory to the contract(s) with this hotel and this convention--she counted 16 different iterations. She shared some problems, and apologized if she seems a little stressed. She shared Starbucks coupons, distributed programs, and thanked people who saved us money by driving/delivering things.

##### a. Successes

Meals are as high as our most previous successful convention: Monterey. Registrations are up. She ordered 1000 programs and thinks we will use them all. She has moved Bill Foreman/Presenter Check-in to the registration desk. Mary shared there are 54 student teacher volunteers.

##### b. Needs from the Board

#### 1. Volunteer sign-up 3-4 hours each, please

Board members who are not already working a position at the convention need to sign up.

#### 2. Events of Interest card

Michelle distributed a yellow card to show where each board member. She reiterated that council reps should sit with their awardees at the reserved tables. At the bottom of the yellow card, board members are asked to make note of what they volunteered. President’s reception requires invitations, and has a bar minimum or else we’ll have to pay for the bartender.

#### 3. Convention Chair’s Report

Jan shared her enthusiasm and thank yous. She thanks Nancy for taking over the centerpieces, Trevor for helping with AV since Bob was unable to do it. She explained the idea of the Literacy Lounge and the new location. She also described the giveaways that she has obtained to handout at meals; the plan is to put an index card under plate to indicate the winner. She wishes if she had kept track of if her outreach to private, boarding schools, etc. had an effect on the pattern of attendees.

#### 4. Exhibit Hall Manager’s Report

Nancy shared her story about the Jamba Juice coupons in the bags--that don’t say Jamba Juice on them (buy one get one free). She created thank you cards to match her “fish” theme based on a poem. She has also created activities to attract attendees into the exhibit hall, including a graham cracker/illustrate a scene with icing, a book making booth, and other activi-

To Do/Actions to Take  
Before the  
Next Board Meeting:

Council registrars  
for events: send a  
list of attendees who  
paid membership (or  
renewed membership)  
to Joan as a back up  
list to the update sent  
to Precision.

ties, with prizes. The centerpieces are for sale--see Nancy.

5. More From Michelle

Jonathan Lovell saved us \$2400 by donating 10 screens, and Katie Nguyen drove them down, set them up, and is taking them back.

**ACTION ITEM:** In gratitude for Jonathan Lovell's donation of 10 screens to CATE 2016, that CATE donate \$250 to the San José Area Writing Project. Moved by Michelle, seconded by McAninch. Passed.

Michelle explained why Bob is not here (heart issues/doctor recommended no travel). Cindy Conlin and Bill Foreman have discussed making presenter handouts available online. Denise asked about when/if she should do the activity at each meal event where we ask attendees to stand to indicate, for example, newbies, how long they've been teachers, etc. Jan thanked everyone for helping to stuff bags and explained what will happen with the bags that didn't get the phone chargers. Michelle will finish her report after her committee meets.

VI. Report of Liaisons

A. CTA (see above IV. A. 4.) (Kraus)

B. Common Core Consultant (Younglove)

- Bill shared that common core-based/linked frameworks continue to be created, the latest of which is the California Framework for History-Social Science. Carole and Jan pointed out that we have Michelle Herzog (the "Carol Jago" of social studies) doing a session here at CATE 2016 (page 20 in the program).
- Eight new brochures to help teachers explain the CCSS to parents/guardians and community members are available for download from the Sacramento County Office of Education web page (4 in ELA, 4 in math: K-2, 3-5, 6-8, 9-12).
- Due to technology needs, CCSS implementation costs will rise sharply; could be \$10 billion in California, \$80 billion in U.S. As a side note, one federal study of 4th grade test takers found that average and low-performing students did better on paper/pencil tests than computerized ones.
- The California Educator Excellence Summit (1/20/16 in Sacramento) emphasized how local districts might best spend (Local Control Funding Formula) and to "upgrade" teaching credentials and support ongoing BTSA training, including the possible involvement of the 9 Subject Matter Projects.
- Long Beach USD, as part of the 9-district CORE, is, independently, gathering data from parents, staff, and students (grades 4-12) via a 69-question (elementary)/80-question (secondary) survey, as part of its school quality performance index. The data will be reported in Fall 2016.
- ESSA (Every Student Succeeds Act) is still being "rolled out"--Bill has a folder of articles on it for the really curious.

**VII. Report by CATE Council Representatives**

A. Capitol (Dunstan)

As shared in the annual report.

B. Central (Dillon)

As posted.

C. Greater San Diego (Ugalde)

Jeannine shared her experience representing CATE at the CSLA annual convention in San Diego. She described the CYRM banquet, and how their convention operates. Carole LeCren and Carol Battle from GSDCTE presented session. CTA was there, selling California Reads.

She also shared the flyer for CRA (another partner in CYRM).

D. Kern (Flachmann)

As posted. She shared two footnotes: her board is now involved with One Book, One Bakersfield, and her awardee is absolutely thrilled to be an awardee.

E. Redwood (Williams)

As posted.

F. Southland (Lockwood)

As posted.

G. TUCATE (Surabian)

As posted.

H. Upper (Cole)

As posted.

I. FACET (Schultz)

As posted.

BREAK 10:45-11:00

Meet in First Standing Committee Meetings from 11:00-12:00

LUNCH 12:00-1:00

Meet in Second Standing Committee Meetings from 1:00-2:30

Report out from Standing Committee Meetings 2:30

### **VIII. Standing Committee Meetings**

A. Policy/Censorship – Angus Dunstan, Resolutions – Jill Hamilton-Bunch, Gina Cole, Carole LeCren, Bill Younglove, Patrick Keough, Courtney Lockwood, Letty Kraus; not present: Carol Jago, Jayne Marlink, Kristy Orona-Ramirez,

1. Legislative Update (Younglove)

Update on the bills he reported on last time: the three bills look at 1) the amount of time for teachers to get tenure, 2) last in first out, and 3) would expand the evaluation of teachers to include technology and English learner knowledge. All three are working their way through committees in Sacramento. Angus asked about the lawsuit being fought by CTA--that teachers would no longer be compelled to pay union dues, and how this decision will be dealt with by the Supreme Court after the death of Justice Scalia. Currently the ruling is with the lower court, that upheld agency fees. Patrick shared that it may need to be re-argued, or that the ruling will be 4-4. Bill shared that a case that has gotten lost is the Vergara case, which will affect how schools are staffed.

2. Candidates for NCTE Intellectual Freedom Award (Dunstan)

Angus shared that every affiliate can nominate anyone, and they will then receive the CATE nomination at NCTE. If we want our nominee to compete for the NCTE award, we have to do a few more things. Our most recent CATE nominee was Brian Jeffries, and he won the NCTE Intellectual Freedom Award. Angus asked for any nominees for this year. Bill Younglove was nominated back in 2009. Carole asked if we should open up suggestions to the board. Angus said the deadline to NCTE is in May, so we have some time to find a nominee. Trevor and Liz suggested Dan Reynolds, at Mt. Diablo--works against book censorship, he got *Fight Club* on the list, helped some students form a group that was against cocoa products from Africa that used slave labor. He also championed the cause of district money versus site-based money, and he is active in the union. Michelle asked the committee to consider Bill Younglove.

### 3. CATE Resolutions – (Jill Hamilton-Bunch)

Jill has two resolutions and the traditional convention commendation. First: ELD from Annie Gervais; Second: In Support of Teachers Dealing with the Common Core. The committee wordsmithed the first one to take to the board, and did not accept the second one.

ACTION ITEM: To bring forward Annie’s resolution. Moved by Hamilton-Bunch, seconded by Dunstan. Passed.

ACTION ITEM: To bring forward the resolution commending the convention committee. Moved by LeCren, seconded by Dunstan. Passed.

B. Convention Coordinating – Michelle Berry, Jan Stallones, Trevor Guina, Greg Johnson, Nancy Himel, Liz McAninch, Denise Mikkonen, Marina Santos, Kathy Nichols, Mary Adler; not present: Susan Dillon, Karen Garrett

#### 1. CATE 2016

A. Numbers

B. CATE Receptions Thursday and Saturday; Pearson Friday

#### 2. CATE 2017 - Santa Clara Hyatt Regency

Kathy reported about a partnership she is proposing with CUE (Computer Using Educators). We would promote their camps, exchange logos on our respective websites, save seats at each other’s conventions, and possibly booths, sessions.

#### 3. Future conventions

A. CATE 2018 - San Diego Town and Country Resort

B. CATE 2019 - Burlingame Hyatt Regency

C. CATE 2020 - Groups 360 to begin search with our approval

D. CATE 2021 - Proposal from Groups360/Hyatt Regency Burlingame - ACTION ITEM

#### 4. Other

ACTION ITEM: Sign the CATE 2021 contract with the Hyatt Regency Burlingame at the same rates at the CATE 2019 contract. Moved by Berry, seconded by Johnson. Discussion ensued, including asking Capitol, Upper, and Redwood to take the lead for the CATE 2019 Convention. Motion passed.

C. Leadership – Carol Surabian, Kim Flachmann, Richard Hockensmith, Jeannine Ugalde, Joan Williams, Carmen Carrillo, Sue Sommer, Janina Schultz

#### 1. Review Secondary Classroom Excellence award winners for possible NCTE awards.

- Recommend Patty Brundage from Kern Council as NCTE Secondary Classroom Excellence. Central’s candidate was also considered, and the committee urges Central to forward their candidate to NCTE (since Central is also an affiliate of NCTE).

#### 2. Any additions to ballot

- There may be additions to the ballot (deliver to President with appropriate signatures Sunday morning before 8am) for the Annual Board Meeting, Sunday, February 21, 2016.

#### 3. Developing ideas for councils to support local leadership

- Kim Flachmann’s insights: She is connected to college and cross-list council / CATE activities

- Connect with local Writing Projects to share council events.

- Determine the goals/events/awards of your councils. Focus on what you can do well.

- Look at educators whose time is more flexible to pursue leadership in CATE council.

- Make sure EVERY meeting has a purpose.

- Make sure every board member plays a part in every event.

- Recommend CATE reestablish Resolutions Committee at the CATE Convention; publicize (FB, Twitter, catweb.org) so others can view CATE as educational leader—Also

great tool for fostering leadership.

- Connect with alternative educational sites (parochial, private, charter, on-line).

A. Executive Finance – Patrick Keough, Michelle Berry, Carole LeCren, Greg Johnson, Denise Mikkonen, Nancy Himel, Liz McAninch, Kathy Nichols, Mary Adler, Jan Stallones, Janina Schulz, Trevor Guina; not present: Susan Dillon,

1. Convention Expenses/Expected Revenue

Greg went over specific budget items line by line, giving an opinion about where the increase/decrease of income/expense may occur. Patrick reported out a few examples.

2. Convention Budget

Greg explained that in May is when the next convention budget is determined, based on costs from the previous convention. In the past, Anne Fristrom would put in starting point numbers, but it's just as easy to look at two year's worth of budgets.

3. Begin to formulate 2015-2016 Budget

The committee started to discuss items for the next year. Discussion ensued about the scholarships, and the minutes from the last meeting were consulted about how much money was to be put in the Fristrom and the Henke scholarships. The question was asked about where the Virginia Reid scholarship money comes from.

B. Publications–Jeannine Ugalde, Bill Younglove, Sue Sommer, Angus Dunstan, ; not present: Carol Jago, Jayne Marlink, Kristy Orona-Ramirez, Bob Chapman, Karen Garrett

1. *California English*.

Congratulations to Carol Jago. Love the artwork and contributions.

Discussion: Consider having columns? (Past: California authors, legislation, YA books)

Ideas: creative writing (perhaps will elicit more involvement from members, less intimidating than the annual professional writing contest,) review of Newberry Award books, guest columnist, a closer look at a council (a different council each issue), funny stories from the classroom, student response to the artwork in the issue. Some issues to consider: budget; electronics communication (legislation) are fast but don't have immediacy to read. Last issue, no theme on the front cover. It seems we should have a theme to encourage future contributions.

2. CATE Professional Writing Contest–flyers are available. Council presidents should send out to members.

3. Student Writing Contest–It is too early to come up with a prompt; the prompt relates to next year's convention topic: Text and Tech: Blending Tradition with Innovation.

4. Promoting these contests, now it is not very thorough. No e-mails. Both are published in *California English* and Bill brings the contest information to every conference he goes to.

5. If you are interested in CATE, you have to pursue it. Do we need more ways to communicate with members? Don Mayfield used to send out a paper publication called "COMMUNICATE" a few times per year. Suggestion: periodically (2-6 x per year) send out an e-mail to our members to keep in touch. FACET - They called (phone bank) to members to invite them to Yosemite Conference, and it was well received.

6. Is it a responsibility of the local council president? Is it advantageous for the local council or for CATE to send out e-mails? Should we remind presidents to send out info? Local councils need to prominently state that the local council is an affiliate of CATE. This committee recommends that local council presidents regularly send out news to keep in touch of their members; include other presidents to remind them to send out info to their members.

7. Facebook–Marina Santos will now be the official Facebook updater, and since Twitter and Facebook are linked, she is happy to do both. More informational.

To Do/Actions to Take Before the Next Board Meeting:

Members of the Convention Committee: Come to the May board meeting with ideas for the next convention's budget.

Publications Committee members: Consider a writing contest prompt based on the CATE 2017 convention theme.

8. CATEWeb. Jeannine reported from the CSLA (California School Library Association) that when she signed up to go to the convention, she received a weekly update on what to look forward to at the convention. On the website, there are photos of the officers and brief description of what each officer's responsibility is. Explain what board members do—behind the scenes. We should have the winners of all the awards on our site—historical value. Helps councils see who has already been awarded. Punky developed an historical record, which could be updated and posted on our website, Distinguished Service Awards, Classroom Teachers of Excellence, etc. Do we want to have photos of board members and lists of their responsibilities? Pre-convention e-mails=good way to keep in touch with members. Need person to do that.

C. Membership – Joan Williams, Gina Cole, Kim Flachmann, Richard Hockensmith, Carol Surabian, Jeannine Ugalde, Carmen Carrillo, Janina Schulz, Letty Kraus; not present: Susan Dillon

#### Membership Committee

1. Booth Set-up—Membership chair needs assistance setting up the booth on Friday morning at 7 a.m. Please stop by the Exhibit Hall if you can help out. Angus shared that two student teachers have signed on to help.
2. Info cards—will be available on the tables and at membership booth. They will be distributed after convention.
3. Drawing in Exhibit Hall will provide a one-year membership from CATE (paid from the membership line item in the budget.)
4. Membership Chair Meeting will be held on Sunday at 9:30 in the Hospitality Suite, room 737. We worked on an agenda for the meeting that includes recruitment, membership categories, conferences, membership lists, and NCTE lists.
5. Electronic membership reminders—just want people to check on them to verify accuracy.
6. We discussed registrar formats and how to make the registration process standard at all CATE small conferences. We will revisit this in May. Carole brought up that this could get complicated if a registrar needs to ask for ALL the information that the membership form asks for. Carol pointed out that you only need to ask for that information for new members.
7. Discussion about December 31 versus January 31 expiration date for memberships that are connected to convention.
8. Discussion about working with colleges to get more youngsters involved with their professional organization. We plan to continue working with the idea of pre-members and student teacher members, trying to find ways to make being a professional educator an important aspect of teaching ELA.

#### IX. Old Business

Michelle announced that convention bags are available in the back of the room, and to take new teacher gently-used books to the exhibit hall new teachers booth.

#### X. New Business

Liz McAninch asked if we should rewrite the policy for the board elections. Based on last year, the ballot published in *California English* was not used and came out very late in spring. Liz proposes that we advertise the balloting online and at the annual business meeting, but stop using *California English* as a ballot, and would this require a bylaw change. Discussion ensued.

Consider policy  
change proposal for  
election procedures.

#### XI. Announcements



CWP Reception at 6:00-7:00 in the Fountain Terrace room.

**XII. Adjournment**

ACTION ITEM: To adjourn. Moved by Dunstan, seconded by Sommers at 4:41 PM. Passed.

To Do/Actions to Take  
Before the  
Next Board Meeting: