

**MINUTES DRAFT UNTIL APPROVED BY BOARD AT NEXT MEETING**

**CATE Board of Directors Meeting**

**September 10-11, 2016**

**Hilton LAX • 5711 West Century Boulevard, Los Angeles, CA 90045 • 310-410-4000**

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

**Saturday, September 10, 2016**

Present: Denise Mikkonen, Joan Williams, Michelle Berry, Yisel Parra, Kathy Nichols, Carmen Carrillo, Richard Hockensmith, Gina Cole, Annie Gervais, Kristy Orona, Patrick Keough, Robb Polski, Greg Johnson, Mary Adler, Angus Dunstan, Jeannine Ugalde, Carole LeCren, Janina Schulz, Carol Surabian, Bill Younglove, Courtney Lockwood, Elizabeth McAninch, Jill Hamilton-Bunch

**I. Call to Order**

- A. The meeting was called to order at 8:38 AM.
- B. Introductions and welcome to new board members.
- C. Ratification of election: President: Denise Mikkonen; Vice President: Jill Hamilton-Bunch, MAL Elementary: Patrick Keough

**II. Consent Docket**

- A. Approval of May 2016 Minutes  
ACTION ITEM: To approve the minutes from the last board meeting. Moved by Johnson, seconded by Surabian. Passed.
- B. Adoption of September 2016 Agenda  
ACTION ITEM: To adopt the agenda for the September board meeting. Moved by Berry, seconded by Dunstan. Passed.
- C. Appointments:
  - 1. Advisory Board: G. Johnson, M. Berry, K. Nichols, J. Williams, D. Mikkonen, C. Surabian, J. Ugalde, S. Dillon, M. Adler, J. Hamilton-Bunch, L. McAninch;
  - 2. Standing Committee Chairs: Executive Finance – P. Keough, Policy/Censorship – A. Dunstan, Resolution Subcommittee – R. Polski, Convention Coordinating – M. Berry, Leadership – C. Surabian, Membership – J. Williams, Publications – J. Ugalde
  - 3. Parliamentarian: Liz McAninch
  - 4. MAL Secondary – Robb Polski, MAL Small Councils – Annie Gervais
  - 5. Exhibits Manager – Yisel ParraMoved by Williams, seconded by McAninch. Passed.

**III. Board Reports**

**A. President: Denise Mikkonen**

Shared that CATE won a membership award from NCTE (as did Southland and GS-DCTE). Michelle Berry announced that Olga Kolkino, former CATE board member and coordinator of the CATE Professional Writing Contest, CATE Classroom Excellence award, journalism and English teacher at University High School, passed away last week. Bill Younglove shared details about her life, and a booklet she wrote about her life.

**B. Vice President: Jill Hamilton-Bunch**

Shared parking passes and lunch details. Next board meeting: December 3-4 at the Burlingame Doubletree, fly into San Francisco (SFO). Arrange roommates now. The February meeting: February 16 at the Hyatt Regency Santa Clara, close to San Jose airport.

All board members:  
Arrange your roommates for December's board meeting now; then you'll know who to put down on your rooming request when Jill sends out the Google doc.

The May 6-7 meeting: at the Town & Country in San Diego.

**C. Past President: Liz McAninch**

1. Awards at NCTE that we nominated and were accepted:

Classroom Excellence: Patty Brundage (Kern) and Kate Flowers (Central) (will be given at the secondary luncheon)

Affiliate Intellectual Freedom Award: Dan Reynolds (will be given at the affiliate breakfast)

2. CATE's Classroom Excellence and Awards of Merit are due at the beginning of the December board meeting. The following councils are responsible for nominating teachers who teach at the following levels:

Elementary – Fresno and San Diego

Middle – Capitol and Redwood

Secondary – Southland, TUCATE and Upper

College – Central and Kern

Bring the original nominating copies which will go to the awardee, and two copies for the president and past president. Bill Younglove shared that Kelly Gallagher (at the California Summit) listed winning a CATE Classroom Excellence on his bio. Liz shared that she has a subcommittee working on finding a nominee for this year's Distinguished Service Award.

3. Scholarships: The Henke, Fristrom, and Virginia Reid scholarships will be selected by Central this year.

4. CATE Election: The positions open in 2017: MAL: Unspecified; MAL: College; MAL: Middle; Secretary; Membership. Denise requested that we follow the procedures for nominating people to run for these positions. The procedures are in the policies. Discussion ensued about the pros and cons of having more than one person run for an office.

**D. Secretary: Carole LeCren**

Business card orders must take place during this meeting if board members want them.

**E. Treasurer: Greg Johnson, Mary Adler**

Greg went over the financial report. It looks like the convention made about \$130,000. Discussion ensued about why: more attendees, newer/higher membership fee. Greg commended Mary for organizing the council payments/reimbursements. Greg went over our investments in Vanguard and mutual funds, and pointed out our expenditures so far for this fiscal year. Richard shared that teachers get involved through their unions to get on the LCAP committees at their schools/districts because they make the decisions this year for next year's expenditures--including paying registration to attended conferences/conventions. Carole clarified that it is possible to create line items that are tied to the goals. Angus asked if we should still put money into our investments, or shift the excess. Denise complimented the board, and expressed her determination to have attendance at 1000+ at CATE 2017. Richard also reminded everyone to help the exhibits and advertising manager to find advertisers. Michelle shared the website for that: CATEexhibits.org. He reminded the board to turn in their reimbursement forms, and that we need receipts for everything except mileage and bridge tolls. Discussion ensued about the costs. Mary commended the council treasurers, and pointed out that everyone had made money.

**F. Membership: Joan Williams**

Shared that we have over 1400 members, our largest total since Monterey CATE 1998.

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

Council Presidents: Nominate and get your paperwork done for the awards listed at left. Make sure you have all the paperwork by the beginning of the December board meeting.

Liz: Finish the process of finding a Distinguished Service Award winner.

Council Presidents: Find people who want to run for the board positions; if your council wants to vote to nominate a person, forward those names to Denise after the nomination and motion to accept is recorded in your council's board minutes.

Carole: Create business cards for Yisel and anyone else who requests one.

Everyone: Help Yisel find exhibitors and advertisers for CATE.

She reminded us that we must be members of NCTE (as board members of an NCTE affiliate) and make sure that your CATE membership is current. When she gives the council a membership list, she wants the council membership chair to look for inaccuracies, and send updates. She passed around a list for people to request membership brochures, membership lists. Joan will give councils a copy of the updated procedures (which should be in the CATE policies) to local registrars in order to ensure that new members get recorded expediently. Carole raised the issue about when memberships expire, and the problem it causes when a convention occurs earlier than the previous year's convention. Annie shared an example from Little League, which requires the member being able to access his/her membership expiration date online. Bill asked about double membership with NCTE and CATE. Liz will continue to ask NCTE about it.

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

#### **G. Convention Coordinator: Michelle Berry**

Michelle shared thank yous from Jan Stallones and from the Hilton Orange County Costa Mesa. She reported that her subcommittee of Kathy Nichols, Greg Johnson, and herself contracted with Yisel Parra to be our exhibits and advertising manager. CATE Exhibits website is up, except the floor plan from Curtin (which was only sent last week, and needs to be approved by the fire marshall). She has been fielding contacts since June from exhibitors who want to exhibit at CATE 2017. Michelle reported about her site visits to Burlingame and the Los Angeles airport hotels. Her trip to LA was paid for by the LA Visitors Bureau. She selected the LAX Marriott and signed contracts. Michelle shared the flyer and discussed how important it is to get them out. Online registration will be open September 15. She went over the schedule and pointed out a few changes: the re-introduction of Thursday night early bird registration; starting the super sessions a little earlier; combining the CWP and President's Reception on Saturday night, leaving Friday night before dinner open for council associations. Call for presenters is open until October 1; board members should register by December 1.

Everyone: If you're planning to present a session at CATE 2017, get online by October 1.

Everyone: Register for CATE 2017 by December 1.

#### **IV. Report of Liaisons**

##### **A. CTA: Kristy Orona**

Kristy shared that going to the CTA meetings is overwhelming; there are so many things going on. She shared several CTA apps (also located on the CTA website) that can help narrow the focus. She talked about membership benefits, including insurance. Richard added that there are grants available--he helped a man burned out by the fires in his area to get a grant to hold his daughter's birthday party. Kristy added that there are other types of grants available for teacher technology, curriculum, etc. They do like the grant requests to have a connection to common core and data collection.

##### **B. CWP: Jayne Marlink**

[not present]

##### **C. CRLP: Carol Jago**

[not present]

##### **D. California English: Carol Jago**

As posted.

##### **E. CCC (Common Core Consultant): Bill Younglove**

The State Board of Education approved a new CA Report Card (to stakeholders), representing a "dashboard" of key determinants (around 8-10 items) of student achievement. CORE districts (CA Office of Reform Education), which actually received a waiver for three years under now defunct NCLB, have put together the dashboard, which includes SBAC scores, attendance rates including chronic absenteeism, dropout rates/high school graduation rates, EL successes, A-G availability and completion rates; success of foster

kids, disabled kids, and homeless kids; and suspension rates information. There will be “rollout” sessions statewide to explain the report card to the public (e.g. 9/14, at CSULB, Beach Auditorium, 6-8:30 pm).

California’s attempt to use multiple measures to chart student achievement is unique among the states; arises from a belief by the powers that be (e.g. Governor, State Board of Education, CDE, Superintendent of Public Instruction) that educational decisions are best made at the local level, at school sites and districts. To this end, the Local Control Funding Formula (decided use by local LCAP committees) directs funds where they are needed most.

The Report Card will be the final accountability piece, linking outcome to expenditures. ESSA (federal Every Student Succeeds Act) issues:

1. The law as passed/stated (e.g. what close reading of text says!)
2. Interpretation(s) coming from DC by various officials (e.g. percentage of students who must test, underserved student gains, federal cutbacks in actual testing, etc.)
3. States’ ability/willingness to meet those interpretations (#2).

In California’s case, the federal Department of Education may look carefully at CA’s “report card” dashboard effort as a way to measure accountability.

10:45-11:00 BREAK

## **V. Reports by CATE Council Representatives**

### **A. Capitol: Angus Dunstan**

As posted.

### **B. Central: Susan Dillon**

As posted.

### **C. Fresno: Janina Schulz**

As posted. She added that the council has a new website: FACETweb.org

### **D. Greater San Diego: Jeannine Ugalde**

As posted, with added information about some extra participation/activities.

### **E. Southland: Courtney Lockwood**

As posted, with the addition that their board is growing.

### **F. Redwood: Joan Williams**

Reported that there is no council rep.

### **G. TUCATE: Carol Surabian**

As posted.

### **H. Upper: Gina Cole**

As posted.

### **I. Kern: Kim Flachmann**

As posted.

Greg reported on Kim’s health; she had surgery, is recovery her energy slowly, she hopes to return to the board in December.

## **VI. Standing Committee Meetings: Round One**

- A. Convention Coordinating:** Michelle Berry, Mary Adler, Greg Johnson, Denise Mikkonen, Susan Dillon (attending via the internet), Kathy Nichols, Carole LeCren, Jill Hamilton-Bunch, Liz McAninch, Annie Gervais, visitor: Yisel Parra.

Notes Reported Back from the Committee Meeting:

1. CATE 2017 - Report from co-chairs Dillon and Nichols:

On Sunday, "Open Space Sessions" will take the place of breakout workshops. Topics will be derived from ideas offered by attendees online and in exhibit hall. Saturday afternoon topics will be collated and assigned a meeting space for Sunday morning, and advertised online and on poster boards in hotel. Board members will be asked to help facilitate a group to moderate discussion. These will not be led, nor will presentations be expected. Instead, this is more a forum for sharing of ideas.

Two Spotlight Speakers will be highlighted on each day, Friday and Saturday: Jim Burke, Jon Corippo, Jen Roberts, Lisa Highfill, and offered larger meeting rooms. Both of these innovations will be promoted on FB.

2. The committee discussed and recommends:

Thursday evening from 6:00-8:00 to be a "Check in early and join us for our welcome reception" in the exhibit hall, allowing exhibitors not only "exhibit only" time (no competing workshops/meals), but also the chance for them to provide cocktail party and other perks to attendees.

Bag stuffing will occur on Wednesday evening.

In lieu of Passport Program, this year we will create a QR Code Scavenger Hunt. A drawing will be held at closing time from the submissions of the completed scavenger hunt forms, and prizes donated by vendors will be awarded to those drawn. This provides more interaction between exhibitors and attendees, links attendees to webpages of our vendors, and is less labor-intensive for our EAM.

**ACTION ITEM:** We propose allocating \$750 to purchase Sched, a mobile app that provides our convention program online and includes several additional perks, including ability for attendees to plan calendar/times, locate presenter info and handouts, and more. Moved by Berry, seconded by McAninch. Passed.

3. Discussion with the Board:

Food court vs. coffee cart at the CC – after discussion with the Board, it was decided to provide a mobile food court in the exhibit hall both Friday and Saturday, and provide both coffee/tea service and rolls at both Super Sessions. CATE will bear the cost of these, with hopes of securing sponsorships to help bear those costs.

4. There was discussion of Punky's request for further consideration of recognizing administrators' contributions to E/LA classrooms. After some discussion, we agreed a special Award for Leadership might be offered annually to a person who has an admin credential and who serves in that role, and who has demonstrated notable leadership and support of E/LA classroom teachers and programs. This award could rotate through the councils on the same schedule as the Fristrom and Henke Scholarships. The topic was sent to Leadership to fine tune. The hope is to begin this award with the 2017 convention.

5. Update on 2018 San Diego – "With Literacy and Justice for All" is the theme. Carole and Jeannine report that Martha Barnett (of NPR's "Way With Words") and Ernest Morrell are possible speakers. The date of convention was moved to early March.

6. Discussion was postponed until May on the idea of inviting other groups to take CWPs place after 2018 convention for their Thursday slot.

4. Policy 7 changes.

ACTION PLAN: Accept changes/edits to Policy 7.0. Moved by LeCren, seconded by Gervais. Passed.

- B. Publications:** Jeannine Ugalde, Kristy Orona, Bill Younglove, Angus Dunstan, Courtney Lockwood, Patrick Keough; Not present: Carol Jago, Jayne Marlink, Maria Santos, Letty Kraus

Notes Reported Back from the Committee Meeting:

California English:

E-mail from Carol Jago: CATE didn't win the NCTE publication award due to (1) lack of scholarly research articles, (2) lack of NCTE event advertisements

1. In support of Carol Jago's current mix of articles, Carol does find articles that cite research as they explain what is working in the classroom. CATE members want to hear from classroom teachers. For college professors involved in teacher support who are publishing, CE is a good publication for articles. For scholarly researchers, it is not probably the most appropriate place to publish their research. NCTE Journal, Research in Teaching in English, Voices in the Middle are probably better venues to publish research. We would like to lobby NCTE to change the rubric; NCTE should keep the scholarly approach. Option that Carol can exercise: Carol could encourage more scholarly articles during that particular issue, if she would like to pursue that route in order to win the award. This is not a recommendation from the committee; however, if it is Carol's desire, she may follow this idea to take steps to win the award.

Another option: have a scholarly article and then have several classroom teacher articles that center on that research.

2. The Publications Chair will contact Carol to discuss the *California English* advertisements for NCTE.

3. Board Member Profile in *California English* : Angus will write about Bill Younglove for next issue of CE and submit to Carol Jago.

CATEweb.org

1. In the Writing Contest tabs, the winner list ends in 2013; we need to add 2014, 2015, 2016,

2. Awards and Scholarships: Incorporate dropdown

a. Writing Contests – Separate the Professional Writing Contest and Student Writing Contest into two tabs.

b. Awards & Scholarships: Incorporate into drop-down menus from Contests and Awards:

\*CATE Award of Classroom Excellence

\*CATE Distinguished Teacher Awards

\*CATE Award of Merit

\*Virginia Reed Scholarship

\*Fristrom Scholarship

\*Henke Scholarship.

We need to submit a description of each award, which Angus will write.

3. Questions:

a. The site is not mobile-ready at this time. The Mobile view is limited while the full computer screen award is more thorough?

b. Can we create an APP for CATE? What's involved?

4. Convention tab: Cindy Conlin suggested and we agree to include photos as hyperlinks within the convention page (photo of registration, workshops, etc.). Thank you to Cindy for suggesting that improvement.

5. Links to councils and affiliated organizations: Request these as sidebar. Related Links: NCTE, CWP, CYRM, CDE.

Future discussion, should we link other resources? (CCSS, CUE, etc.)

6. CATE 2018 Convention dates: March 9, 2018 – March 11, 2018

7. Place to change membership address? Used to be there but can't see it now. This information went / goes directly to Joan Williams.

### Writing Contests Update

1. Local councils to promote the Student Writing Contest

2. Professional Writing Contest: Due to Olga's death, we will submit an item in California English with an update explaining need for re-submission and extended deadline. Bill Youglove will be the recipient of the contest entries (E-mail). Angus will write this letter of explanation for CE and Cateweb.org (send via Jeannine to Cindy) about death of Olga and extension of deadline for the contest. The extension for this contest will now be January 31, 2017.

3. Bill drafted a possible prompt for this next year, which he will share with Publications committee members.

**ACTION PLAN:** Accept changes/edits to Policy 6.0. Moved by Ugalde, seconded by Dunstan. Passed.

**C. Membership:** Joan Williams, Gina Cole, Richard Hockensmith, Carol Surabian, Carmen Carrillo, Janina Schulz, Robb Polski; Not present: Kim Flachmann

Notes Reported Back from Committee Meeting:

XX.

**ACTION PLAN:** Accept changed/edits to Policy 9.0. Moved by Williams, seconded by Hockensmith. Passed.

## **VII. Standing Committee Meetings: Round Two**

**Committees met. Meetings continued on Sunday morning until 9:30 AM.**

There was a moment of silence and a few anecdotes about 9/11. Then committees reported out.

**A. Policy/Censorship:** Angus Dunstan, Robb Polski, Gina Cole, Carole LeCren, Kristy Orona, Bill Younglove, Courtney Lockwood; Not present: Carol Jago, Jayne Marlink, Marina Santos, Letty Kraus

Old Business: Angus shared that our NCTE Intellectual Freedom Award nomination of Bill Younglove was declined, but our nomination of Dan Reynolds for the Affiliate Intellectual Freedom Award was accepted. Discussion ensued about censorship, diversity, making a stand for intellectual freedom.

Common Core and Legislation: Bill shared how vital Proposition 55 for funding for education and children’s health care, and Proposition 58: The Learn Initiative that will reinstate bilingual education are two proposals that he thinks CATE may support. Because we are a 501c3 organization, we are prohibited from endorsing candidates, but we could draw attention to a proposition that affects English teachers. A resolution could help draw attention, but we can’t wait until February’s convention, because the vote is in November; would we have time to write and approve a resolution? Discussion ensued about proposing a resolution addressing class size. Courtney mentioned having 195 high school students this year; Kristy mentioned she could end up with 32 kindergartners. Another topic to support may be dual immersion language programs.

Resolutions: Carole proposed creating a template, with a glossary, that would function as a type of Google Doc on CATEweb. It would be a place for people to play with writing drafts of resolutions. Angus explained the institutional memory of how the resolution process worked to Robb. Bill encouraged everyone to preserve the part of the process that solicited at every council board meeting any ideas for resolution.

CDE: (as posted by Letty Kraus)  
Discussed and edited Policy 4.0.

**ACTION ITEM**: Accept changes/edits to Policy 4.0. Moved by Dunstan, seconded by Ugalde. Passed.

**ACTION ITEM**: To suspend Policy 4.3.2, 4.3.3, 4.3.4. Moved by Dunstan, seconded by LeCren. Passed.

**B. Executive Finance**: Patrick Keough, Michelle Berry, Kathy Nichols, Greg Johnson, Mary Adler, Denise Mikkonen, Jill Hamilton-Bunch; Not present: Susan Dillon

Discussed convention budget. During the action item below, discussion ensued about the pros and cons of spelling out details in a policy vs. making the wording amorphous. Discussion also ensued about remembering in May that we need to provide sufficient money for board members to attend NCTE (Policy 8.4.1).

**ACTION ITEM**: Accept changes/edits to Policy 3.0. Moved by Keough, seconded by Johnson. Passed.

**C. Leadership**: Carol Surabian, Kim Flachmann, Richard Hockensmith, Jeannine Ugalde, Joan Williams, Carmen Carrillo, Janina Schulz, Annie Gervais, Liz McAninch

XX. Insert Jeannine’s notes.

**ACTION ITEM**: Accept changes/edits to Policy 10.0. Moved by Surabian, seconded by Ugalde. Passed.

**VIII. Report from Council Presidents’ Meeting**

Carol Surabian reported that they did not meet, but will try again in December.

**IX. Old Business**

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

Council presidents: Encourage your councils to propose ideas for resolutions.

Finance Committee and Greg and Mary: Make a note that we want to put more money in the NCTE Attendance line... remember this discussion.



Bill Younglove shared current information about the rollout of the social studies standards, and other curriculum information. He shared an anecdote about when he first ran for the CATE board, thinking that he would keep track of legislation. He pointed out that the number of bills has increased astronomically.

Denise reminded everyone present about Policy 1.4, attendance at CATE Board Meetings.

**ACTION PLAN:** To support Dan Reynolds and Kate Flowers to attend NCTE with \$500 each. Moved by Mikkonen, seconded by Berry. Passed.

## **X. New Business**

Michelle has more flyers for people to take home to advertise CATE 2017. She reminded people that last year's chair, Jan Stallones, made personal visits to county offices of education and district offices. Michelle has a \$1000 under miscellaneous in the convention budget to pay for subs for Kathy Nichols, Susan Dillon, and Annie Gervais to make such visits.

Bill Younglove shared an anecdote about checking references.

## **XI. Adjournment**

**Adjournment:** Moved by Dunstan. Seconded by McAninch.

Meeting adjourned: 11:27 am.

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