

CATE Board of Directors Meeting MINUTES DRAFT UNTIL APPROVED

December 1-2, 2018

Hyatt Regency SFO

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

SATURDAY, DECEMBER 1, 2018

Present/Roll Call: (checkmarks next to names: ✓)

Executive Officers

- ✓ President: Greg Johnson (2020)
- ✓ Past President: Denise Mikkonen (2020)
- ✓ Vice President: Jill Hamilton-Bunch (2020)
- ✓ Secretary: Carole LeCren (2019)
- ✓ ✓ Co-Treasurers: Angela Halpin, Patrick Keough

Chairs

- ✓ Membership: Joan Williams (2019)
- ✓ Policy/Legislative: Angus Dunstan
- ✓ Resolutions: Robb Polski

Council Representatives (elected every year)

- ✓ Capitol (CCTE): Angus Dunstan
- ✓ Central (CCCTE): Kathy Nichols
- Fresno (FACET): David Wisar & ✓ Janina Schulz
- Greater San Diego (GSDCTE): Gina Vattuone
- ✓ Kern (KCTE) Kim Flachmann
- Redwood (RCTE): [vacant]
- ✓ Southland (SCTE): Jennifer Silver
- ✓ Tulare (TUCATE) Carol Surabian
- Upper: Gina Cole

Members-at-Large

- [vacant] (Elementary, 2019)
- ✓ Robb Polski (Secondary, 2019)
- ✓ Carol Battle (Middle, 2020)
- Carmen Carrillo (College, 2020)
- ✓ Sommer Iamele (Unspecified, 2020)
- ✓ Liz McAninch (Unspecified, 2021)
- ✓ Bill Foreman (Small Council, 2021)
- Jeannine Ugalde (Secondary, 2021)

Conventions

- ✓ Convention Coordinator: Michelle Berry
- CATEWebmaster and Registrar: Cindy Conlin
- ✓ CATE 2019 Chair: Annie Gervais
- ✓ CATE 2020 Chair: Jennifer Silver

Liaisons

- ✓ Common Core Consultant: Bill Younglove
- ✓ CWP Liaison: Tim Dewar
- CRLP: Carol Jago
- CYRM Representatives: Rebecca Detrich and Christopher Lewis
- ✓ CDE Liaison: Jennifer Howerter
- ✓ CETA Liaison: Gale Caswell
- ✓ CTA Liaison: Mindy Montanio

I. Call to Order: 8:33 AM

II. Consent Docket

The following item of business may be voted upon by a single vote of the Board without discussion, unless and except for any item which anyone of the Board desires to have discussion about at the meeting, in which case, each item so noted will be withdrawn from the Consent Docket and handled individually in order immediately following the completion of the Consent Docket:

A. Approval of September 2018 Minutes. Moved by Surabian, seconded by Keough. Passed.

B. Adoption of December 2018 Agenda. Moved by Mikkonen, seconded by Flachmann. Passed.

III. Board Reports

A. President

1. Sharing out of events/changes/issues germane to area(s) where you teach/work that may be instructive to CATE Board decisions/deliberations and contribute to the overall knowledge of the status of English teaching (with a focus on California). Discussion ensued about where in the agenda to hold the discussion on a regular basis at board meetings: at lunch, in the morning of Day 1, some other time? Then we shared issues.

a. Elementary: Denise shared that elementary issues she has encountered include frustration with a textbook that has been adopted by 85% of schools in CA (it doesn't have a strong support system). The second issue is the new push for special education inclusion to be in the regular class. Teachers are struggling with both changes. Annie asked if planning time is in place for co-teachers to coordinate. Janina shared that co-teacher models only work when teachers get along. Annie pointed out that research shows there is a limit to how many can be inclusive/included (she said 7). CATE could advocate for training, planning time, aides, and the number of special education students enrolled per class.

b. Middle: Angela shared that health/wellness is a huge issue at the middle school level because students are only taking electives that get them ahead academically for college (i.e. world language) and so the fine arts, yearbook, etc. An increase in suicides and other stress-related issues occur.

AB 2121 (September 20, 2018) A new English learner law, Annie shared, who enrolls in high school as of 10th grade, is eligible required to take the state graduation requirements (and not make up added credits required by the high school), or they are eligible for a 5th year to complete at their high school.

c. Secondary: Issues include the pressure to graduate, help provided for college applications, and the pros/cons of dual enrollment. Bill F. shared what happened to a student who brought dual enrollment credits to CSU Stanislaus, and the credits hurt her progress through CSU because of limits on how many credits a student can take in a certain amount of time. It becomes an equity issue, and the impact on faculty at both the high school and at the community college. Discussion ensued about the pros/cons of Advanced Placement credit versus actual community college credit.

d. College/University: Tim shared asked how schools are including ethnic studies are being included--some schools are combining them with an English class. He also shared that current college students were educated under NCLB, so they are very familiar with standardized testing. They are also from the generation that has lived with school shootings. This mindset of incoming college students needs to be taken into consideration. Kim shared that the CSUs have done away with remedial courses in

English, but many campuses have kept their “stretch” courses (which provide support). Often freshman English includes one semester of non-fiction and one semester of creative literature; CSU Bakerfield offers two semesters of non-fiction instead, in order to prepare students for whatever subject areas they will be studying. So, Kim said that we need to be aware that a student’s last exposure to literature (unless they’re an English major) may be in high school. Robb shared that the college where he teaches is a sink/swim philosophy, with the idea is getting students to pass. Kim shared that she thinks dual enrollment will be the death of us (she originally supported it) because even though students are getting the skills in high school dual enrollment courses, they are not taking freshman composition as a freshman, where they can immediately apply the skills in their other college courses. Bill F. shared that the general education courses were modified at the chancellor level without any input. Bill F. also shared a job opening at his university for SSMP (Single Subject Matter Program). Bill Y. pointed out that too many educational decisions are being made by fiat. Janina shared that in the credential program where she teaches a reading /writing class for all secondary teachers--she points out that their skill-level would not encourage her to hire 60-70% of them at her high school.

The purpose behind these level/issue discussions is to generate ideas for future work for CATE (advocacy/resolutions). We debriefed about how valuable this full group discussion was and how it might work in the future.

Time: 9:35 AM.

2. Report from NCTE

Greg thanked Denise for shepherding him around, and shared that he attended a council leadership meeting, which convinced him that CATE has many elements in place that other affiliates don’t. At the affiliate breakfast, we received a membership award for CATE (Southland and GSDCTE also received membership awards). Also at the breakfast, some affiliates shared ideas at trying to improve diversity in their membership/leadership, including that most of these affiliates had a person or committee/group focused on diversity. He asked the CATE committees, and the local councils, to discuss/try ways to campaign for diversity.

3. Goals for the Presidency

- a. Recruitment of new teachers into leadership (especially local leadership) especially teachers representative of current educators
- b. Reminder about attendance at board meetings for board members
- c. Reminder about start times for tomorrow (7 AM for full breakfast) and *Drive* (the book) discussion

B. Vice-President (Hamilton-Bunch)

1. Next meetings:

Thursday, February 21, Hyatt Regency SFO

Saturday/Sunday, May 4-5, LAX Marriott

2. Advisory Committee meets via phone prior to the board meeting.

3. Jill proposed that we have a regular hotel for the September and December meetings. She suggested that the December meeting will be at the Doubletree SFO on a regular basis, and she will look for a south location for September (perhaps in LAX).

C. Past President (Mikkonen)

1. Awards

Denise shared which classroom excellence award paperwork she has received. She spoke to Susan Dillon, the nominee for the CATE Distinguished Service Award, and she has accepted the nomination.

2. NCTE Liaison

Denise shared that the NCTE Intellectual Freedom Award winner from CATE at NCTE was not present to accept the award. Discussion ensued about the communication process for CATE to forward awardees. Joan suggested a policy/process/person to give to the awardees (step-by-step instructions). Denise asked if NCTE sends them a letter with details. Discussion ensued about how to do the logistics of how to support CATE's nominated NCTE's awards.

D. Secretary (LeCren)

1. She is still in the process of updating documents.

2. Some of these documents are located on a new CATE BOD Google Team Drive location that was set up by Jill Hamilton-Bunch. There are currently only 6 members. If you want to join the drive, contact Jill.

3. Annual Board Reports: Discussion ensued about the necessity of having an annual board report. The decision was made that they are necessary, and should be sent to Carole by December 31, 2018.

E. Treasurer (Keough)

1. Patrick went over the budget, and pointed out the Misc. Income, which will be relabeled as Income from Previous Conventions (monies that come in after the fiscal year in which the convention took place), and pointed out that we are now implementing the new (returning to the previous) procedure of reimbursing councils the percentage of their actual membership (instead of prediction).

2. Angela clarified reimbursement procedures.

F. Membership (Williams)

1. Joan added a few points to her already-posted report. She congratulated the entire board for the work that they've done in gaining membership. She thinks that the quality and timeliness of what we've been doing is part of the draw.

2. Our new online registration with *eventPower* allows Joan to go in and doublecheck if people taking the membership discount are actually members. She can contact them in order to alleviate "money due" issues at registration on the day of convention.

3. Joan will share the full membership roster to councils or CATE board members via e-mail--the Excel sheet can be sorted by council. Joan can also send brochures and banners.

4. Reminder: CATE board members must be NCTE members (because we are an affiliate) and a current CATE board member.

5. Joan asked everyone to go to CATEweb and check the parts of the website that apply to them, and update any information.

6. Joan reminded us that the membership committee came up with the idea of having a session at the convention for new members. Gina submitted a proposal and it was accepted.

BREAK: 10:33-10:45 AM

G. Convention Coordinator (Berry)

1. Michelle shared that it's going to be a great convention. We obtained Tommy Orange as our final speaker. She told the story of how she got him as a speaker. She gave thanks for Carole and Bill F. and especially Bill Y. for his two-year work to try to get a special speaker at CATE.
2. Michelle shared how to distribute flyers.
3. Advertising for the convention: Michelle has started posting teasers on the CATE Facebook, and hopes that the Publications Committee will also continue. Local councils are encouraged to post convention advertising too.
4. The exhibit hall will be in one-third of the ballroom instead of the atrium, and registration will be in the lobby where eventPower will need to set up simultaneously on Thursday while Curtin is setting up the 36 booths in the ballroom. Michelle shared that Yisel Parra will need a "sub" on Saturday (she has to attend a mandatory cohort meeting that day).
5. Michelle went over CATE board member volunteer hours and responsibilities. Board members need to register by this weekend.

H. Report of Liaisons

1. CTA (Montanio): As submitted. Mindy will submit a request for sponsorship for the Convention. Later in the year she may have some more information about some of the legislative and budgetary information from the state.
2. CWP (Dewer): As submitted. Since the report was sent in, CWP is looking at another support event (similar to last year's in Sonoma county) for the people who have been burned out. Carol B. asked how the CATE board may be able to participate in the CWP Preconvention. Board business precludes the time to attend, but Tim encouraged Greg to try to find time in the agenda.
3. CCSS (Younglove): Bill shared seven reference folders about the history of teaching: the 1983 A Nation at Risk report, Getting at the Common Core, Framework(s)/Related Items, ESSA-Related Updates, The SAT/ACT Tests vs. SBAC Controversy, How States Re(Certify) Teachers (and the Role of National Board), California State Budget Matters. Some interesting information included that education wasn't funded federally until Johnson's era, that the word "education" is not mentioned in the U.S. Constitution, and that the SAT acronym used to stand for aptitude and now stands for assessment. Bill shared a poster board flow chart that connects all the ideas he included in the folders. Bill concluded that as he looks back, the thing that has changed the most is that teachers are not valued for their professional judgement and that education has succumbed to financial pressures.
4. CDE (Howerter): As posted. She highlighted Senate Bill 830, which requires the CDE to post resources for media. She also encouraged board members to ask her if they have any questions because if she doesn't know, she will find the answer from her colleagues at the California Department of Education.
5. CETA (Caswell): As posted. Gale reminded us that CETA presented two sessions at CATE 2018, and wanted to know what CATE would like CETA's role to be in CATE 2019. Bill F. suggested a session on helping teachers with their expressive reading out loud. Kim said it would need a catchy title. Robb came up with a title: #LOL (Literature Out Loud). Jennifer, CATE 2020 Chair, suggested creating a strand for CETA presentations.
6. CYRM (Annie): Back up to three CATE members who are attending the meetings: Rebecca Detrick, Steve Rodriguez, Christopher Lewis. Annie asked Bill F. if there is space in the program for a CYRM session, or a space for literature.

I. Reports by CATE Council Representatives

1. Capitol (Dunstan): As would have been posted. Angus suggested maybe, because of the success of some recent events, that the northern councils may need to consider holding an another event, like the Napa Conference from a while back.
2. Central (Nichols): As posted.
3. Fresno (Schultz): As posted. Janina also announced that this morning (December 1) she was notified that she passed her National Board Certification.
4. Greater San Diego (Vattuone): As posted.
5. Kern (Flachmann): As posted. Kim invited the board to all their events.
6. Redwood (vacant): Joan reported that the council is active, but no one has stepped up to actually attend CATE board meetings as president.
7. Southland (Silver): As posted.
8. TUCATE (Surabian): As posted.
9. Upper (Cole): absent

LUNCH and Book Gift Exchange

12:45 PM

J. Standing Committee Meetings (First Round)

2:30 PM

Reports from Standing Committee Meetings (First Round)

1. Executive Finance: Patrick Keough, Michelle Berry, Carole LeCren, Annie Gervais, Denise Mikkonen, Greg Johnson, Angela Halpin, Jill Hamilton-Bunch (not present: Gina Cole)

A. Convention Budget: Michelle shared that the only increased expense will be for extra security to guard the computer set-up for eventPower. Discussion ensued about how the treasurer can “see” the money that comes into the CATE accounts, including convention income. Discussion ensued about how to “tag” or differentiate the types of money. Michelle will talk to eventPower about working on the programming to “tag” the type of money.

B. Curtin Contract Renewal: Curtin is locked in for managing the exhibit hall for CATE 2019 and CATE 2020. Discussion ensued about the pros/cons of an exhibit hall. Curtin has not yet provided a contract for the next four years, so we will postpone discussion/ratification until the May budget meeting. We talked about booths for CATE 2019, including reaching out to AFT since one of our super session speakers is affiliated with AFT, and comping a booth for HRC because another major session speaker is associated with her/because

ACTION ITEM: To financially support a booth for HRC (Human Rights Campaign) at CATE 2019. Moved Gervais, seconded by Silver. Discussion ensued about setting a precedent for . Passed.

C. Review Policy 13 (13.1-13.4)

ACTION ITEM: To revise Policy 13 as follows. Moved by Keough, seconded by Gervais. Passed.

POLICY 13.0 CODE OF ETHICS

13.1 The Policy

Members of the California Association of Teachers of English (CATE) Board are committed to maintaining the highest standards of ethical conduct in the performance of their leadership and governance responsibilities. CATE Board members pledge to accept this code as a minimum guideline for ethical conduct and embrace these principles and practices.

13.2 The Procedures

- 1. Principles of Accountability: 1) Faithfully abide by the by-laws and policies of the California Association of Teachers of English; 2) Exercise reasonable care, good faith, and due diligence in organizational affairs; 3) Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest, in accordance with the California Association of Teachers of English's conflict of interest policy; 4) Fully disclose, at the earliest opportunity, all information and insights that would have significance in Advisory Committee decision-making; 5) Remain accountable for prudent fiscal management.**
- 2. Principles of Professional Excellence: 1) Maintain a professional level of courtesy, respect, and objectivity in all CATE activities. This includes acknowledging differences of opinion, providing for open and honest discussion, and making decisions only after hearing all points of view and considering all relevant data; 2) Maintain knowledge of CATE Board positions and guidelines and endeavor to advance or explain them to a range of audiences; 3) Avoid using CATE leadership positions for advancing personal political agendas; 4) Support and encourage participation in all CATE events and publications.**
- 3. Principles of Fiduciary Responsibility and Confidentiality: 1) Make decisions for the good of all CATE members; 2) Respect the confidentiality of sensitive information.**
- 4. Equal Opportunity and Diversity: Ensure the access of all CATE members to appropriate and effective services and leadership opportunities without discrimination on the basis of real or perceived gender, gender identity, sexual orientation, national origin, race, religion, age, political affiliation, or disability, in accordance with all applicable legal and regulatory requirements.**

Last Updated 12/15

Needs to be reviewed 12/18

ACTION ITEM: To revise Policy 2.2 as follows. Moved by Keough, seconded by Williams. Passed.

2.2 Payment of Dues Money to Council Committees

In June the CATE treasurer shall remit to the treasurer of each council committee that qualifies the proper proportional share of membership dues money as specified in the Bylaws Item 10.3, provided the council committee has submitted all necessary financial and annual reports, including a final bank statement, from the current fiscal year. If a council committee does not submit an annual report by September 1, the Board of Directors may request that the council committee remit the balance in its accounts to CATE, and the CATE treasurer will administer the

funds for the council committee until a new Council Committee treasurer is elected or appointed.

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

2. Publications Committee: Sommer Iamele, Tim Dewer, Bill Younglove, Angus Dunstan, Mindy Montanio, Jennifer Silver, Jennifer Howerter, Robb Polski (absent: Carol Jago)

A. Social Media Advertising: Sommer reported that she set up a new Twitter account since we have been unable to access our original account since no one knows the password. She started following people in Twitter with the new account, and gaining momentum, until Twitter blocked it--because it was claiming to be the official Twitter account of CATE when there was already an official account. She is working on getting that cleared. Jennifer H. explained some uses of social media: generating content versus re-posting or forwarding content; and also posting from one platform to another.

B. CATE Creative Writing Contest: Sommer and Carole explained how the contest was handled this year. The committee read the submissions and came up with the following winners:

Grades 3-4 Anya Sofia Usani, 4th Solana Santa Fe Elementary, Greater San Diego

Grades 9-10 Alba Navas, Culver City High School, Southland Council

Grades 11-12 Skyler Wu, Del Norte High School, Greater San Diego

C. CATE Professional Writing Contest: Angus shared the winner:

Callie Ryan Brimberry, San Diego Area Writing Project, currently living in Chesapeake, VA.

Angus will forward the winner to Carol Jago, and also ask the two other submissions if their entries can be forwarded to Carol Jago for possible editing and possible publication.

D. Policy 15.0 Document Retention and Destruction.

ACTION ITEM: To retain the policy with one revision: to add the following wording at the end of the policy: after approval with the Board. Moved by Dunstan, seconded by Polski. Discussion ensued about how long to keep items such as *California English* and convention programs.

ACTION ITEM: To revisit Policy 15.0 at the May board meeting to be put on the agenda for the Leadership Committee. Moved by LeCren, seconded by Polski. Passed. Dunstan suggested forming a subcommittee before the May meeting to research the preservation and standards for retaining documents.

3. Membership: Joan Williams, Bill Foreman, Carol Surabian, Carmen Carrillo, Liz McAninch, Janina Schultz, Carol Battle, Gale Caswell, Kathy Nichols, (absent: Gina Vattuone, Julie Paulsen, David Wisar)

A. Review of policies.

ACTION ITEM: To add to Policy 3.0, creating 3.10: the awarding of free membership (see below). Moved by Williams, seconded by Berry. Passed.

Policy 3.10 The Awarding of Free Membership

1. If CATE awards or gifts a CATE membership, then the Membership Chair of CATE is to process said membership out of the CATE budget.

2. If a local council gifts an award that requires CATE membership and if awardee is not a member, then the local council is responsible for payment of said membership.

ACTION ITEM: To add to Policy 5.1 and 5.2, as follows. Moved by Foreman, seconded by Nichols. Discussion ensued about the difference between liaisons, ex-officio members, appointed board members, consultants, etc. and about who gets to vote. Passed.

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

Policy 5.0 Nonvoting Members

5.1 Liaisons

- 1. CATE establishes liaison with other professional organizations in order to share mutual concerns and to increase the effectiveness of each organization.**
- 2. CATE may establish liaison with any professional organization having at least 25 members, an elected governing body, and a constitution or by-laws.**
- 3. Duties of any CATE liaison shall ordinarily include but not be limited to the following:**
 - a) Corresponding with an appropriate officer of the other organization.**
 - b) Sending the appropriate officer the following information that affects the organization's concerns: notice of Board actions, CALIFORNIA ENGLISH articles, conference programs or resolutions.**
 - c) Responding to similar items received from the other organization.**
 - d) Informing the CATE Board of contacts made and activities that affect CATE interests.**
 - e) Requesting that the CATE Board support certain positions of the other organizations.**
 - f) When feasible because of geographic proximity, attending board meetings or conferences of the other organizations.**
 - g) When appropriate, making arrangements with the CATE president for the attendance of the officer from another organization at a CATE Board meeting or convention.**
- 4. With the exception of those mentioned in 5.2 below, appointments of liaisons shall be reviewed every two years at the first meeting after April 15 in even-numbered years. [By-laws 7.3.13]**
- 5. CATE welcomes and encourages attendance at CATE Board meetings of one or more liaison representatives from the California Department of Education, expenses borne by the Department of Education.**
- 6. CATE will maintain liaison with the National Council of Teachers of English (NCTE) through the appointment of the immediate past president as the CATE/ NCTE liaison officer.**

5.2 Members Ex Officio

- 1. With the approval of the CATE Board, the President may appoint nonvoting ex officio Board members so that the Board can access important knowledge about the key functions of CATE and the wider profession in order to make informed decisions.**
- 2. The status of members ex officio shall be reviewed every two years at the first meeting after April 15 in even-numbered years. [By-laws 7.3.13]**

B. Member gifts. The committee discussed the types of gifts that they may look into for giving away at the convention.

C. Auto membership renewal. The committee will look into how renewing membership

works if the member's credit card on file expires before the renewal date.

D. Session at CATE 2019: "So You Are a New CATE Member, Now What?" Joan shared some ideas, including having a ribbon or something that says: "First CATE." She wants to create a special check-in place just for First CATers, with some kind of treat. At the session, she plans on having a five-station carousel featuring what CATE does for you as a member: events, contests, writing for CE, leadership opportunities, council involvement. The session would be at the end of the day on Saturday; the goal would be to collect information from first-time attenders/first-time dues-paying members as well as informing them how to get involved.

E. CATE Event Staff: Joan thought identifying us as event staff so that people can ask us for help. This button would replace the "Ask Me About CATE" buttons.

4:25 PM

ACTION ITEM: To accept our award winners as selected and placed. Moved by Mikkonen, seconded by Battle. Passed.

Friday Luncheon: GSDCTE Secondary: Marina Hughes
Redwood College: Nicolette Amann

Friday Dinner: Southland Elementary: Grizelda Meza-Allane
Award of Merit: Long Beach Public Library c/o Kate Azar
FACET Secondary: Jackie Smith
Award of Merit: Art Venture

Saturday Luncheon: Kern Middle Ashley Zaragoza
Fristrom Scholarship Haley Adams

Saturday Dinner: DSA Susan Dillon

Sunday Brunch: Central Award of Merit: The National Steinbeck
Award of Merit: Litquake Foundation
Central Middle: David Harlow
Upper Elementary: Aletha O'Kelley
Award of Merit: Ryan Robison

K. Standing Committee Meetings (Second Round)

It was decided to start standing committee meetings tonight until whenever the committee deems appropriate, then finish the meeting Sunday morning from 8-9 AM, after breakfast, which is from 7-8 AM.

SUNDAY, DECEMBER 2, 2018

L. Call to Order and Announcements

Receipts are available at the front desk if you need them for reimbursement. Standing committee meetings will continue until 9 AM.

M. Report from Council Presidents' Meeting

Kathy Nichols reported out and sent the following notes from the meeting:
Presidents' Meeting;

President's Meeting Agenda
Saturday, December 1, 2018
5:30 PM

Presidents' Meeting - We discussed whether it was worthwhile to continue to meet on a regular basis to discuss issues important to presidents. After much discussion, we agreed that we did want to continue dinner meetings on a regular basis (3 meetings, - convention), immediately following the Saturday board meeting. We think it is important to reconnect, share ideas, and support each other.

President's Handbook: Discussed the need to update the President's Handbook. Decided to break up sections and assign them to each of us. Some items may need to be taken out completely or editing. Other items may need to be added. Research may need to be done.

Appendix - Kathy
Calendar - Kim
President Preparation for Board Meetings - Carol
Writing Contest/Awards - Jennifer/David
Treasurer - Janina
NCTE Affiliate - Joan and Liz (?)
Policy - Angus/Gina Cole

Things to discuss and add to the President's Handbook at future meetings:

President of Presidents Job Description

Keeps track of new presidents by requesting names from Past President in June.

Sends a welcome letter to new presidents with a link to the president's handbook.

Requests new president read the calendar for understanding of expectations

2. Discuss Satellite committees and write guidelines and expectations.

The next meeting will be a dinner meeting on Saturday at the May meeting immediately following the board meeting.

M. Standing Committee Reports (Second Round)

1. Policy/Censorship: Robb Polski, Tim Dewar, Bill Younglove, Jennifer Howerter, Angus Dunstan, Mindy Montanio (absent: Julie Paulsen, Gina Cole, Carmen Carrillo, David Wisar)

A. Legislative update was given by Younglove previously.

B. CDE Report was given.

C. Resolutions at CATE 2019: Discussed logistics of sharing the resolutions as they are edited. Carole shared that there is a section on CATEWeb that has "rules" for resolutions, and an archive with past resolutions.

D. Review Policy 14.

ACTION ITEM: To revise Policy 14 as seen below. Moved by Polski, seconded by Dunstan.
Passed.

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

POLICY 14.0 CONFLICT OF INTEREST POLICY

14.1 The Policy

This Conflict of Interest Policy for California Association of Teachers of English
1) defines conflicts of interest; 2) identifies classes of individuals within the council
committees covered by this policy; 3) facilitates disclosure of information that
may help identify conflicts of interest; and 4) specifies procedures to be followed in
managing conflicts of interest

14.2 The Procedures

- 1. Definition of conflicts of interest: A conflict of interest arises when a person in a position of authority over the council committees may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.**
- 2. Individuals Covered: Persons covered by this policy are CATE Board members.**
- 3. Facilitation of disclosure: Persons covered by this policy will annually disclose or update the President of CATE or designee their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.**
- 4. Procedures to manage conflicts: For each interest disclosed to the President of CATE (or designee), the President (or designee) will determine whether to a) take no action; b) assure full disclosure to the CATE board; c) ask the person to recuse from participation in related discussions or decisions within the council committees; d) ask the person to resign from his or her position in the council committees. The President (or designee) will monitor proposed or ongoing transactions for conflicts of interest.**

Last updated 12/18

Needs to be reviewed 12/21

E. 12.3 Promulgating the Affirmative Action Plan: Discussion ensued about the existence of a 12.3 section, which was deleted in a prior meeting. Section 12.2.8, more importantly, asks the Policy/Censorship Committee to review CATE's progress on affirmation action. The committee discussed ideas used in other organizations. Mindy shared that CTA has a position called Minority Member-at-Large position. Carol B. shared that at NCTE there are standing committees that deal with diversity, inclusivity, against racism and bias. We can add a position to the board, add the focus to a MAL's position, and/or create an ad hoc committee to work on creating/implementing ideas on this topic. Discussion ensued about the logistics of forming an ad hoc committee. Greg outlined a possible framework: 1) will explore ways that other organization have dealt with this topic (for example, look at how NCTE has done it); and 2) share recommendations to the board. Greg asked for members of the ad hoc committee with the charge to share back to the board in May: The following people volunteered:
Gervais, Montanio, McAninch, Nichols, Battle, Hamilton-Bunch

2. Convention Coordinating Committee: Michelle Berry, Greg Johnson, Angela Halpin, Carole LeCren, Jill Hamilton-Bunch, Carol Battle, Annie Gervais, Patrick Keough (absent: Jeannine Ugalde)

Convention Committee Minutes – December 2, 2018

Annie reports that convention is on target. Anyone who has contacts with companies who would be interested in providing swag for the attendee bags, please contact Annie.

Rather than two drawings (at business meeting and brunch), we will instead have drawing throughout the convention, likely at Super Sessions and meal events, using collected swag items.

Board members will be invited to bring LCD projectors to add to our inventory, to save costs.

Receptions at convention include Friday's council receptions, Saturday's ERWC reception, and President's reception. Continental breakfast will be provided at both Super Sessions.

Lead folks from hotel and CATE will meet Wednesday at 4pm in the traditional pre-convention meeting.

Carole LeCren will assign responsibilities for the printed program.

CATE 2020 theme: "ELA Confidential: Investigating Teaching, Texts, and Truths." Jennifer reported out that there are many great ideas percolating for next year, including the possibility of a murder mystery theatre event for Friday night, possible journalists as major speakers, and more.

Policy 1.0 edits needed.

ACTION ITEM: To revise Policy 1.0 as presented (see below). Moved by Foreman, seconded by Dunstan. Passed.

POLICY 1.0 MEETINGS

1.1 Attendance at Board of Directors Meeting

- 1. All members of the CATE Board of Directors are expected to attend, for the full meeting, the four regularly scheduled Board meetings for each July-to-June year, including the Board meeting prior to the annual convention, the Sunday annual business meeting, as well as be present and supportive during the actual convention.**
- 2. All members must notify the Vice President (or the Convention Coordinator for the Convention meeting) their intention to attend or not attend the Board meeting. Notification must be provided as per the Vice President and/or Convention Coordinator's established deadline. The Vice President will inform the President of Board members who will not be attending.**
- 3. If a Board member is unable to attend a Board meeting, for reasons other than an emergency, that member must send an email to Vice President and President at least 48 hours prior to the start of the Board meeting or bear the costs of the unused room. (For the February meeting, notify the President and Convention**

Coordinator.) If there is an emergency, notification to the people listed above at the soonest possible time is necessary and appreciated.

4. In the event of absences from two consecutive board meetings, the board member may be asked to resign, after communication with the president.
5. A CATE Council Committee can send a non-voting representative to a meeting of the Board of Directors if the elected council representative is unable to attend, and the council is not represented by any other attendee. No other Board members may be so replaced.
6. Prior to each BOD meeting, each board member will submit a brief written report of activities completed since the last meeting as requested by the president.
7. If a CATE Council Committee has co-representatives, only one representative may be reimbursed for attending a board meeting.

1.2 Minutes

Minutes of the CATE Board of Directors meetings shall be distributed by the secretary within approximately one month of the Board meeting, and posted on CATEweb after approval at the following board meeting.

1.3 Board Report for the Annual Business Meeting

1. At the annual business meeting, the CATE Board of Directors will be responsible for presenting a report on its activities. Because of the complexity of CATE's structure and operation, each Each Board of Directors member is expected to participate in preparing a portion of the report.

Reports should be succinct and formal, dealing only with highlights and not with details.

- a) The material should be succinct, dealing only with highlights and not with details.
- b) The style should be formal, readable, and interesting.
2. All segments of the annual report should be completed and e-mailed to the board president by the December date set by the President.
3. The President, using annual reports from previous years as models, will assemble the annual report and post on CATEweb in time for the annual business meeting.

1.4 Guests Addressing the CATE Board of Directors

1. Guests addressing the CATE Board of Directors may be of two types:
 - a) those whom the Board itself or one of its members suggests inviting, or
 - b) those who request invitations to address the Board.
2. Guests in the first category may address the Board with the approval of the president; no other approval is necessary.
3. Guests in the second category may address the Board only with the approval of a majority of the Board.
4. The president will interrupt the agenda for a guest where appropriate, and extend invitations for further discussion; guests who are invited to speak may be invited to meals, if suitable. Guests will be informed that no Board action can be taken at the time of the presentation.
5. As provided in the Bylaws of CATE, only regularly elected or appointed Directors are permitted to offer motions, to second them and to vote.

Last updated 12/18

Needs to be reviewed 12/21

3. Leadership Committee: Kim Flachmann, Carol Surabian, Bill Foreman, Gale Caswell,

Joan Williams, Janina Schultz, Jennifer Silver, Sommer Iamele, Kathy Nichols, Denise Mikkonen, Liz McAninch (absent: Gina Vattuone)

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

- A. Online Voting: Kim continued the discussion from the previous meeting about having online voting.
Have ballot information (50 words and the photo) in CALIFORNIA ENGLISH and a QR code and link at the bottom for online voting and access to a ballot that can be printed and mailed in.
Would like to close nominations at noon on Saturday. Onsite nominations would be turned in at the registration desk. Then the electronic ballot could be updated online right before.
Voting would be closed a month after the convention. Discussion ensued about the timing of the CE issue. Need to ratify the votes at the May meeting.
After the business meeting on Sunday, at the final meal event, announce and allow voting at the Sunday brunch.
Send a mass e-mail

ACTION ITEM: To revise Policy 9.2. Moved by Flachmann, seconded by McAninch. Passed.
[insert]

ACTION ITEM: To recommend to start the process of changing the bylaws so that all board-elected positions are three-year terms. Moved by Flachmann, seconded by Hamilton-Bunch. Discussion ensued about the benefits of learning the job, as opposed to the length of commitment (especially president/past president would be a six-year rather than a four-year commitment). Passed.

Working on a procedure for contacting/helping our nominees for NCTE awardees.

Denise has received the paperwork for the open positions for Membership Chair and for MAL Secondary. Joan Williams and Robb Polski are running.

OLD BUSINESS:

Bill Younglove researched the ---501c3 ---ability to divest of investments that we may find objectionable --asked a consultant with the California Social Studies Council -- found a previous motion from May 2009 where we divested once before.
Discussion ensued about what the mechanism is to do this.

ACTION ITEM: To form an ad hoc committee to examine alternative funds to report back at the May meeting. Moved by Foreman, seconded by McAninch. Passed. Greg, the president, asked for clarification of what the ad hoc committee would do: look at what organizations do, look at what specifically our money is invested in, and see if those are in alignment with CATE's values, and report back to the Board (maybe the Executive Finance). Volunteers for the ad hoc committee include Bill Foreman. No one else volunteered. Janina will ask David Wisar if he wants to join the ad hoc committee. Mindy Montanio volunteered to get information from CTA about what they do.

NEW BUSINESS:

Michelle Berry shared the following statement:

I think it's terrific that we and our constituent-members get together through council activities on a regular basis, though quarterly meetings and at convention.

I feel compelled to remind the members of this Board that several of those activities seem to revolve around alcohol. While alcohol is not a health concern for many or most of us, to focus many council activities on alcohol discounts the needs for safety of members for whom alcohol's presence is difficult. While book clubs, author meet and greets, and other activities may not attract as large and lively a crowd, I would ask that when we plan council activities, we be cognizant of and sensitive to the impact of the party atmosphere on those constituent-members with the disease of alcoholism.

Bill Younglove: Shared the 2011 issue of the *English Journal* "The First 100 Years" and what presenters we have had at CATE (he listed the awards). Then shared his connection/ involvement with trying to get Malala to speak at CATE.

Meeting adjourned: 10:30 AM (?)

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