



**CSOTTE Executive Board Meeting**  
**Friday, September 13, 2013**  
**TAHPERD Office**  
**Austin, Texas**  
**9:30 am – ?**

## **Agenda**

1. Introductions / Attendance Sign-In
2. Approval of Minutes, May 2013 Planning Retreat (page 3)
3. Financial Report – Pam Tipton (page 10)
4. Sandra Nix (not yet confirmed) – TEA/SBEC updates & changes
5. Conference Planning 2013 – Omni San Antonio Hotel at the Colonnade Oct. 20-22, 20-13
  - a. Program – edit final draft (Sue Owens request to move TCTCT from 1 to 1:30 on Sunday) (page 12)
  - b. Board Meeting – Sunday, October 20, 2013 from 10am-12:45 pm (lunch provided)
  - c. Organization meeting schedule (see conference-at-a-glance document /check for final edits)
  - d. General Sessions (page 14)
    - Preregistration Numbers end of August 2013 133; 2012 154
  - e. Plated luncheon – payment for guests and winners from TACA & TDFE \$29.00  
Award speeches – time restrictions / program planning  
Entertainment
  - f. Breakout Sessions Report – Alma Rodriguez – add names of facilitators
  - g. Emerging Scholars – agenda and room layout
  - h. Conference website and QR code; [www.csotteconference.com](http://www.csotteconference.com) password: consortium
  - i. Conference Audio Visual information and bids (page 15)
  - j. Reminder: No Happy Hour on Sunday
  - k. Gift bags / Orange Bags / discuss brochures / other items to include in bag
  - l. Vendor - Sponsor Report
    - 240Tutoring (plus gift bag sponsor)
    - TK20 (plus sponsor early morning breakfast)
    - ETS (plus sponsor awards lunch and TACA/TACO's TEA information meeting brunch)
  - m. Evaluation (TDFE) – Krystal Goree (page 16)
    - Survey Data from 2012 Conference (see attached file on email)
    - Survey Questions (page 16)
    - Door Prizes = Free Conference Registration will be randomized from those who complete evaluation
  - n. Call for Proposals – edit draft - last page in conference program (page 17)
  - o. Registration – need volunteer organization to create a work schedule (page 18)

6. Constitution and Bylaws: Michael Rosato, Susan Allen, Kathleen Vinger (see page 19)
7. Action Plan: Susan Allen, Amanda Rudolph, John Miazga (see page 24)
8. SBEC/TEA/SBOE Meeting Report
9. Report of Registration Systems/Merchant Account/Bank Fees: Pam Tipton (page 25)
  - RegOnline: [www.regonline.com](http://www.regonline.com) (see PowerPoint attached to email)

10. Future Conference Planning

- 2014: October 19-21, 2014 - Austin: Sheraton Austin at the Capital
- 2015: October 25-27, 2015 – DFW: Embassy Suites Dallas-Frisco Hotel, Convention Center & Spa
- 2016: Austin, Mid-October – Three responses to RFP
  - Doubletree by Hilton, October 16-18
  - Sheraton Austin, October 23-25
  - Embassy Suites San Marcos Hotel, Spa and Conference Center, October 16-18
- 2017: Location?

11. 2013-2014 Board Meetings

- **October 20, 2013, 10:00am**  
Omni Colonnade Hotel, San Antonio
- **February 7, 2014, 9:30am**  
TAHPERD Offices, Austin
- **April 4, 2014 (or March 31), 9:30am**  
Executive Board meeting (but all welcome), TAHPERD Offices, Austin
- **May 20-21, 2014, noon to noon**  
Board Retreat, Port Royal Ocean Resort, Port Aransas

12. Other / Old Business / Discussion Items

**CSOTTE Board Meeting Minutes  
May 21, 2013  
Port Royal, Port Aransas, Texas**

1. **Call to Order** – Brian Miller called the meeting to order at 12:33 p.m.
  
2. **Introduction of Board Members, Incoming Board Members, and Guests**
  - a/b. Zach Rozell (TACA/ iTeach), Kathleen Vinger (TACO), Susan Allen, (TACA), Amanda Rudolph (TxATE), Alma Rodriguez (TxATE), Denise Staudt (TACTE), Ginny Fender (TACTE Executive Secretary), Art Hernandez (TACTE), Grant Simpson (CSOTTE Treasurer/EDICUT), Dana Pemberton (Emerging Scholars/TACTE), Marlene Zipperlen (CSOTTE Secretary/EDICUT), Mike Rosato (Advisor), Chris Goree (TDFE), Amanda Rudolph (TxATE), John Miazga (CSOTTE President Elect/TACO) and Brian Miller (CSOTTE President).
  - c. **Summer meetings:**

TDFE	June 6 & 7, 2013 Austin, Texas at Radisson Hotel
TCTCT	June 7 afternoon (Dr. Irma Harper, PACT workshop) at Radisson Hotel
TxATE	June 8, 2013 at Radisson Hotel, TxATE Summer Conference
TACO	June 10, 2013 at St. Edwards- TEA and legislative updates
TACA	No events
TACTE	No events
EDICUT	No events
  
3. **Approval of April 2013 Board Meeting Minutes**

A **motion** by Ginny Fender to approve the minutes with one amendment, the motion received a second from Mike Rosato. The motion carried unanimously. The amendment clarified the conference fee is \$325.00. Two options for early bird registration for the CSOTTE Conference – if registered by September 22, 2013 the fee is \$250.00, and if registered by October 10, 2013 the fee is \$275.00.
  
4. **Emerging Scholars Report**

Dana Pemberton (TACTE) informed the CSOTTE board that TACTE will sponsor the Emerging Scholars Track. The process of establishing the chair and co-chair of the Emerging Scholars track for the CSOTTE Conference will be discussed at the CSOTTE board meeting in September. Dana suggested the co-chair be someone from the area where the conference will be held. The rationale is the need for additional adult support at the Emerging Scholars track during the conference.

Dana mentioned TACTE would take care of registration of the emerging scholars at the conference. Dr. Miazga will contact Elda Martinez to adjust the conference material. Brian Miller suggested CSOTTE board work toward the publication of the material in one location as opposed to several sites.

Dana requested two rooms if possible at the convention site. Pam Tipton informed the board that two rooms have been designated for the Emerging Scholars, one for 100 students and one for 30 students. It was mentioned the reservations of these two rooms would result in fewer presentations.

Dana concluded by indicating there appears to be strong interests among the universities to encourage pre-service candidates seeking initial teacher certification to attend the conference and to participate in the poster presentation.

**5. Financial Report – Pam Tipton, Executive Secretary**

a. Financial report as of April 30, 2013 was presented:

❖ <b>Checking Balance</b>	❖ <b>\$5,578.67</b>
❖ <b>Market Rate Savings Balance</b>	❖ <b>\$1,123.00</b>
❖ <b>Time Account Balance</b>	❖ <b>\$19,975.14</b>
❖ <b>Total Assets</b>	❖ <b>\$26,676.86</b>

Art Hernandez **made the motion** to approve the financial report as presented with a seconded by Kathleen Vinger. The motion passed unanimously.

Pam was to research the feasibility of moving the money from the CD account to an alternative savings plan where withdrawals would not result in penalties. She reported the 26-month Time Account (CD) matures 11/6/2013. The current interest rate if renewed is 0.4% (may change in November). The Market Rate Savings' interest rate is 0.05%. The board will discuss the CD account further in September.

Pam presented a working budget for the 2013-2014 CSOTTE Organization, based on the following estimated income and expense categories:

❖ <b>Income</b>	❖ <b>Proposed Budget</b>
❖ Conference Registration	❖ \$97,579
❖ Conference Vendor Support	❖ \$12,500
❖ Organizational Dues	❖ \$1,600
❖ Other	❖ \$1
❖ Retreat Registration	❖ \$900.
❖ <b>Total Income</b>	❖ <b>\$100,080.</b>
❖ <b>Expenses</b>	❖
❖ Conference Expenses	❖ \$67,500.
❖ Day to Day Operations/Salary	❖ \$32,580
❖ <b>Total Expenses</b>	❖ <b>\$100,080</b>

Art Hernandez **moved to** accept the budget as proposed with compliments to Pam on a job well done, and a second from Grant Simpson. The motion passed unanimously.

Further conversations dealt with the cost of CVENT. Pam is to do additional research with other vendors who can provide the same service, but at a reduced rate. The CSOTTE board has decided to use CVENT through the 2013 Conference.

b. Grant Simpson, Mike Rosato, and Kathleen Vinger volunteered to serve as the audit committee, The audit report will be completed prior to the continuation of the CSOTTE board meeting on May 22, 2013.

c. Pam reported information needed for IRS 990 has been obtained.

## 6. Website updates/evaluation/change report

Pam Tipton reviewed the websites and pointed out the updates. Updates to the various organizations are to be sent to Pam. Once all items regarding the CSOTTE Conference are finalized, the information will be placed on the Website. The board is to look over the website for accuracy of the information.

## 7. 2012 Conference – Final Report

a. Finances/Attendance were reviewed and presented in comparative format from 2009 through 2012 by Brian Miller. The 2013 conference will be held in San Antonio at the Omni with rooms contracted at 20/225/225 for the three days of the conference. Brian indicated Diane Everett (TAHPERD) would continue to share her expertise in securing venues for conferences with Pam Tipton.

b. John Miazga gave a brief overview of the evaluation from the attendees at the last conference. Of the 119 responders 36% indicated the educational content exceeded their expectations. Further discussion focused on the types of questions asked on the evaluation form and the 11 open-ended questions. The evaluation is done at the conclusion of the conference via CVENT, and is sent to the attendees. Pam indicated there is a limit to how many questions CVENT will permit on an evaluation form. She will check with CVENT to determine the limitations surrounding the evaluation. Further discussion to improve the return of the evaluations was entertained by the board, i.e., a drawing for free registration if they respond. Another discussion dealt with the use of the QR Code to secure electronic handouts from the presenters. Also the possible use of an electronic screen detailing the morning and afternoon sessions for each day of the conference.

## 8. SBEC/TEA Update

Grant Simpson reported that Janice Lopez is no longer with the Texas Education Agency. TEA is now in the hands of gubernatorial appointees; consequently, the process will be slowed.

TEXES testing for students will be \$120 for each exam. All tests must be passed, if not, the students will have to retake all of the tests again at the same price. Number of questions has been increased on each exam.

## 9. Conference 2013 Planning

a. Omni San Antonio at the Colonnade – Forging the Future – program cover was selected.

b. Conference Call for Proposal – change the picture of the Alamo to the new graphic design on the webpage. The decision to add, “**incomplete proposals will not be reviewed**” to the directions for submission was approved

c. Done – Theme: Forging the Future: Shaping Teachers and Students through Collaboration and Research

d. CVENT Registration website was reviewed. Practice runs were made by a few board members, which indicated the process worked.

e. Speakers - John Miazga indicated by September all things would be ready for the conference. He mentioned Intercultural Development Research Association will provide a speaker (General Session I), and the second speaker (General Session II) who is Phi Delta Kappa emerging scholar. The young man is Dan Quinn a high school social studies teacher and an entrepreneur in educational policy at the Great Lakes Center for Education Research and Practice. His fee for speaking may only be his travel from NY and back to

his home in Michigan. At the luncheon on Monday( General Session III), the awards are the focus.

Amanda Rudolph will continue checking on the entertainment for the luncheon on **Monday** (General Session III).

**Tuesday** Session, General Session IV, TACA/TACO representatives sent invitations to Michelle Moore (Ann Smisko) Marilyn Cook ( David Carmody), and Norma Torres Martinez (Janice Lopez) to speak at the conference with no response to date. During the CSOTTE meeting, Grant Simpson texted Michelle Moore about the invitation, she replied, she would visit with him upon return from Atlanta.

Further discussions ensued about other speakers, such as the Mayor of San Antonio, the commissioner, etc.

**f. Sponsors/Donors/Vendors/Exhibitors, etc.**

Brian Miller advised the board of past attempts to secure sponsorships, etc. The purpose of sponsorships, vendors, and exhibitors is to help defray the cost of the conference, which is estimated at \$100,000. A healthy discussion pursued. A brief representative of what was discussed:

1. Vendors rent tables for \$250.00
2. Extend branding rights for the conference for a set fee extending over three years
3. Changing structure of requesting sponsorship, possibly offer a silver, gold, or platinum sponsorship categories
4. **A motion** by Amanda Rudolph for John Miazga to contact Rick Cullers (ETS) for branding rights to the CSOTTE Conference, the motion was seconded by Mike Rosato. The motion passed unanimously.
5. Selling ads to appear in the eprogram. John will continue looking into this possibility, and he will check with Elda Martinez regarding the additional work required should the CSOTTE board decide to move in this direction.
6. Media releases to advertise for sponsorship; purpose of CSOTTE organization, etc.

**g. Door Prizes – Conference Registration – TACO**

The discussion dealt with the number of door prizes given which has been free registration. Instead of giving several during the conference, the discussion led to giving free registration as an incentive to complete the evaluation.

**A motion** by Marlene Zipperlen to present a free registration to an individual who completes the evaluation, Susan Allen seconded the motion. The motion passed with one abstention (Amanda Rudolph).

**Prior to the closure of the first half of the meeting:**

Chris Goree, Amanda Rudolph, Susan Allen, and John Miazga will meet to discuss the menu for the conference.

Amanda Rudolph presented an analysis of the institutions represented by the presenters, and the topics that were presented during the 2012 CSOTTE Conference.

Meeting adjourned at 4:30 p.m.

**May 22, 2013 CSOTTE Meeting** resumed at 8:59 a.m. with John Miazga continuing the discussion regarding the 2013 Conference.

**h. Registration Work Schedule**

Alma Rodriguez informed the board that potential presenters are to submit two completed forms. If the forms meet the criteria, Alma will notify the presenters if their proposal has been accepted, and inform them to complete the survey monkey questionnaire to confirm their participation in the conference.

Amanda Rudolph informed the board of the items listed on Survey Monkey:  
Name of Presentation: enter the strand, cut and paste abstract, add lead presenter's name, EPP, CSOTTE membership of lead presenter, then 3 slots for additional presenters and provided another box should additional space be needed, email and space for additional comments. Presenters will have a deadline to inform CSOTTE of their commitment to present by September 15, 2013. Another date mentioned was October 1, 2013, which represents submission of the electronic handouts.

**i. Call for Proposals (TxATE)**

Discussion complete

**j. Schedule**

On October 20, 2013, the General Session I time was changed from 6:00 PM to 4:30 PM.

**k. Emerging Scholars**

Discussion completed on May 21, 2013

**l. Breakout Sessions**

Adjusted time for General Session

**m. Menus**

John Miazga presented the committees decision:

\$16.95 Continental Breakfast

October 22, 2013 Tuesday morning – Coffee & Tea

General Session III – Plated Lunch – Main dish, Chicken

\$36.00 Brunch October 23, 2012 – Juice, eggs, bacon sausage, mixed salads, carving station salmon, bake rolls, dessert extravaganza, etc.

**n. Entertainment**

Amanda Rudolph will continue working on the entertainment for the conference.

**o. Evaluations (TDFE)**

The evaluations are electronically processed through CVENT program. If changes are to be made the decision will be made in September. Pam Tipton will send out the information to board members to review before September's meeting.

**p. Awards – conference procedures and schedule**

No changes except for clarification to the title for the TACA award – TACA Intern of the Year

Talked about adding Janice Lopez as Friend of Education or an Appreciation Recognition  
Discussion about the students' speeches limited to 2 minutes

**q. eConference Brochure**

As items are complete for the econference, Elda will add the information. Items that are available include Conference at a glance and the conference cover.

What about ads? John will visit with Elda about the difficulty of inserting advertisement throughout the eprogram. Suggested the ads need to be imbedded; what about size of ads, space available, and costs. QR Codes and linkage. This is the pilot year.

**r. QR Code**

Talked about the name badges, wireless available, generally located in the lobby, possibly linking the QR Code to the eprogram, and QR Code will be on the sign advertising the presentation. Rethink the whole QR Code, one-step at a time.

**s. Other**

More discussion about the eprogram and the handout materials

**10. Create CSOTTE Board Meeting Schedule for 2013-2014**

- a. September 13, 2013 TAHPERD
- b. October 20, 2013 – Omni Colonnade Hotel
- c. February 7, 2014
- d. April 11, 2014 or March 31, 2014
- e. May 20 - 21, 2014 2014

**11. Future Conferences**

- a. October 19-21, 2014 Contract with Sheraton Austin at the Capital
- b. Dallas/Ft. Worth TBD John Miazga, Brian Miller and Pam Tipton will decide on the hotel and the dates between Embassy Suites Oct 25-27 Fresco (Colin County), Westin, Sheraton Dallas (\$113) Galleria
- c. October 2016 suggested looking at Renaissance in Austin

**Adjourned for a short break at 10:36 a.m.**

Back in session at 10:57 a.m.

**12. Constitution Review**

Kathleen Vinger reported the changes that were suggested by the reviewing committee. Deleted references to publicity director and legislative liaison since the organization hasn't used these two offices. Discussion of whether the executive secretary is elected or selected; the decision was to leave the words *selected* for the executive secretary. In Brian's research, it appears we have a set of by-laws instead of a Constitution. Further research needs to be done. Article VI is new, state travel to remain... and only the last sentence is brand new. Article II, 4 add SBEC to the list Brian requested the committee prepare a comparison between the old language and the new language. Recommendation for the CSOTTE Board to review and act on at the September meeting. Delete *Texas College and University system*.

**13. Action Plan**

There are no changes. Susan Allen and John Miazga will look over the Action Plan and have a recommendation for the board to consider in September.

**14. Report on Logo for CSOTTE**

The logo presented was not accepted. Payment should be made to the artist. Kay Gunter (Website Solutions) will be invited to the September or October meeting to discuss what the board may want the logo to represent.

**15. Audit Report**

Grant Simpson, Mike Rosato, and Kathleen Vinger volunteered to serve on the audit committee, and found the financial documents in good order especially since we have experienced a transition between executive secretaries. Excellent job, Pam Tipton.

**16. Other Business**

None at this time

**17. Recognition of outgoing board members**

Thanks to Art Hernandez (TACTE)  
Thanks to Mike Rosato (Advisor)

**18. Recognition of outgoing Board Chair**



Thanks to Brian Miller for his excellent leadership.

**19. Adjournment**

Grant Simpson made the **motion** to adjourn, and Mike Rosato seconded the motion. Meeting was adjourned at 11:30 a.m.

Addendum Agenda Item 3



**CSOTTE**  
**September 13, 2013**  
**Financial Report as of August 31, 2013**

**Income and Expense Report**

	August Trans- actions	July Trans- actions	June Trans- actions	May Trans- actions	YTD Trans- actions	2013- 2014 Budget
<b>Income</b>						
Conference Income						
Faculty Registration	17750	1500	2750	1750	23750	80,579
Student Full Registration						2000
Emerging Scholar Reg						2500
<b>Subtotal</b>	<b>17750</b>	<b>1500</b>	<b>2750</b>	<b>1750</b>	<b>23750</b>	<b>97,579</b>
Conference Vendor Support	13200	250			13500	12,500
Interest: Savings	6.79	6.63	6.60	6.31	19.54	
Organizational Dues			200	1400	1600	1600
Other						1
Retreat Registration			65	65	195	900
<b>Total Income</b>	<b>31006.79</b>	<b>1756.63</b>	<b>3022</b>	<b>3286</b>	<b>39064.54</b>	<b>100,080</b>
<b>Expenses</b>						
Awards						550
Conference 2013 Expense						
Food						45,000
AV						12,000
Speakers Fee/Expenses						6000
CVENT System						
Program/Bag/Tag/Supplies						2500
Conf Web:eBrochure				250	250	2000
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>67,500</b>
CVENT 2014-2015						5000
Fees and charges: Bank Fee	13.45	3.50	13.45	13.45	43.85	4000
Fees and Charges – Online Processing <sup>4</sup>	122.05	133.55	133.30	87.23	462.68	
Financial (Terry Hines, CPA)		260			260	280
Food and Dining (other than Conference and Retreat)						450
Office Supplies	57.41		5.49	200	262.90	2000
Payroll: Tipton	1000	1000	1000	1000	4000	13,800
Retreat Expenses						1000
Travel:				741.50	741.50	3000
Tipton			539.46		538.46	
Miller						
Website: Website Solutions	21.32	85.28	106.60	80.46	293.66	2500
<b>Total Expenses</b>	<b>1214.23</b>	<b>1482.33</b>	<b>1797.30</b>	<b>920.81</b>	<b>6853.05</b>	<b>100,080</b>

Account Summaries, as of August 31, 2013

	August	July	June	May
Checking xxxxx4115				
<b>Previous Balance</b>	7618.35	7350.68	6504.48	5578.67
Total Deposits	1750.00	1750.00	3015.00	3280.00
Total Withdrawals	1214.23	1482.33	2168.80	2354.19
<b>Bank Balance</b>	<b>27404.12</b>	<b>7618.35</b>	<b>7350.68</b>	<b>6504.48</b>
Market Rate Savings xxxxxx9569				
Balance	1123.19	1123.14	1123.10	1123.05
<b>Previous Balance</b>	0.05	.05	.04	.05
Interest Earned	<b>1123.24</b>	<b>1123.19</b>	<b>1123.14</b>	<b>1123.10</b>
<b>Current Balance</b>				
Time Account xxxx4862 Balance				
<b>Previous Balance</b>	19993.54	19,986.96	19,975.14	19,975.14
Interest Earned	6.79	6.58	6.56	5.26
<b>Current Balance</b>	20000.33	<b>19,993.54</b>	<b>19,986.96</b>	<b>19,980.40</b>
<b>Total Assets</b>	<b>\$57,404.45</b>	<b>\$28,735.08</b>	<b>\$28,460.78</b>	<b>\$27,607.98</b>

**Note:** Our 26-month Time Account (CD) matures 11/6/2013. The current interest rate, if renewed, is 0.4% (may change in November). Our Market Rate Savings' interest rate is 0.05%.

**Merchant Account Fees:**

1. Intercharge Fee – This is one type of fee charged by MasterCard or Visa. Other types are seen on the May Merchant Account statement, such as MasterCard Assessment fee (.0001150 basic pts time \$1500 = 1.73), MC non-qual Sales transaction fee (4 transactions at .2) - .80, Visa Network Fee 5.00, Visa Assessment fee (.001100 basis pts times \$250) - .28, M/C Internet Authority Fee 1.25; Internet Service Fee 35.00.
2. Bankcard Discount Fee – Visa and MasterCard charges either 3.64% or 5.05% (depending upon which “level” of card is being used) to use their card
3. Bankcard Fee – Wells Fargo Merchant Services charges \$35.00 plus \$.25/transaction for their services. The base charge is \$35.00/month whether or not any transactions occur.
4. In June and July, the total service charges for processing Visa and MasterCard transactions was approximately 7.6%

## Addendum Agenda Item 5a

### Conference-at-a-Glance

<b>Sunday, October 20, 2013</b>			
10:00 AM	12:45 PM	CSOTTE Board Meeting & Luncheon	Colonnade C
1:00 PM	7:00 PM	Registration	Foyer
1:00 PM	7:00 PM	Exhibits	Foyer
1:00 PM	2:30 PM	TxAATE Board Meeting	Sam Houston Room
1:00 PM	2:30 PM	TDFE Board Meeting	Colonnade A
1:30 PM	2:45 PM	TCTCT General Meeting	La Joya Ballroom
2:00 PM	4:00 PM	TACTE Focus Group	Grand Ballroom F
2:30 PM	3:30 PM	TxAATE General Meeting	Conference Center A
2:30 PM	3:30 PM	TACO Board Meeting	Boardroom
2:45 PM	4:15 PM	TAECTE	Colonnade C
2:30 PM	4:15 PM	TDFE General Meeting	Conference Center B
2:45 PM	4:15 PM	TACA General Meeting	Colonnade B
3:00 PM	4:15 PM	TCTCT Board Meeting	Sam Houston Room
4:30 PM	6:00 PM	General Session I Program: Intercultural Development Research Association IDRA ... creating schools that work for all children (Dinner On Your Own)	Grand Ballroom ABCD
<b>Monday, October 21, 2013</b>			
7:00 AM	8:30 AM	Continental Breakfast**	Foyer Area
7:00 AM	5:00 PM	Registration & Exhibits	Foyer Area
8:30 AM	10:00 AM	General Session II: Research in Action Speaker: Daniel J. Quinn, teacher, researcher, and Phi Delta Kappa (PDK) 2013 Emerging Leader	Grand Ballroom ABCD
10:15 AM	10:45 AM	Emerging Scholar Poster Sessions	Foyer Area
10:15AM	12:15PM	TACTE Executive Board Meeting	Boardroom
11:00AM	12:00 PM	Breakout Sessions I	See Program Descriptions 1A, Grand Ballroom A 1B, Grand Ballroom B 1C, Grand Ballroom C 1D, Conference Center A 1E, Conference Center B 1F, Bolo's PDR 1G, Colonnade C 1H, Colonnade AB 1I, La Joya Ballroom
12:15 PM	1:45 PM	General Session III Plated Luncheon ** & Musical Entertainment TDFE presents Student Teacher of the Year Awards TACA presents Student Intern of the Year Awards TACTE Award & TxATE Award	Grand Ballroom DEFG
2:00 PM	4:30 PM	TACTE General Meeting	Colonnade AB
2:15 PM	3:15 PM	Breakout Sessions II	See Program Descriptions 2A, Grand Ballroom A 2B, Grand Ballroom B 2C, Grand Ballroom C 2D, Conference Center A 2E, Conference Center B 2F, Bolo's PDR 2G, Colonnade C
3:30 PM	4:30 PM	Breakout Sessions III	See Program Descriptions 3A, Grand Ballroom A 3B, Grand Ballroom B 3C, Grand Ballroom C 3D, Conference Center A 3E, Conference Center B 3F, Bolo's PDR 3G, Colonnade C 3H, Grand Ballroom D 3I, Grand Ballroom E

4:45 PM	6:00 PM	EDICUT General Meeting	Colonnade AB										
Dinner on-your-own Hotel Shuttle Buses Available to the Riverwalk: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Bus #1</th> <th>Bus #2</th> </tr> </thead> <tbody> <tr> <td>6:00 PM – Pick Up at Omni</td> <td>6:30 PM- Pick Up at Omni</td> </tr> <tr> <td>7:00 PM – Pick Up at Omni</td> <td>7:30 PM – Pick Up at Omni</td> </tr> <tr> <td>9:30 PM – Pick Up at Riverwalk</td> <td>10:00 PM – Pick Up at Riverwalk</td> </tr> <tr> <td>10:30 PM – Pick Up at Riverwalk</td> <td>10:30 PM – Pick up at Riverwalk</td> </tr> </tbody> </table>				Bus #1	Bus #2	6:00 PM – Pick Up at Omni	6:30 PM- Pick Up at Omni	7:00 PM – Pick Up at Omni	7:30 PM – Pick Up at Omni	9:30 PM – Pick Up at Riverwalk	10:00 PM – Pick Up at Riverwalk	10:30 PM – Pick Up at Riverwalk	10:30 PM – Pick up at Riverwalk
Bus #1	Bus #2												
6:00 PM – Pick Up at Omni	6:30 PM- Pick Up at Omni												
7:00 PM – Pick Up at Omni	7:30 PM – Pick Up at Omni												
9:30 PM – Pick Up at Riverwalk	10:00 PM – Pick Up at Riverwalk												
10:30 PM – Pick Up at Riverwalk	10:30 PM – Pick up at Riverwalk												
<b>Tuesday, October 22, 2013</b>													
7:00 AM	8:00 AM	Coffee & Tea only (Brunch served at 10:00 am)	Foyer										
7:30 AM	10:00 AM	Exhibits	Foyer										
7:40 AM	8:40 AM	Breakout Sessions IV	See Program Descriptions 4A, Grand Ballroom A 4B, Grand Ballroom B 4C, Grand Ballroom C 4D, Conference Center A 4E, Conference Center B 4F, Bolo's PDR 4G, Colonnade C 4H, Colonnade AB 4I, La Joya Ballroom										
8:50 AM	9:50 AM	Breakout Sessions V	See Program Descriptions 5A, Grand Ballroom A 5B, Grand Ballroom B 5C, Grand Ballroom C 5D, Conference Center A 5E, Conference Center B 5F, Bolo's PDR 5G, Colonnade C 5H, Colonnade AB 5I, La Joya Ballroom										
10:00 AM		General Session IV TACA / TACO Joint Information Meeting Brunch **	Grand Ballroom DEFG										

\* See conference brochure for General and Breakout Session details

\*\* Your conference name tag is your meal ticket

## Conference-at-a-Glance: Emerging Scholars Strand

<b>Monday, October 21, 2013</b>			
7:30 AM	8:30 AM	Emerging Scholar Poster Set-Up	Foyer
8:30 AM	10:00 AM	General Session II Speaker: Daniel J. Quinn, teacher, researcher, and Phi Delta Kappa (PDK) 2013 Emerging Leader	Grand Ballroom ABCD
10:15 AM	11:15AM	Emerging Scholar Poster Presentations Emerging Scholar presenters at poster displays Scholarly discourse with CSOTTE attendees and Other presenters	Foyer
11:15AM	12:30 PM	Lunch on your own	
12:30 PM	4:30 PM	Special Speaker Presentations Guest Speakers TBD	LaJoya Ballroom Secondary: Sam Houston

## Addendum Agenda 5d

### General Sessions Speakers, Etc.

Sunday 4:30 PM	October 20 6:00 PM	General Session I Program: Intercultural Development Research Association IDRA ... creating schools that work for all children	Grand Ballroom ABCD
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Presentation: "Seeing Texas Futures Through A Lens of Educational Equity – Changing the Optic Will Change the View," Dr. Bradley Scott



Bradley Scott, Ph.D. Senior Education Associate, Intercultural Development Research Association

Bradley Scott, Ph.D., an IDRA senior education associate, brings more than 40 years of experience to the field of education. At IDRA, he serves as director of the IDRA equity assistance center, the South Central Collaborative for Equity. The center works with school districts in Texas, New Mexico, Louisiana, Oklahoma and Arkansas, in the implementation of educational equity plans that increase equitable educational opportunity and greater access to high quality instruction for all students regardless of their race, gender or national origin; the preparation and adaptation of desegregation and unitary status plans and settlement agreements to decrease and eliminate racial isolation in public schools; community, parent and student involvement in the diverse school setting; establishment of nondiscriminatory policies; elimination of racially bias curricular materials, establishment of safe/non-hostile school environments, and the reduction of bullying, harassment and school violence for all students; and the creation of alternative materials development of human relations activities to promote racial harmony and an appreciation for diversity in public schools.

Monday 8:30 AM	October 21 10:00 AM	General Session II: Research in Action Speaker: Daniel J. Quinn, teacher, researcher, and Phi Delta Kappa (PDK) 2013 Emerging Leader	Grand Ballroom ABCD
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Presentation: "Research in Action," Daniel J. Quinn, teacher, researcher and Phi Delta Kappa 2013 Emerging Leader



Daniel Quinn is executive director of the Great Lakes Center for Education Research and Practice, an East Lansing, Michigan based non-profit which funds and disseminates education research and reviews of research. He is also a high school economics teacher at Grosse Pointe North High School in Grosse Pointe Woods, Michigan. Quinn previously served on the board of directors for both the National Education Association and the Michigan Education Association. He was selected as an Emerging Leader for 2012-13 by Phi Delta Kappa International and was recently profiled in the April 2013 edition of [Kappan Magazine](#).

Dan Quinn will address three key issues of research in education: 1) practitioner based research, 2) university school partnerships, and 3) policy and practices. Mr. Quinn will share how his three roles intersect with education research and research mobilization. He is currently a high school teacher, a doctoral student, and executive director for a non-profit research organization. In these roles, Quinn uses research in different ways that support teaching and learning from the classroom to policy decision making. His presentation fits into the conference theme of "Forging the Future: Shaping Teachers and Students through Collaboration and Research."

Monday 12:15 PM	Monday 1:45 PM	General Session III Plated Luncheon ** & Musical Entertainment TDFE presents Student Teacher of the Year Awards TACA presents Student Intern of the Year Awards TACTE Award & TxATE Award	Grand Ballroom DEFG
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Entertainment: ????

Tuesday 10:00 AM		General Session IV TACA / TACO Joint Information Meeting Brunch **	Grand Ballroom DEFG
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Registered Panel Members: Marilyn Cook, Sandra Nix, Norma Torres-Martinez

**Addendum Agenda Item 5i:**

**Audio Visual Conference 2013 Needs**

**All Day Sunday and Monday - Conference Registration table:** Printer for PC

**Sunday board meeting** (10:00-12:00 Colonnade C): screen and media ready cart and projector

**Sunday TDFE General Meeting** (2:30-4:15, Colonnade C): screen and media ready cart and projector

**Sunday evening General Session I** (Grand Ballroom ABCD): podium / with microphone (or we can get a lapel microphone)....two very large screens one on each side of the room...a media cart with computer & projector. Speaker Bradley Scott will bring a ppt on a flash drive (PC not Mac). He won't need an Internet connection. He would like the remote to advance the slides.

**Sunday afternoon TxATE general** (Conference Center A): podium and lapel microphone

**Monday morning: General Session II** (Grand Ballroom ABCD): Podium with microphone. Also Lapel/lavalier microphone for keynote speaker ... two very large screens one on each side of the room...a media cart with computer & projector. Speaker, Daniel Quinn

**Monday Breakout rooms** (Grand Ballroom A, B, and C; Conference Center A and B; Bolo's PDR, Colonnade C, Colonnade AB, and La Joya Ballroom) : each room to have a screen and media ready cart

**Monday TACTE meeting** (Colonnade AB): screen and media ready cart and projector

**Monday luncheon** (Grand Ballroom DEFG): order a podium with microphone = small stage platform setting for podium

**Monday luncheon** (Grand Ballroom DEFG): order a CD player for the choir performance?

**Monday Emerging Scholars** (La Joya Ballroom and Sam Houston ): We need a media cart, projector and a microphone and speakers. Please ensure that the media cart has capability for sound so that the presenters can use video.

**Tuesday Breakout rooms** (Grand Ballroom A, B, and C; Conference Center A and B; Bolo's PDR, Colonnade C, Colonnade AB, and La Joya Ballroom): Each room needs a screen and media-ready cart

**Tuesday General Session III** (Grand Ballroom DEFG): small stage platform setting with table for "panel discussion" three chairs and microphones set up at the table.

**AV Bids**

<b>Omni in-house AVT: Tim Wright</b>	<b>AV-USA: Steve Castillo</b>
<b>\$8,435.40 (without tax)</b>	<b>\$3,213.12 (with tax) PLUS \$3,750 patch fee to Omni</b>

Omni considerations: There is a \$150.00 per day patch fee to patch into the house sound system. Any assistance that is require from our AV Company there would be a labor fee of \$50-\$100 per hour fee with a minimum of 4 hours charged per day. This labor fee would include any assistance needed to tape down cords, power strips, and technical assistance. If an outside company is hired they are expected to take care of everything without the assistance of our AV Company.

## Addendum Agenda Item 5n:

### Potential Conference Survey Questions 2013

- Please list topics you are interested in hearing about at future events.
- On a scale from 1 to 4 (with 4 being the highest), please rate the overall educational content of the conference.
- Do you plan on attending the CSOTTE conference next year?
- On a scale of 1 to 4 (with 4 being the highest) how would you rate the online registration system?
- On a scale of 1 to 4 (with 4 being the highest) how would you rate General Session I (Bradley Scott, "Seeing Texas Futures Through a Lens of Educational Equity: Changing the Optic Will Change the View")? If you did not attend this session, skip to the next question.
- Please write any comments you have about General Session I. (Bradley Scott, "Seeing Texas Futures Through a Lens of Educational Equity: Changing the Optic Will Change the View")? If you did not attend this session, skip to the next question.
- On a scale of 1 to 4, with 4 being the highest, how would you rate General Session II (Daniel J. Quinn, "Research in Action")? If you did not attend this session, skip to the next question.
- Please write any comments you have about General Session II. (Daniel J. Quinn, "Research in Action")? If you did not attend this session, skip to the next question.
- On a scale of 1 to 4 (with 4 being the highest) how would you rate General Session III (the Student Teacher / Student Intern Awards Luncheon)?
- Please add any comments you have regarding General Session III (Student Teacher / Student Intern Awards Luncheon). If you did not attend these sessions, skip to the next question.
- On a scale of 1 to 4, (with 4 being the highest) how would you rate General Session #4 ? (TEA Panel discussion: Marilyn Cook, Sandra Nix, Norma Torres-Martinez) If you did not attend this session, skip to the next question.
- Please add any comments you have regarding General Session IV (TEA Panel discussion: Marilyn Cook, Sandra Nix, Norma Torres-Martinez)). If you did not attend these sessions, skip to the next question.
- On a scale of 1 to 4 (with 4 being the highest), how would you rate the breakout sessions you attended?
- What comments do you have about the break-out sessions?
- Do you think we could eliminate the use of printed conference brochures in the future and just rely on the electronic version?
- What comments do you have about the new csotteconference.com web site where attendees can access conference information, schedule, and presentation slides and documents?
- Is the Emerging Scholars Program a "value added" component of the conference?
- Please add any comments you may have about the "Emerging Scholars" program.
- Are you planning to bring students (Emerging Scholars) to the conference next year?
- Do you have any comments regarding the hotel arrangements and accommodations?
- Do you have any comments regarding future conference sites, themes, topics, or vendors?
- Please add any additional comments you may have regarding the CSOTTE Teacher Education Conference.



Addendum Agenda Item 5n:



**Consortium of State Organizations  
for Texas Teacher Education  
2014 Fall Teacher Education Conference**

**CALL FOR PROPOSALS**



October 19-21, 2014 - Sheraton Austin Hotel, 701 East 11<sup>th</sup> Street - Austin, Texas

Proposal Deadline: July 15, 2014

**Texas Teacher Education:  
Theme?**

Please submit proposals addressing one of the following strands:

<i>Accountability</i>	<i>College Readiness</i>	<i>Professional Harmony</i>
<i>Accreditation</i>	<i>Data Analysis</i>	<i>Recruitment / Retention</i>
<i>Assessment</i>	<i>Diversity</i>	<i>Special Populations</i>
<i>Brain-based Research</i>	<i>Ethics</i>	<i>Teacher Quality</i>
<i>Best Practices</i>	<i>Leadership</i>	<i>Technology</i>
<i>Critical Issues</i>	<i>Partnerships</i>	<i>Value Added</i>

**Standard Professional Track:** This track is for practicing professionals in teacher preparation (there will also be a track for Emerging Scholars). All presentations in the Professional Track will be 30 minutes in length. We invite presentations with either a practical or research focus. Professional Track proposals should be submitted to Judith Munter, University of Texas at El Paso, via Email at [jmunter@utep.edu](mailto:jmunter@utep.edu) electronic format as attachment (Microsoft Word or PDF file) by July 15, 2014. Proposals must include the following (incomplete proposals will not be reviewed):

1. **Cover sheet**, to include
  - title of session / presentation strand relevant to your proposal (see above)
  - name of preparation program and names of presenters and affiliations (educator preparation program / organization)
  - CSOTTE organization affiliation(s) of each presenter (EDICUT, TACA, TACO, TACTE, TAECTE, TCTCT, TDFE, TAHPERD, TxATE, or NONE)
  - phone number(s), and email address of contact person
  - abstract, 100 words or less, for conference program
2. **Presentation proposal**, 750 words or less, as a separate document void of identifying information (for blind review process)

Proposals will be reviewed and presenters notified by July 31, 2014. All presenters must register for the conference by September 15, 2014. In order to be included in the online repository, all presenters must submit presentation handouts electronically by October 1, 2014.

## Registration Schedule: TACA

<b>CSOTTE Registration Table Schedule</b>			
<b>Sunday, October 20</b>			
<b>1:00-3:00pm</b> (TACA General Meeting 2:45-4:15)			
<b>5:00-7:00pm</b> (General Session I 5:00-6:30)			
<b>Monday, October 21</b>			
<b>7:00-9:00am</b> (General Session II 8:30-10:00)			
<b>9:00-11:00am</b> (General Session II 8:30-10:00)			
<b>11:00am-1:00pm</b> (General Session III 12:15-1:45)			
<b>1:00-3:00pm</b> (General Session III 12:15-1:45)			
<b>3:00-5:00pm</b>			
<b>Tuesday, October 22</b>			
<b>8:00-10:00am</b>			

Addendum Agenda Item 6

**CONSTITUTION AND BYLAWS**

(Adopted 9/18/98)

(Revised 5/23/2007)

(Revised 2/22/2013)

Committee Recommended Change	Result
<p style="text-align: center;"><b>Article I: NAME</b></p> <p>The name of this organization shall be the <b>Consortium of State Organizations for Texas Teacher Education</b>, a non-profit organization, hereinafter referred to as “CSOTTE.”</p> <p style="text-align: center;"><b>Article II: PURPOSES</b></p> <p>CSOTTE is dedicated to the support and refinement of professional preparation and development programs for all certified school personnel in Texas. CSOTTE will</p> <p><b>A.</b> Serve as a coordinating consortium of organizations for educator preparation and development through which the member groups may</p> <ol style="list-style-type: none"> <li>1. Conduct continuing collaborative study of professional developments, concerns, problems, and issues of special significance to their members,</li> <li>2. Engage in productive dialogue regarding matters of common interest,</li> <li>3. Cooperate in such services as publications, meetings, research, and administration,</li> <li>4. Devise common professional positions and joint strategies for their implementation, and</li> <li>5. Undertake collective action with other organizations, associations, and governmental entities.</li> </ol> <p><b>B.</b> Function as an umbrella organization for the promotion of quality programs in the preparation and development of all educators by</p> <ol style="list-style-type: none"> <li>1. Preparing and disseminating ideas, practices, and programs,</li> <li>2. Encouraging, supporting, initiating, conducting, and reporting programs of development and research,</li> <li>3. Providing leadership through               <ul style="list-style-type: none"> <li>o Speaking out in support of education and educators,</li> <li>o Developing preparation, certification, and continued professional development guidelines for educators, and</li> <li>o Working with official policy-making groups and individuals to frame and promote professionally sound legislation, rules, regulations, and structures for education in Texas,</li> </ul> </li> <li>4. Promoting the integration of individual educators and the education community</li> </ol>	<p style="text-align: center;"><b>Article I: NAME</b></p> <p>The name of this organization shall be the <b>Consortium of State Organizations for Texas Teacher Education</b>, a non-profit organization, hereinafter referred to as “CSOTTE.”</p> <p style="text-align: center;"><b>Article II: PURPOSES</b></p> <p>CSOTTE is dedicated to the support and refinement of professional preparation and development programs for all certified school personnel in Texas. CSOTTE will</p> <p><b>A.</b> Serve as a coordinating consortium of organizations for educator preparation and development through which the member groups may</p> <ol style="list-style-type: none"> <li>1. Conduct continuing collaborative study of professional developments, concerns, problems, and issues of special significance to their members,</li> <li>2. Engage in productive dialogue regarding matters of common interest,</li> <li>3. Cooperate in such services as publications, meetings, research, and administration,</li> <li>4. Devise common professional positions and joint strategies for their implementation, and</li> <li>5. Undertake collective action with other organizations, associations, and governmental entities.</li> </ol> <p><b>B.</b> Function as an umbrella organization for the promotion of quality programs in the preparation and development of all educators by</p> <ol style="list-style-type: none"> <li>1. Preparing and disseminating ideas, practices, and programs,</li> <li>2. Encouraging, supporting, initiating, conducting, and reporting programs of development and research,</li> <li>3. Providing leadership through               <ul style="list-style-type: none"> <li>o Speaking out in support of education and educators,</li> <li>o Developing preparation, certification, and continued professional development guidelines for educators, and</li> <li>o Working with official policy-making groups and individuals to frame and promote professionally sound legislation, rules, regulations, and structures for education in Texas,</li> </ul> </li> <li>4. Promoting the integration of individual educators and the education community</li> </ol>

into full-fledged membership and status in the profession, and

5. Maintaining close communication with and, when requested to do so, acting in an advisory capacity to the Texas Education Agency, the State Board for Educator Certification, the State Board of Education, and the Texas Higher Education Coordinating Board.

**The committee agreed this section needed no changes.**

### **Article III: MEMBERSHIP**

Organizations concerned with the professional preparation and development of educators in Texas may become members of CSOTTE by meeting the stipulated conditions for membership.

#### **A. Conditions for Admission to Membership**

1. Submit an application prepared by the President of the non-member organization which includes the following:
  - A request for membership supported by official action of the governing body of that organization,
  - A statement of the organization's purposes, eligibility for membership requirements, and a copy of the organization's constitution and/or by-laws,
  - A brief description of the organization's recent activities related to the preparation and development of educators, and
  - Assurance for the annual payment of membership dues in a timely fashion, full participation in CSOTTE activities, and meeting all other membership requirements which may be established by the Board.
2. The application must be received by the Chair of CSOTTE at least thirty (30) days prior to the meeting at which it is to be considered by the CSOTTE Board.
3. CSOTTE membership is granted to the organization by a majority vote of members of the CSOTTE Board present and voting in an official meeting.

**B. An organization maintains continued membership in CSOTTE by**

1. **The committee recommends adding the following "Annually providing the CSOTTE Executive Secretary with the names and contact information of the two organizational representatives who will be serving on the CSOTTE Board,"**

into full-fledged membership and status in the profession, and

5. Maintaining close communication with and, when requested to do so, acting in an advisory capacity to the Texas Education Agency, the State Board for Educator Certification, the State Board of Education, and the Texas Higher Education Coordinating Board.

### **Article III: MEMBERSHIP**

Organizations concerned with the professional preparation and development of educators in Texas may become members of CSOTTE by meeting the stipulated conditions for membership.

#### **A. Conditions for Admission to Membership**

4. Submit an application prepared by the President of the non-member organization which includes the following:
  - A request for membership supported by official action of the governing body of that organization,
  - A statement of the organization's purposes, eligibility for membership requirements, and a copy of the organization's constitution and/or by-laws,
  - A brief description of the organization's recent activities related to the preparation and development of educators, and
  - Assurance for the annual payment of membership dues in a timely fashion, full participation in CSOTTE activities, and meeting all other membership requirements which may be established by the Board.
5. The application must be received by the Chair of CSOTTE at least thirty (30) days prior to the meeting at which it is to be considered by the CSOTTE Board.
6. CSOTTE membership is granted to the organization by a majority vote of members of the CSOTTE Board present and voting in an official meeting.

**B. An organization maintains continued membership in CSOTTE by**

1. Annually providing the CSOTTE Executive Secretary with the names and contact information of the two organizational representatives who will be serving on the CSOTTE Board,

2. Payment of the annual membership dues as adopted by the Board,

**The committee recommends  
“Paying annual membership dues as  
scheduled and adopted by the Board,**

3. Full participation in CSOTTE activities, and

**The committee recommends  
“Having organizational representatives  
begin attending the CSOTTE Board  
meetings once their term of office  
begins.”**

4. Meeting all other membership responsibilities which may be established by the Board.

**No changes**

#### **Article IV: OFFICERS**

The elected officers shall include a Chair, Chair-Elect, Secretary, Treasurer, and Advisor. The Executive Secretary ~~and Legislative Liaison~~ **is appointed by the CSOTTE Board; the officers comprise the Executive Board.**

**A.** Each year prior to the spring meeting, a nominating committee consisting of two members plus the Advisor shall be appointed by the Chair. In selecting a slate of officers, the following criteria shall be considered:

1. Willingness to serve as an officer,
2. Contributions to and participation in the work of CSOTTE,
3. Leadership ability,
4. Vision for the profession, and
5. Length of time since the nominee’s organization has been represented as chair.

**B.** A slate of officers shall be presented at the spring meeting of the CSOTTE Board. The slate shall include the Chair, Chair-Elect, Secretary, Treasurer, and Advisor. Additional officers may be added with Board approval.

**C.** Officers shall be elected at the same meeting and shall take office at the May CSOTTE Retreat.

**D.** Each succeeding year the Chair-Elect shall advance to the position of Chair and the current Chair shall advance to the position of Advisor.

1. The Chair, Chair-elect, Advisor, and Executive Secretary (ex-officio) will comprise a Chair Council to help ensure the smooth operation of the organization, and
2. The Chair Council will have no decision-making authority

**E.** The Executive Secretary shall be selected by the CSOTTE Board at such time as the position becomes vacant; **nominees shall be solicited and vetted by the Executive Board and presented to**

2. Paying annual membership dues as scheduled and adopted by the Board,

3. Having organizational representatives begin attending the CSOTTE Board meetings once their term of office begins, and

4. Meeting all other membership responsibilities which may be established by the Board.

#### **Article IV: OFFICERS**

The elected officers shall include a Chair, Chair-Elect, Secretary, Treasurer, and Advisor. The Executive Secretary is appointed by the CSOTTE Board; the officers comprise the Executive Board.

**A.** Each year prior to the spring meeting, a nominating committee consisting of two members plus the Advisor shall be appointed by the Chair. In selecting a slate of officers, the following criteria shall be considered:

6. Willingness to serve as an officer,
7. Contributions to and participation in the work of CSOTTE,
8. Leadership ability,
9. Vision for the profession, and
10. Length of time since the nominee’s organization has been represented as chair.

**B.** A slate of officers shall be presented at the spring meeting of the CSOTTE Board. The slate shall include the Chair, Chair-Elect, Secretary, Treasurer, and Advisor. Additional officers may be added with Board approval.

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**D.** Each succeeding year the Chair-Elect shall advance to the position of Chair and the current Chair shall advance to the position of Advisor.

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**E.** The Executive Secretary shall be selected by the CSOTTE Board at such time as the position becomes vacant; nominees shall be solicited and vetted by the Executive Board and presented to the

~~the CSOTTE Board. Legislative Liaison shall be selected annually by the CSOTTE Board.~~

**F.** Should the President of a member organization be replaced during the CSOTTE year, the replacement shall complete the term of CSOTTE office of the predecessor – Chair-Elect, Secretary, or Treasurer.

**G.** If for any reason the Chair of CSOTTE should be unable to continue in that office, the Chair-Elect shall assume the position of Chair for the remainder of that year and the following year, the latter being the term s/he would have ordinarily served as Chair.

**H.** If the position of Chair-Elect should become vacant, the Chair shall select a nominating committee of two members plus the Advisor to present a candidate or candidates for election at the next board meeting. If the position of Advisor should become vacant, it shall remain so until the beginning of the next year.

**I.** Should the Chair and/or Advisor fail to maintain membership in good standing in their respective organization, those positions shall be declared vacant.

**J.** The duties of the officers shall be such as their titles imply as stipulated in this document and as directed by the Board.

#### **Article V: THE BOARD**

Each member organization shall have two (2) representatives on the CSOTTE Board. The representatives should be the President and Vice President, or designee(s). The Chair and Advisor shall also be members of the CSOTTE Board. The Executive Secretary and the Legislative Liaison Director shall be an ex-officio (without vote) members.

**A.** The Board shall

1. Serve as the policy-making body of CSOTTE,
2. Authorize the Chair to appoint or dissolve committees, task forces, and commissions as deemed necessary,
3. Admit to CSOTTE membership those organizations that meet the requirements for membership specified in Article III, remove from membership those organizations that no longer meet those requirements, and accept requests from organizations who wish to withdraw from CSOTTE membership,
4. Plan and coordinate conferences on teacher education, along with other workshops which the Board may approve, and
5. Take action, alone and in concert with other organizations, as necessary to improve the quality and status of the education profession.

**B.** The Board shall operate in accordance with the rules of parliamentary procedure contained in

CSOTTE Board.

**F.** Should the President of a member organization be replaced during the CSOTTE year, the replacement shall complete the term of CSOTTE office of the predecessor – Chair-Elect, Secretary, or Treasurer.

**G.** If for any reason the Chair of CSOTTE should be unable to continue in that office, the Chair-Elect shall assume the position of Chair for the remainder of that year and the following year, the latter being the term s/he would have ordinarily served as Chair.

**H.** If the position of Chair-Elect should become vacant, the Chair shall select a nominating committee of two members plus the Advisor to present a candidate or candidates for election at the next board meeting. If the position of Advisor should become vacant, it shall remain so until the beginning of the next year.

**I.** Should the Chair and/or Advisor fail to maintain membership in good standing in their respective organization, those positions shall be declared vacant.

**J.** The duties of the officers shall be such as their titles imply as stipulated in this document and as directed by the Board.

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9. Plan and coordinate conferences on teacher education, along with other workshops which the Board may approve, and
10. Take action, alone and in concert with other organizations, as necessary to improve the quality and status of the education profession.

**B.** The Board shall operate in accordance with the rules of parliamentary procedure contained in

Robert's Rules of Order (latest version).

1. Each member of the Board shall have one vote, with the Chair voting only in the event of a tie. Ex-officio members serve without a vote.
2. The number required for a quorum shall be one more than half of those eligible to vote, including the Chair.
3. If there is no quorum for an officially called meeting, those present may act as an official body in considering agenda items and make recommendations or motions which shall be presented to the entire Board by mail or electronic ballot. Votes shall be tabulated by the **Executive** Secretary. Any motion or recommendation approved by a majority of the Board shall be an official action of the body.

**Article VI: FINANCES AND ASSETS**

The annual dues, registration, charges for publications, and charges for other services shall be determined by the Board. At the first meeting of the year, the Chair shall present a proposed budget for the Board's approval. At each meeting the Board shall receive a clear and complete report of CSOTTE's fiscal status. The Chair shall appoint, with Board approval, an audit committee for an annual review of the financial records.

**The committee recommends adding "Any financial matter arising between regularly scheduled meetings can be acted upon with the Board members approving via electronic means. Travel for the Chair and Executive Secretary for Board meetings and any other Board approved travel will be reimbursed, including mileage, at the current state approved rate."**

**Article VII: MEETINGS**

Meetings of the CSOTTE Board shall include a fall meeting, a spring meeting, a planning retreat in May, and others as determined by the Board or at the call of the Chair.

**Article VIII: FISCAL AND MEMBERSHIP YEARS**

The fiscal year shall extend from May 1 through April 30 of the following year. The membership year shall coincide with the fiscal year of the organization.

**Article IX: AMENDMENTS**

This Constitution may be amended by a two-thirds vote of the members present and voting at a regularly scheduled business meeting of the Board, provided that a copy of the proposed amendment(s) has been sent to all members of the Board at least sixty (60) days prior to the date of the meeting.

Robert's Rules of Order (latest version).

4. Each member of the Board shall have one vote, with the Chair voting only in the event of a tie. Ex-officio members serve without a vote.
5. The number required for a quorum shall be one more than half of those eligible to vote, including the Chair.
6. If there is no quorum for an officially called meeting, those present may act as an official body in considering agenda items and make recommendations or motions which shall be presented to the entire Board by mail or electronic ballot. Votes shall be tabulated by the Executive Secretary. Any motion or recommendation approved by a majority of the Board shall be an official action of the body.

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Any financial matter arising between regularly scheduled meetings can be acted upon with the Board members approving via electronic means. Travel for the Chair and Executive Secretary for Board meetings and any other Board approved travel will be reimbursed, including mileage, at the current state approved rate.

**Article VII: MEETINGS**

Meetings of the CSOTTE Board shall include a fall meeting, a spring meeting, a planning retreat in May, and others as determined by the Board or at the call of the Chair.

**Article VIII: FISCAL AND MEMBERSHIP YEARS**

The fiscal year shall extend from May 1 through April 30 of the following year. The membership year shall coincide with the fiscal year of the organization.

**Article IX: AMENDMENTS**

This Constitution may be amended by a two-thirds vote of the members present and voting at a regularly scheduled business meeting of the Board, provided that a copy of the proposed amendment(s) has been sent to all members of the Board at least sixty (60) days prior to the date of the meeting.

## Action Plan

**CSOTTE** is dedicated to the support and refinement of professional preparation and development programs for all certified educators in Texas. **CSOTTE** will serve as a state voice of the education profession in all matters related to state and national educator preparation and certification.

### Conferences

**CSOTTE** will organize annual conferences and meetings, which focus on common issues, problems, and opportunities related to teacher preparation by:

- Sponsoring the annual fall teacher education conference and other conferences or academies as needed and
- Creating opportunities for interaction and sharing at conferences by
- Encouraging educators to share research and best practices through conference presentations,
- Providing meeting times and facilities for the CSOTTE Board and member organizations to conduct their business meetings, address current issues, etc., and
- Providing orientation for newcomers to CSOTTE during the annual fall conference.

### Issues and Strategies

CSOTTE will actively participate in the identification of issues related to teacher preparation and the development of strategies to address those issues by:

- Meeting regularly with the Texas Education Agency (TEA) and State Board for Educator Certification (SBEC) staffs to discuss common concerns and issues that are based on membership input;
- Meeting as needed with commissioners of public and higher education to discuss concerns and issues;
- Meeting as needed with representatives of professional educator and business organizations to promote collaboration on issues of common interest;
- Monitoring meetings of and serving as advisors to TEA/SBEC and other governmental or legislative groups as appropriate; and
- Communicating and promoting CSOTTE and its objectives and activities by
- Maintaining and expanding the website,
- Updating and distributing an informative CSOTTE brochure,
- Making a concerted effort to introduce CSOTTE to other professional organizations, and
- Providing forums for the initiation and dissemination of research.

### Recognition of Service

CSOTTE will recognize outstanding contributions made by individuals and groups and will provide an opportunity for public acknowledgement at the fall teacher education conference.

### Policy Recommendation and Advocacy

CSOTTE will recommend and support policies that promote high quality educator preparation for the benefit of all learners and high quality standards for educator preparation by:

- Continuing to support a legislative liaison,
- Recommending persons, if appropriate, for appointment to SBEC and to advisory committees of the SBOE, TEA/SBEC, and THECB on issues related to educator preparation and development, and
- Continuing to provide a format for members of CSOTTE organizations to communicate with the legislature, SBOE, TEA/SBEC, and THECB.



## Registration System Information

After comparing 3 conference registration systems, CVENT, RegOnline, and Eventbrite, I propose that we change registration systems to RegOnline after conference and follow-up surveys, November 25th. Some RegOnline features:

- Use fee is \$3.16 per registration (if pre-paid 700 registrations, that's \$2,212.00/year rather than \$5000 or \$7.50 per registration). Another option is for registrants to pay a fee when they register. I didn't think our participants would appreciate that????
- 1 year contract (rather than a 3 year auto renewing contract with CVENT, which requires a written 60 day cancellation [by December 1, 2013])
- RegOnline provides credit card processing at 3.75%. Currently we are charged ~7.6% (5.05% plus additional fees) through a Wells Fargo Merchant account. There will be no additional service fee for our business bank account if we drop the merchant account. We had a 3-year contract with WF Merchant, but it has expired. We can cancel now without penalty.
- They include a free mobile event app (can upload our program for breakout pre-selection and participants get a customized schedule before and during the conference. If participants register for the conference prior to the program details, we send out a blast email for them to select their breakout sessions. Session waitlist availability. (This would eliminate the need for a separate eConference website with its associated costs).
- Etc etc!

You may want to look at the information slides attached and/or visit their website/view their demos

- Attend our Free Product Demo
    - [Click here for pre-recorded product demonstration](#)
- Website is <http://www.regonline.com/>

Comparative information is available upon request.

I also researched small business checking and savings accounts at several banks. I propose that we stay with Wells Fargo, moving our CD savings into a Money Market Saving Account, for the time being. At some point, we may wish to change banks (perhaps to Citi Bank). When we change banks, I suggest we move in February so the retreat and conference transactions will not be impacted.