

	<p>CSOTTE Board Meeting March 30, 2015 TAHPERD OFFICE Austin, Texas 9:30am</p>
---	---

Minutes

1. The meeting was called to order at 9:30 AM by Chair, Amanda Rudolph. Present were: Glenda Ballard (TACTE), Bob Burgin (Treasurer), Ginny Fender (TACTE), Krystal Goree (TDFE), Jean Hubbartt (TCTCT), Sara Langford (TDFE), John Miazga (Advisor), Sandra Parnell (TACO), Zach Rozell (TACA), Amanda Rudolph (Chair), Grant Simpson (Chair Elect), Denise Staudt, (TACTE/TxATE), Pam Tipton (Executive Secretary), Kathleen Vinger (Secretary), Lidia Zatopek (TACA), and Marlene Zipperlen (TxATE). Board members introduced themselves.
2. The minutes from the October 2014 Board Meeting were presented. There being no corrections or additions, Denise moved to approve. Grant seconded the motion and the minutes were approved.
3. Pam presented the current financial report. Total income to date was \$56, 902.62; total expenses were \$84,701.87. February asset balances totaled \$85,393.24, up \$68,311.40 from March 2014. Marlene moved and John seconded the motion to approve the report. The motion passed.
4. The report of the 2014 conference was presented by Pam, Amanda, and Grant.
 - a. Pam summarized and compared the format and billing for the 2013 and 2014 conferences. Registration remained fairly steady for both conferences with just six fewer registrations in 2014; however registration via CVENT decreased. Expenses in Austin were high, especially the reception, which was poorly attended. AV expenses were up but necessary in Austin. Speaker fees were very conservative in comparison to previous years. Programs, bags, etc. were almost \$5,000, but this cost was offset by the sponsor. Entertainment was high and was a problem because the entertainment could not be heard over the talking and noise from the serving crew. Website costs remained constant. The actual income from the 2014 conference was \$90,525, down \$6700 from 2013; expenses were \$92511, up \$32,770 from 2013, but were offset by the vendors and sponsors contribution of \$24,000. Next year, the Embassy Suites offers daily breakfasts and evening receptions, which should reduce expenses by about \$20,000.
 - b. Grant led a discussion about the conference evaluations and related suggestions. Barnett Berry's reviews (Session 1) were mixed but, in general, were not as positive as were those of John Kuhn (Session 2). There was a lot of feedback about the noise level during the Awards Luncheon (Session 3). The noise seemed to be a result of conversation, the sound system, and the serving crew. Related suggestions to ameliorate the noise included brochures and perhaps a video clip of recipients (student teachers and interns), pictures for the program as we had done last year, and setting expectations for the serving crew. The board discussed perhaps eliminating the entertainment entirely. Suggestions for Session 4, the TEA Information Meeting, were that TEA presenters could incorporate their answers with the questions on their presentation and that the presentation be electronically available on the CSOTTE website. It was pointed out that TEA will have to travel to Frisco for the 2015 conference and that the cost might be a problem.

Regarding the Breakout Session, there were many comments about the presenters needing to be better and more engaging. Additionally, there were many requests for more information to be available in order to make last-minute choices.

The Emerging Scholars Poster Session received really good reviews with the only negative being that it needed to be showcased better. Glenda suggested that Emerging Scholars' poster presentations might be tied to a reception.

There were also requests that there be no overlapping sessions and that 7:40 AM sessions should be eliminated.

The conference website received positive reviews. One suggestion was to have participants be able to "like" sessions in order to build a personal schedule. Another suggestion was to make the website phone-friendly as the current format is not compatible with smart-phones. We will talk to Elda about this and perhaps an app for phones can be created.

Accommodations drew heat and raves with numerous complaints about the parking fees. The comments were generally negative about the Sheraton.

There were many suggestions for future conferences. Glenda reported the following on transportation services from the DFW airport to the Embassy Suites in Frisco: a one-way taxi would cost \$60 per taxi and a one-way super-shuttle would cost \$35 per person. Frisco has its own return airport shuttle system which costs \$80 per van to get back.

5. John presented the proposed slate of officers for the 2015-2016 year: Chair-Elect Glenda Ballard, Secretary Sara Langford, and Treasurer Zack Rozell. John moved that the proposed candidates be accepted; the motion was seconded by Grant and the motion was passed unanimously.
6. The 2015 Conference was discussed. – Grant Simpson / Amanda Rudolph
 - a. Regarding the registration format and billing, Pam said RegOnline, the previous vendor for conference registration, has been sold to Lanyan, a Dallas business, and now offers either a one or two year contract. We only used 475 of the 600 prepaid registrations at \$3.75 per registration for the 2014 conference. She recommends we sign a contract with Lanyan, as it will cost less than CVENT. Marlene moved, and John seconded, that we accept the two year contract. The motion passed.
 - b. Pam presented information on the hotel room guarantee for the upcoming conference at the Embassy Suites Dallas-Frisco Hotel Convention Center & Spa. The room block is 15/225/225 with a \$113 no "prevailing government rate" statement on the contract. She will keep an eye on the room block.
 - c. The theme for next year's convention was discussed by Grant. He pointed out that there is no state initiative to address the need for more teachers to meet the projected shortage, to recruit the "best and brightest" students, and to develop a clear career path into the profession. He discussed the Central Texas Initiative, which involves EPPs and districts pairing with the ELL collaborative to focus on recruiting from various population groups. Grant believes this should be a statewide initiative; therefore, the conference theme might involve phrases like "the time is now to recruit into education," or "developing a career pathway into education." Glenda concurred and said the CSOTTE conference would be a perfect forum to address making teaching as a profession more appealing. Suggestions from the board included "Collective Advocacy: the Time is Now" with the keynote presentation on Sunday night talking about – and expanding upon – the theme. Grant will send out possible theme titles for our selection. There will be a "Message from the Chair" to clarify and enhance the theme. Pam needs the theme confirmed as quickly as possible to send out to recruit sponsors and to include in the Call for Proposals.

- d. The board discussed possible speakers for the convention. Grant suggested that Sunday night's presentation reinforce the theme by presenting process/project based classrooms that would include a video of the classroom and live sixth grade students from that classroom. John suggested that a teacher clip from the classroom be embedded in the program might promote enthusiasm for Sunday's opening session.
A suggestion for Monday's session was A. Linn Goodwin (see AACTE website), speaking on education in Singapore and their focus on change in teacher preparation due to their diverse population. What is the impact of their ideas and how do we move towards their model?
- e. The sponsorship tiers that were developed for the 2014 conference were discussed and it was agreed to keep the specifications again for another year. Pam will send 2015 conference information to the 2014 sponsors to elicit continued participation. She will continue to pursue a book vendor.
- f. The conference schedule was discussed. Because of cost factors, low attendance, and the Embassy Suites' evening reception, it was decided to eliminate CSOTTE's Sunday evening reception entirely. Organizational changes for Sunday included moving the TCTCT board meeting to Sunday, from 1:00 – 1:30 PM; the TDFE meeting from 2:30 to 4:00 PM; the TACA general meeting from 2:45 to 3:45; the TACO general meeting from 4:00 to 5:00 PM; and General Session I from 5:30 to 7:00 PM
Because of Embassy Suites' daily breakfast, it was agreed to delete CSOTTE's Monday continental breakfast. Discussion followed about the length of breakout sessions. Pam will work up a schedule based on 45-minute sessions and present it electronically prior to the retreat. This would allow for additional breakout session from 3:15 to 4:00 PM on Monday. Grant will look at the available rooms in Frisco prior to the retreat to determine how many sessions can be offered for each time slot. Ginny moves that the length of sessions be changed to 45 minutes; the motion was seconded by Glenda and passed by the board. Tuesday will have some flexibility if we have enough proposals. Because of poor early morning turnout and feedback from the conference survey, it was agreed to have Tuesday's sessions begin at 8:00 AM instead of 7:40. The second session on Tuesday would then be from 9:00 to 9:45 AM.
Dana will continue to work on the Emerging Scholars Strand for Monday. TACTE is the organization responsible for that event and they will work with Dana to help her.
- g. The conference entertainment was again discussed. Ginny suggested that we eliminate the entertainment entirely. The motion was seconded by Kathleen and approved by the board.
- h. Sunday night's reception was discussed again briefly and will be eliminated as per the earlier discussion. The board agreed that the board dinner will continue.
- i. The Call for Proposals will be based on last year's draft. Marlene and Denise will be in charge of the Call for Proposals. It was agreed that the presentations will be based on the general theme of the conference. Grant will work with Marlene to develop strands instead of topics. It was suggested than the cover sheet include a category for the targeted strand and another for the intended audience. When questioned about the number of readers required for the proposals, Denise said there are three. At this time, dates are general and if an extension is needed, Marlene will let Pam know.
- j. Procedures went well for the TDFE and TACA awards. TxATE said that they would have two additional awards to present. John moved, and Glenda seconded, that Rick Cullors be given the Friend of Education award. The motion passed.

7. Quest for Quality Update

- a. Exceptional Teacher Candidates: TDFE and TACA
TDFE is excited to participate and decided to form a committee to identify how they want to move forward. Applicants not chosen as primary awardees could be recognized on the CSOTTE website, along with the awardee Intern and Student Teacher of the Year winners.
- b. Exemplary Faculty Practices and Field-Based Practices: TACTE and EDICUT
TACTE (Glenda) and (Marlene) will divide the two areas. Glenda is moving forward with outlining the procedures with a May 18 deadline for submission of applications. No one for EDICUT is involved. It was decided to retitle the category as only Faculty Practices.
- c. Exemplary School Partnerships: TxATE
Denise reported that this would be addressed in June in collaboration with the summer conference.
- d. Quest for Quality requirements will be posted to the CSOTTE dropbox. Pam asked the organizations to send her a brief description of the award and criteria in order to pass them on for website development.
- e. Amanda suggested that all honorees should be on a Power Point loop throughout the conference.

8. TEA/SBEC/ASEP Update

Grant discussed the SBEC meeting from the previous Friday. Key items included: GPA issue (2.5 vs. 2.75 question) – it was voted to do nothing and wait on the legislative session and the GPA bills that have been presented; Librarian and JROTC certifications and meeting EPP requirements – Tim Miller said that the issue involves experience so that TEA can look at various experiences involved; the board lawyer from the Attorney General’s office is aggressively seeking ways to expand SBEC’s work and wants the board to handle all cases and delegate none; Sunset – the bills are there but are not moving so we won’t know the status for SBEC until end of the session. Amanda discussed the TEA advisory committee, EPAP, and its charge to look at program and standards alignment in light of the new appraisal instruments, T-TESS and P-PESS. The committee will meet again May 4.

9. Upcoming Meetings –

- a. **April, 2015** – (*TBD based on need*) TAHPERD Office, Austin (Easter is April 5)
It was agreed this meeting was not necessary
- b. **May 20-21, 2015** – Board Retreat – Port Royal, Port Aransas, Texas – noon to noon -- cost for registration is \$65 – invitations will be sent out by Pam
- c. **September 11 or 25, 2015** – TAHPERD Office, Austin – Friday, September 18

10. Future Conferences

2016: October 16-18, 2016 – Embassy Suites San Marcos Hotel, Spa and Conference Center: Room block: 15/225/225, \$85 (no “prevailing government rate” statement)

2017: October 22-24, 2017 – Omni Corpus Christi: Room block: 15/225/225, \$97 (there is a “prevailing government rate” statement)

11. Other Business: - As there was no additional business before the board, the meeting was adjourned at 2:15.