



CSOTTE Board Meeting
Friday, September 15, 2017
TAHPERD Office
Austin, Texas
9:30 AM

<p>1. Introductions / Attendance Sign-In</p>	<p>Glenda Ballard, Advisor, called the meeting to order at 9:30 AM. The Board Meeting was attended by: Glenda Ballard (advisor), Anna Bergstrom (TACO President), Gayle Butaud (TDFE President, Secretary), Elda Martinez (Editor, TxEP), Diana Everett (TAHPERD), Ginny Fender (TACTE ED), John Sargent (EDICUT President, CSOTTE Chair Elect), Debby Shulsky (TACTE President), Denise Staudt (TACTE President), Tim Sutton (TDFE President Elect), Cindy Williams (EDICUT Vice-President),</p>
<p>2. A visit with Tim Miller, Ed.D., Director of Educator Preparation, Testing and Program Accountability , TEA</p>	<p>Tim Miller provided CSOTTE board members with information on staffing changes at TEA, information regarding Hurricane Harvey Rules, SBEC rules reviews, proposed and the October SBEC meeting. A discussion was held with Tim Miller to finalize the October CSOTTE schedule concerning TEA.</p> <p>The TEA Informational Meeting will be held as a ‘state of the union’ informational meeting. After the Keynote speaker, Dr. Deborah Ball session on Tuesday, a TEA Stakeholder session will be held. Those attending will be divided into 3 groups, Principal Certification Information, EC-3 Teacher Certification, and a Data group. Each group will be facilitated by a TEA representative.</p>
<p>3. Approval of Minutes, May 2017, Planning Retreat (page 5)</p>	<p>John Sargent moved to accept the CSOTTE board minutes with changes, second was made by Denise Staudt, all approved.</p>
<p>4. Financial Report – Pam Tipton (page)</p>	<p>Tim Sutton moved to accept the financial report with correction, Ginny Fender</p>

<p>11)</p>	<p>seconded, all approved.</p>
<p>5. CPA Proposal. Terry Hines is retiring. He files the following IRS forms for us: 1099-MISC, 1096, 990 EZ, 8879-OE. Estimates for a new CPA:</p>	<p>Terry Hines, the current CPA is retiring which called for a discussion on proposed CPAs. The estimates for a new CPA was reviewed. John Sargent made a motion to accept the proposal from Eric Miller, CPA at Gary, Bower & Miller, Debbie Shulsky seconded, all approved. Pam Tipton will contact Terry Hines to transfer CSOTTE account.</p>
<p>6. TACCTEP request for CSOTTE membership from Lisa Hill, Lone Star College: postponed until the October board meeting</p>	<p>The TACCTEP request for CSOTTE membership from Lisa Hill, Lone Star College was postponed until October board meeting at Lisa Hill request.</p>
<p>7. Conference Planning 2017: Omni Corpus</p> <p>a. Board Meeting – Sunday, October 22, 2017 10:00 a.m. – 1:00 p.m. Omni Corpus, Laguna</p> <p>b. Organization meeting schedule (see conference-at-a-glance document, page 13) Check for final edits. Tim Miller will be available to speak with your organization.</p>	<p>The CSOTTE board was informed the CSOTTE board meeting is scheduled for Sunday, October 22, 2017 10:00 a.m. – 1:00 p.m. Omni Corpus, Laguna meeting room.</p> <p>The CSOTTE conference-at-a-glance document was reviewed and checked for final edits. It was reported that Tim Miller is available to speak with each organization. Tim Miller provided information on how to contact him for scheduling.</p>
<p>c. Registration Status</p> <ul style="list-style-type: none"> • Preregistration Numbers as of 9/7/17 – 195 (172 Professional, 14 Student Full Conference, 4 Emerging Scholars) 9/14/16 – 272 (211 Professional, 19 Emerging Scholars, 30 Student Full Conference) 2015: 269 • Room occupancy as of 8/21: 21/144/140 ... 61% guarantee met (responsible for 90%). Rooms available: 9/114/80. 	<p>Pam Tipton reported that as of 9/13/2017 236 were registered which is fewer than last year.</p> <p>90 presenters have not registered; presenters were emailed twice by Pam Tipton to register if they have not done so and were informed there is a \$20 fee if registration was cancelled.</p>

<ul style="list-style-type: none"> Note: Current registration of the breakout presenters, 127 of 245 haven't registered yet 	
<p>d. General Sessions (page 16)</p> <ul style="list-style-type: none"> Confirmation of Mike Morath, Tim Miller, Martin Winchester, Marilyn Cook, Deborah Ball 	<p>Mike Morath cancelled so the Awards Dinner on Sunday evening will have no keynote speaker. All other presenters have confirmed. It was noted that Tam was replacing Marilyn Cook at the General Session.</p>
<p>Awards Dinner</p> <ul style="list-style-type: none"> Student Teacher of the Year Awards (TDFE) Intern of the Year Awards (TACA) CSOTTE Friend of Education Award 	<p>Elda Martinez requested to receive the Clinical Teacher of the Year and intern of the Year videos by 10/1. The 2-minute time limit will be strictly adhered to. Those that might go over the 2 minutes will be returned for editing or will be cut by Elda is time doesn't allow it to be returned. Pam will send an email with the 2-minute warning with a request of names.</p> <p>Friend of Education nominations should be retired if they were part of education. Mr. Butt, HEB, was suggested to receive the award. Denise Staudt will contact Sherry Albright to find out if a representative would be able to accept the award.</p>
<p>TACTE Awards</p> <ul style="list-style-type: none"> Robert B Howsam Award Leadership Award Joyce Hardin Service Award 	<p>It was reported that the TACTE Awards are in progress.</p>
<p>TxAATE Awards</p> <ul style="list-style-type: none"> Ted Booker Memorial Award Distinguished Clinician Award 	<p>It was noted that the Distinguished Clinician Award was a summer award and should be replaced by Coody Award.</p> <p>It was reported that National ATE Award was received by Texas school for the second year.</p>
<p>Quest For Quality Awards</p> <ul style="list-style-type: none"> Exemplary Faculty Practices (presented by TACTE) Exemplary School Partnerships (presented by TxATE) 	<p>Currently 2-3 applicants are being evaluated by TACTE for Exemplary Faculty Practices.</p> <p>TWU was nominated for the Exemplary School Partnership to be presented by TxATE.</p>

<p>ETS Presentation with special guest, Dr. Deborah Ball ETS presentation, Tuesday 7:45-8:15 TEA (confirmation of Tim Miller, Marilyn Cook, Martin Winchester)</p>	<p>The board reviewed the change in the schedule to meet the ETS presentation and special guest, Deborah Ball’s schedule.</p> <p>ETS, Platinum sponsor, will present 7:45-8:15 to discuss changes they are proposing and addressing. Certify Teacher and vendors, 240, AVID, SIBME (video coaching) will provide door prize and a minute to present at general sessions.</p>
<p>“Let’s Do Lunch” Networking Sessions “names”</p> <ul style="list-style-type: none"> • Networking A • Networking B • Networking C • Networking D • Networking E • Networking F • Networking G 	<p>Titles and facilitators were assigned to the Networking Session Brown Bag lunch groups:</p> <ul style="list-style-type: none"> • Digital Literacy Requirements – Kristy Duckworth • TACO Time (certification officers) Anna Bergstrom • Tk20 Idea and Users – Gayle Butaud • Supervisor Training – Tim Sutton • TEA Audit Idea Exchange – John Sargent • Writing for Publication TxEP/Forum – Eldna Martinez and Joan Daring • Dean Talk – Denise Staudt
<p>a. Plated Dinner – payment for guests and winners from TACA & TDFE \$45.00</p> <ul style="list-style-type: none"> • Award speeches – time restrictions / digital • Entertainment: PowerPoint with music and pictures of conference (past and present) <p>b. Breakout Sessions – Debby Schulskey – add names of Breakout facilitators for breakout sessions 1, 2, and 4 (page 18; can do electronic request for selected registrants)</p> <p>c. Emerging Scholars – agenda and room layout</p> <p>d. Conference website –</p> <ul style="list-style-type: none"> • Elda’s 	<p>Entertainment was discussed and board members were encouraged to take pictures for CSOTTE 2018. For 2017 Universities logos and any partnerships will be requested to provide logos pictures. Twitter will be csotte2017.</p> <p>Debby Schulskey reported that there was a positive response to proposal request and more than usual were received. To accommodate the numbers there will be themed session which will have 30 minutes for two presentations. Facilitators were requested at these sessions.</p> <p>Elda Martinez reviewed the website and online program. The conference program will go live 10/20.</p> <p>The Audio-Visual bid included two big screens and sound mixer and a projector hook up (but not a projector) for each break out session. If the board brings a projector please consider leaving at the registration for borrowing as needed.</p>

<p>www.csotteconference.com – accessed through CSOTTE.com</p> <ul style="list-style-type: none"> • “Generic” Conference eBrochure design for 2014 and beyond used <p>e. Conference Audio Visual bid: PSAV \$12,742.30</p> <p>f. Project Give Back –Tim Sutton/ Denise Staudt</p> <p>g. Board Reception Monday night / ETS</p> <p>h. Vendor - Sponsor Report</p> <ul style="list-style-type: none"> • ETS: Platinum Level (\$12,000) • Certify Teacher: Gold Level (\$7,000) • Vendors: 240 Tutoring, AVID, SIBME (Video Coaching) <p>i. Evaluation–</p> <ul style="list-style-type: none"> • Survey Questions 2017 Conference feedback. (see page 19) • Door Prizes: Free Conference Registration will be randomized from those who complete evaluation. This year’s recipient is Carol McGaughey, Houston Baptist <p>j. Registration – need volunteers work schedule (page 21)</p> <p>k. Event Cancellation Insurance \$525</p>	<p>Tim Sutton and Denise Staudt will contact Rockport, Tx ISD for a representative to accept the collected money from the ‘Give Back’ project. Each organization agreed to raffle a free membership in support of this project.</p> <p>Monday evening the reception sponsored by ETS will take the place of the usual board reception.</p> <p>The survey questions were reviewed by board members for distribution after the 2017 conference. The random drawing for a free registration for completing the survey will continue.</p>
<p>8. SBEC/TEA/EPAC Meeting Report – Marlene, Glenda, Ginny</p>	<p>Those attending the SBEC/TEA meeting shared information.</p>
<p>CSOTTE Board meeting Schedule for 2017-2018</p> <ul style="list-style-type: none"> • Sunday, October 22, 2017 10:00 a.m. – 1:00 p.m. Corpus Omni, Laguna • February 23, 2018 – TAHPERD Office, 	<p>The CSOTTE future board meeting schedule was reviewed.</p> <p>The future conferences were reviewed. CSOTTE are now locked in with the Dallas-</p>

<p>Austin</p> <ul style="list-style-type: none"> • April, 2018 – TBD TAHPERD Office, Austin (only if needed) • May 22-23, 2018, noon to noon – Board Retreat, Port Royal Resort, Port Aransas • May 21-22, 2019, noon to noon – Board Retreat, Port Royal Resort, Port Aransas <p>Future Conferences</p> <ul style="list-style-type: none"> • 2018: October 21-23, 2018: San Antonio Omni Colonnade • 2019: October 27-29, 2019: Embassy Suites Dallas-Frisco • 2020: October 18-22, 2020: Embassy Suites San Marcos 	<p>Frisco and San Marcos locations.</p>
<p>Other / Old Business / Discussion Items</p>	<p>Ginny Fender suggested that it is time to consider a raise for CSOTTE Executive Secretary. Pam Tipton was asked to leave the room for discussion. Ginny Fender made a motion to increase Pam Tipton, Executive Secretary, salary to \$1500 per month effective October, Tim Sutton seconded. The motion was carried.</p>
	<p>Ginny Fender made a motion for adjournment, Debby Schulsky seconded, all approved. The meeting was adjourned at 2:05pm</p>

Minutes respectfully submitted by Gayle Butaud 9/29/2017