



**CSOTTE Board Meeting**  
**Omni Hotels & Resorts**  
**La mansion**  
**San Antonio, Texas**  
**12:30-5:00pm, Tuesday, May 22, 2018**  
**8:00am-Noon, Wednesday, May 23, 2018**

<ol style="list-style-type: none"> <li>1. Lunch 12:30</li> <li>2. Call to Order</li> <li>3. Introductions / Welcome</li> </ol>	<p>Marlene Zipperlen, President, called the meeting to order at 12:55pm. President Marlene Zipperlen welcomed the board thanking members for traveling to the meeting.</p> <p>Board members introduced themselves around the table. The Board meeting was attended by: Laura Allan (TCTCT), Sheila Baker (TxATE VP), Glenda Ballard (Advisor), Anna Bergstom (TACO President), Donna Brasher (TCTCT President), Eric Brown (TACA President), Gayle Butaud (TDFE President/CSOTTE Secretary), Neva Cramer (EDICUT VP), Wanda Dyess (TCTCT VP), Stacey Edmonson (TACTE President), Veronica Estrada (TxATE VP), Ginny Fender (TACTE ED), Fey Lee (TACCTEP VP), Elda Martinez (TxEP Editor), Christine Pruitt (TACO President Elect), John Sargent (EDICUT President, CSOTTE Chair Elect), Cindy Savage (EDICUT, President), Debby Shulsky (TxATE President), Denise Staudt (TACTE President), Tim Sutton (TDFE VP, CSOTTE President Elect), Pam Tipton (CSOTTE Ex Secretary), Marlene Zipperlen (CSOTTE Chair), Katheryn Hartshorn (TACO President Elect)</p>
<ol style="list-style-type: none"> <li>4. Minutes, February 2018 Meeting</li> </ol>	<p>John Sargent made a motion to approve the minutes as corrected, Stacey Edmonson seconded the motion. The motion carried unanimously.</p>
<ol style="list-style-type: none"> <li>5. Election of Treasurer</li> </ol>	<p>Glenda Ballard called for an election of a treasurer between Cindy Savage and Eric Brown. After counting votes John Sargent and Glenda Ballard reported the new Treasure for 2018-19 would be Eric Brown.</p>
<ol style="list-style-type: none"> <li>6. Financial Report –       <ol style="list-style-type: none"> <li>a. Current Financial Status Report</li> <li>b. Proposed 2018-2019 Budget</li> <li>c. Organization dues</li> </ol> </li> </ol>	<p>Pam Tipton reviewed the current financial status, made the motion to accept the Treasurer's Report, all approved.</p> <p>Pam Tipton reviewed the proposed budget. Tim Sutton made a motion to approve budget for 2018-2019, seconded by Stacey Edmonson, all approved. Pam reported paid dues.</p>

<p>d. ADoT (Associate and Assistant Deans and Directors of Texas)</p>	<p>ADoT has made inquiries and submitted required documentation for CSOTTE membership. Marlene Zipperlen requested a motion to accept ADoT for membership into CSOTTE, Stacey Edmonson made a motion and Glenda Ballard seconded. Discussion from the board included that CSOTTE is inclusive of all EPPs. All approved motion to accept ADoT as a member of CSOTTE.</p>
<p>e. Financial Audit Committee for 2018 – Appointment of Committee Members</p>	<p>Marlene Zipperlen, President asked Eric Brown and two volunteers to serve as the Financial Audit Committee for 2018, Tim Sutton and Cindy Savage volunteered.</p>
<p>7. Conference journal, TxEP</p>	<p>Elda Martinez reported that 6 articles were accepted with revised by a double blind peer review, 2 articles are possible after revision. She requested a CSOTTE organization to be highlighted contribute. Tim Sutton proposed if TxATE would contribute 2018 TDFE would contribute on 2019. A discussion was held concerning the low submissions and possible date changes. The board decided to keep the date as January 15 deadline for a June delivery. Debby Shulsky will move to the Editor position with an associate editor and a possible assistant editor will be appointed as needed.</p>
<p>8. Constitution and Bylaws revision</p>	<p>Corrections to constitution and bylaws were brought to the board in February. As a second reading a motion was made by Tim Sutton to accept the corrected constitution and bylaws revisions, John Sargent seconded the motion, it passed unanimously.</p>
<p>9. Conference website, Elda Martinez 10. Website (CSOTTE.com) a. Update officers/ other information (please check the website and forward changes to Executive Secretary.)</p>	<p>Elda Martinez reported that the streamline version on the website is up and she will continue to build and update it. She requested feedback.</p>
<p>11. 2017 conference – Final Report a. Finances/ Attendance – Pam Tipton b. Conference Evaluations and Comments Marlene Zippelren / Glenda Ballard</p>	<p>Pam Tipton reviewed conference finances compared to the last 3 years- A discussion of observations took place.</p> <p>Conference 2017 evaluations were reviewed in February. Pam requested other questions that might be included be submitted to her in September.</p>
<p>12. SBEC / TEA / EPAC Updates</p>	<p>A discussion of the need to have EPP representatives at SBEC meetings. John Sargent plans to establish a google share drive where information could be shared. He will set this in motion.</p>

<p>13. Conference Location 2021: Discuss or Appoint Committee to Review Details</p>	<p>Future location for conferences were reported by Pam Tipton, 2019 CSOTTE will be in Frisco, 2020 location to be at the Embassy Suites in San Marcos. A location for 2021 was discussed. Pam reported the CSOTTE board's previous decision to have south Texas, central, then north Texas locations rotated. Several suggestions were discussed with the final 2021 location being tabled for discussion after Pam Tipton gains more information from Embassy Suites as a more consistent location between Frisco and San Marcos.</p>
<p>14. Conference 2018 planning</p> <ul style="list-style-type: none"> <li>a. San Antonio Omi</li> <li>b. Theme – Embracing Change</li> <li>c. Speaker</li> </ul>	<p>At this time John Sargent, incoming CSOTTE Chair took over. John Sargent suggested Jones Loflin as the Tuesday brunch speaker. He requested suggestions for Sunday night conference 'kick off' speaker. After discussion, it was planned that John Sargent as the Chair speak. John Sargent agreed to this plan.</p>
<ul style="list-style-type: none"> <li>d. Sponsors / Donors / Vendors / Exhibitors <ul style="list-style-type: none"> <li>i. Sponsors: ETS: Platinum (\$12, 000 and Certify Teacher: silver (\$7,000)</li> <li>ii. Vendors: 240 Tutoring</li> </ul> </li> </ul>	<p>Pam Tipton included the sponsorship activities opportunities and reported contacting several possible sponsors, ETS, 240 Tutoring, and Certify Teacher and vendors including Kognito and SIBME. Members suggested several possible vendors including Edthena, Go React, Pearson and Raise Your Hand Texas. Blackboard and Canvas was also suggested.</p>
<ul style="list-style-type: none"> <li>e. Door Prizes – Next year conference registration decided through Conference Evaluation random number</li> <li>f. Registration desk – will sign up in September/October</li> </ul>	<p>Next year conference registration will be decided through Conference Evaluation by drawing a random number.</p> <p>Registration desk assistance will sign up in September. It is always good to have a board member at the registration desk.</p>
<ul style="list-style-type: none"> <li>g. Registration fee</li> </ul>	<p>Pam Tipton reported:  Early price of \$295 ends on 9/15/18; Standard price of \$350 starts on 9/16/18 and ends on 10/20/18; Late/Onsite price of \$400 starts on 10/21/18</p> <p>Complimentary registration to QQ Exemplary Faculty Practices and QQ Exemplary School Partnerships, Karen Dunlap and Richard Valenta both from TWU. Complimentary registration to door prize winner from random drawing of evaluations was Nancy Roberts,</p>

	SMU. Complementary registration to Project Give Back winner was Susan Sharp, HPU.
h. Call for Proposals / Breakout session – TxATE/Veronica Estrada	Pam Tipton explained that there are currently 47 spaces for breakout sessions to be advertised. There will be 8 held in reserve for TEA. TEA will present 4 breakout sessions for Monday and 4 on Tuesday. One breakout session each for Quest for Quality Exemplary Faculty Practices and Quest for Quality Exemplary School Partnerships awardees. Sponsors will be told there will be a space saved for them, but they'll need to submit a proposal for information to be included on the program. A suggestion was made by Ginny Fender that if a new testing company is awarded the state contract, a space should be saved for them.
i. Schedule and planning sheet	Pam Tipton requested that organizations review the Sunday 2018 schedule and confirm there are no problems. Corrections were made as needed.
Adjournment	John Sargent called for adjournment at 4:25 on Tuesday, 5/22.
Call to order	John Sargent called to order at 8:30am on Wednesday, 5/23.
j. Menus	Donna Brasher, Wanda Deyess, and Anna Berstrom reported on decision their committee made for the menus.
conference procedure and schedule	The CSOTTE 2018 schedule was discussed. The plated dinner and awards will be Sunday evening.  The networking boxed lunch was discussed reviewing the evaluation forms. Suggestions for networking topics were made and will be finalized at the September board meeting.  Elda Martinez reported that the online program will be updated continuously. The final program in PDF form will be available 10/1/2018. The awards videos should be provided to Elda Martinez by 10/1/2018 and should be no longer than 2 minutes.
15. Quest for quality Awards Update a. Exemplary Faculty Practices TACTE and EDICUT/ b. Exemplary School Partnerships – TxATE / Veronica Estrada c. Exceptional Teacher Candidates – TDFE and TACA / Gayle and Eric d. Friend of Education	John Sargent reminded that it is not too late for submissions for the Exemplary Faculty Practices or Exemplary School Partnerships.  Tim Sutton was asked to report on TDFE Clinical Teacher of the Year process and Eric Brown reported on the TACA Internship of the Year awards. It was agreed that monetary amounts not be announced.

	<p>Suggestions were taken for Friend of Education award after Pam Tipton read the requirements. Tim Miller was suggested and a motion was made by Marlene Zipperlen and Tim Sutton seconded. Motion was passed.</p> <p>John Sargent thanked Tim Sutton on the job well done for the Project Give Back. Tim explained the background and suggested continuing for each conference. Laura Allen made a motion in light of the recent tragedy that Santa Fe be considered. Cindy Savage seconded and motion passed. Debby Shulsky has contacts in that district and will report needs in that district as they come to the surface. Tim Sutton encouraged each university take back to their campus education organizations to collect money to donate as organization.</p>
<p>16. CSOTTE board meeting Schedule for 2018 - 2019</p>	<p>Pam Tipton reported the CSOTTE board dates:</p> <ul style="list-style-type: none"> <li>• September 21, 2018 – TAHPERD Office, Austin</li> <li>• Sunday, October 21, 2018 10:00am – 1:00pm Omni Colonnade San Antonio; it was suggested that if you want a room for Saturday to make your reservations early.</li> <li>• March 1, 2019 – St Edward’s Austin</li> <li>• April, 2019 – TBD TAHPERD Office, Austin (only if needed)</li> <li>• May 21-22, 2019 noon to noon– board retreat at Port Royal in Port Aransas; it was suggested that if you want a room make your reservations early.</li> </ul>
<p>17. Future conferences</p>	<ul style="list-style-type: none"> <li>• 2018: October 21-23, 2018 San Antonio Omni Colonnade</li> <li>• 2019: October 27-29, 2019: Embassy Suites Dallas / Frisco</li> <li>• 2020: San Marcos Embassy Suites</li> <li>• 2021: is in discussion</li> </ul>
<p>18. Audit committee Report</p>	<p>Eric Brown reported on the audit. Marlene Zipperlen made a motion to accept the audit, second by John Sargent, all approve.</p>
<p>19. Other business</p>	<p>Veronica Estrada request that the option to attend the board meetings electronically. Zoom and Google Hangout platforms were discussed.</p> <p>Fay Lee requested information to take to EPAC.</p> <p>Marlene Zipperlen suggested CSOTTE conference dates, presentation, share website and Project Give Back for Santa Fe.</p>

20. Recognition of outgoing board members	Rotating off the board is Anna Bergstrom, Denise Staudt, Donna Brasher, and Glenda Ballard.
21. Recognition of outgoing board Chair	Marlene Zipperlen was thanked for her service as she is outgoing CSOTTE president.
22. Adjournment	John Sargent adjourned the CSOTTE May Board Retreat at 9:30 am on Wednesday, 5/23/18

Minutes respectfully submitted by Gayle Butaud 5/25/18.