

	<p><b>CSOTTE Board Meeting</b>  <b>Friday, September 19, 2014</b>  <b>TAHPERD Office</b>  <b>Austin, Texas</b>  <b>9:30 AM</b></p>
---	--

### Agenda

1. Call to Order

The September meeting was called to order by Chair, Amanda Rudolph, at 9:33AM on Friday, September 19, 2014. Introductions were made by everyone present. In attendance were: Glenda Ballard (TACTE), Bob Burgin (Treasurer), Diana Everett (TAHPERD), Ginny Fender (TACTE), Sara Langford (TDFE), John Miazga (Advisor), Sue Owens (TCTCT), Sandra Parnell (TACO), Zach Rozell (TACA), Amanda Rudolph (Chair), Grant Simpson (Chair-Elect), Denise Staudt (TACTE/TxATE), Pam Tipton (Executive Secretary), Kathleen Vinger (Secretary), and Marlene Zipperlen (TxATE). A sympathy card was passed around and will be sent to Donna Brasher. She has resigned as President-Elect of TACO.
  
2. Approval of Minutes

The minutes from the May 2014 Planning Retreat were reviewed; the following change was suggested to read “Grant Simpson, Chair-Elect of TACTE.” A motion to accept the amended minutes was made by Bob Burgin and seconded by John Mizaga. The motion passed.
  
3. Financial Report

Pam Tipton reported that CSOTTE was doing well financially, with compliments to former Chair, John Miazga, for cutting expenses so dramatically for the 2013 conference. Total income to date is \$41,018.15 and total expenditures are \$7963.30. Current assets are \$100,939.75 as compared to \$58,529.46 in August, 2013. A correction was made regarding Pam’s salary; it should read \$4000. A motion was made to accept the amended report was made by John Miazga and seconded by Kathleen Vinger. The motion passed.

A discussion ensued regarding comments that the conference fee is too high compared to other big conferences. The general consensus was that CSOTTE cannot afford Austin anymore and we need to look at possible sites that would offer competitive rate.  
Motion with correction: John and Kathleen
  
4. Tim Miller, Ed.D., Director of Educator Preparation Programs, TEA

Dr. Miller, a former Special Education teacher and Superintendent, was introduced to the Board. He began his position with TEA in July and wants to want to work with the Board to get our input. He had just come from an SBOE meeting where Chapters 227, 228, 229, 249 and 250 were presented. The SBOE voted to reject proposed changes to Chapter 227, primarily because of the proposal to allow the required GPA to remain at 2.5 instead of raising it to 2.75. State Representative Villarreal and Senator Patrick urged the the board to require the 2.75 GPA. SBOE charged SBEC to review the GPA issue at the October meeting and to seek more information from TEA. TEA had reviewed Title II reports and found that the average GPA over the four categories reported is 3.0. TEA staff was not invited to speak at the SBOE meeting.

The proposed changes to Rule 231, regarding the exams for Core Subjects: Early Childhood-Grade 6 and Core Subjects: Grades 4-8, will be presented for the second reading and possible adoption at the October SBEC meeting. The new exams will have more questions to be answered with no additional time allowed; each section will have a timed allotment. Two possible options will be submitted to get further information about the new test: (1) a pilot test that would be free to get data in terms of the test, or (2) a test implementation delay with further study of breaking up the test into two tests.

Additional areas being studied at TEA include:

The BTLPT exam – ETS will have enhanced information about the test on the website and TEA will be looking at entities with a high pass rate to look at best practice

Changes for Probationary and Standard Certificates, Special Education, the BTLPT, CTE, and permits – to be presented at the October meeting, followed by discussion in March and a final decision in May/June

Pass rates and accommodations for the new Core test – look at comparing the pass rate on previous tests had the new rule been in effect – increased numbers of students needing accommodations because of the length of the test – documentation for requesting accommodations can be very problematic and ETS needs to be specific about what documentation is required. Questions arose as to why individual sections are timed rather than using a total time that test-takers could use based upon their needs. It was stated that it is probably a psychometric consideration.

Complaint Process – currently there is no formal complaint process but it will be included in 19 TAC, Chapter 228.

Fees – the Sunset Committee reported that the fees need to be more equitably distributed, so educator preparation programs will be charged more and individual certification fees will be less. This will probably result in a yearly fee for EPPs (which will cause programs to pass the cost down to candidates). A sliding fee will be considered based on the size of the program. Small programs will pay about \$2300 per year; larger programs will pay about \$9200. This will be discussed at the SBEC meeting in January.

Accountability – with a systematic complaint process, TEA could recommend to SBEC that complaints could cause a change in accreditation

Librarian, principal, and superintendent candidates – could other experience count in lieu of 2 years of teaching experience? (March discussion, June adoption)

Basic skills requirement as part of 227 – this is also out on the table again

Post-bac and alternative certification defined – in proposed rule, they had the same definition

Specific definitions needed in rule for a “full day” and a “school year”

Field Supervisor requirements – must be a “Certified Educator” – must certification be current and in the same area/level as the students being observed?

Chapter 229 (Accountability) – for indicator 2 no timeline for it to go into effect at this time and no standards are set; no standard for Indicator 4 – TEA is looking for input as to indicators that should be included

Sunset – recommended that SBOE and commissioner remain and that SBEC be dissolved

Directors Meeting – discussion continues as to when it would be appropriate

Advisory Council now operational – Suggestion made that TEA post the minutes of the meetings

Friday, October 24 is next SBEC meeting

##### 5. Conference Planning 2014: Sheraton Austin at the Capitol Hotel

- a. Board Meeting – John Miazga suggested that the Sunday, October 19 luncheon meeting and bag stuffing session begin 30 minutes later. The luncheon will begin at 10:30 on, instead of 10am in the Capitol A meeting room and the bag stuffing, in the foyer, will begin at 9:30 am.
- b. Organization meeting schedule  
Organizations checked for final edits on their meeting time and all were correct.
- c. Registration Status  
Pam Tipton reported the following:
  - Preregistration Numbers as of 9/16 are at 305.
  - Room occupancy is at 425 (Saturday 15 full/Sunday 210 full/Monday 200 full of 210). This means that the 80% guarantee is met. Last year the numbers were 33Saturday/228Sunday/217Monday. Sheraton raised the room rate from \$108 to \$126 as per state rate. It was suggested that future contracts state a specific rate rather than “state rate.”
  - The per diem state rates increased to \$126/single. Since the contract was booked at the prevailing per diem rate, attendees will now pay a higher rate.
  - The contract was for 10/210/210. The Sheraton will not add additional rooms at the state rate. Participants have been told to try the LaQuinta across the street from the Sheraton or the Doubletree downtown. Pam can add 20 overflow rooms at the Doubletree for \$126.00 each with a proposed contract to guarantee 80% occupancy, or 32 rooms. Pam asked the membership if they wanted her to sign this contract and the consensus was to not sign. It was reported that some presenters still not registered for rooms. Sandra Parnell and Sue Owens had sent out information about other hotels and Pam will send it to the membership to send to our organizations.
- d. General Sessions
  - Both Barnett Berry and John Kuhn are still confirmed
  - TEA (informal confirmation of Miller, Nix and Cook)  
Tim Miller has accepted and we have informal confirmation of Marilyn Cook and Sandra Nix  
Grant Simpson volunteered to compile questions from the various organizations and send the questions to TEA. He wants to receive all questions by October 6.  
The name of General Session IV has been changed to the “TEA Information Meeting” instead of the TACO/TCTCT General Session.  
The Conference-at-a-Glance states General Session IV will be held in rooms Capitol DE, while the location is listed as the Grand Ballroom (DEFG) later in the program. Pam will make the necessary changes.
- e. Plated luncheon – The payment for guests and winners from TACA and TDFE will be \$40.00  
Award speeches – Please honor time restrictions / program planning. TDFE will honor 3 student teachers, TACA 3 intern teachers, TACTE 2 honorees, and TxATE 1 or possibly 2 honorees. Please send Pam the names of guests and checks from the organization. There will be tables reserved for honorees.  
Entertainment will be provided by the MacCallum Fine Arts Academy’s *First Editions* (\$350 honorarium plus bus)
- f. Breakout Sessions – Denise Staudt requested volunteer to facilitate the breakout sessions.  
Volunteers signed up; Denise will email a reminder to the facilitators.
- g. Emerging Scholars – The agenda and room layout is listed on page 14 of the meeting agenda.  
Pam reported that she sent out a list of participants and topics, but sign-up has been slow.

- h. Conference website – The “Generic” Conference eBrochure design options for 2014 and beyond were examined and discussed. Each annual update will be \$20 for updating the date and location text. Major alterations will be \$25-60, depending on the time involved. We will “own” the primary file in Adobe Illustrator. Members present did not like any of the design options so Pam will ask them to redesign with a different graphic and with/without boxes. Members will vote electronically once Pam gets the redesign. Points of discussion on the design included; a different focal graphic, as the one presented was not teacher-centered; the inclusion of boxes along with the main graphic; different words in the design; and the need to keep the overall design clean and simple.
- i. Conference Audio Visual bid: The bid from PSAV is \$8,856.82. PSAV makes it cost-prohibitive to go with another company and they reduced their price. Pam suggested that we go with them. All were in agreement. There will be computer and projector hook-ups, a cart, a screen, and Wi-Fi in each session room. Pam has the list of AV requirements for each break-out and emerging scholars presentation. There should be a number that facilitators can call if there’s a problem with any of the audio visual set-ups. The TACTE representatives reported needing a lavalier for their meeting.
- j. Reception Sunday night:
- ETS is the cosponsor (\$1000 toward reception; food cost is estimated to be \$3500). The Bingo game will be going on during the reception so participants can get their card stamped. Corrections to be made on the bingo card were discussed and John volunteered to redo it.
  - *Knights of Steel*, the steel drum band from MacCallum Fine Arts Academy, at Austin ISD, will perform and receive a \$350 honorarium.
  - The board members were asked to sit together at Sunday night’s general session.
  - Amanda will introduce the speakers at each session and Grant will facilitate General Session IV.
- k. Event bags have been ordered and will have Peregrine’s logo on one side and CSOTTE’s on the other.
- l. Vendor - Sponsor Report – They will be listed on the program by level of participation.
- ETS: Platinum (\$12,000) + the additional \$1000 for Sunday’s reception
  - Peregrine Academic Services: Event Bag (\$5000) – cost for bags is \$4200
  - TaskStream: Promotional Product (\$1500) – pens
  - CertifyTeacher: Promotional Product (\$1500) – highlighters
  - LiveText: Promotional Product (\$1500) – notepads/similar
  - Gravic: Evaluations
  - Vendors: 240Tutoring, TK20 (plus bag insert, \$500), Pearson maybe
  - Vendor Bingo prize commitments: TaskStream \$250, Gravic \$100
  - Pam will contact the Austin Chamber of Commerce about Austin information for bag inserts. Diana knows who to contact so she will pass that information to Pam
  - Pam will also contact the Frisco Chamber about inserts promoting next year’s conference site
- m. Evaluation
- Survey Questions 2014 Conference  
Steve Joslin with Gravic suggests breaking up the evaluation into 3-4 sections on various pages (welcome, sessions, general questions), starting with this year’s conference questions and ending with suggestions for next year. We may want an area for

identification of the participant who wants an answer to a question posed. Suggestions were offered for sending a link to the questionnaire.

Feedback was offered from the members: have respondents designate their organization (or none); offer “check all that apply” to get a feel for organizational representation; ask Steve to do a mock-up of the evaluation utilizing his suggestions and ask him to include any other questions that are typically included; require anyone who wants to be included in door prize to include his/her email address; and ask that he report the results of the evaluation at the February board meeting

- Gravic (vendor)
- Door Prizes – A free conference registration for next year will be randomized from those who complete this year’s evaluation.

- n. Vendor Bingo – John will rework the Bingo card to align with suggestions from the board.
- o. Registration –volunteers are needed to man the registration table. Volunteers signed up and Pam will send out a roster to with the time assignment.
- p. Board Reception – The board reception will be at Serrano’s on Monday at 6:30.
- q. Quest for Quality/CREATE – John called Mona to tell her CSOTTE would take over administering CREATE’s Quest for Quality program, but noted that decisions need to be made about who handles the various components and CSOTTE’s role in the endeavor. It will not be cost-neutral. He suggested that we use the conference time to speak to various organizations about their role in the program. A discussion ensued and various organizations made suggestions.

TDFE suggested that they select junior/senior candidate honorees but only once per year. The question arose about this being a repetition of the TDFE and TACA award recipients since they are already doing this; however, we do not currently honor our awardees after the conference. We could put them on our website along with the TDFE honorees. Quest for Quality is not limited in number so we could include all awardees for the two organizations. Grant recalled that the impetus was to showcase quality in education preparation. The categories include Exceptional Teacher Candidates, Exemplary Faculty Practices, Exemplary Field-Based Practices, and Exemplary School Partnerships. Amanda asked if we were willing to take this on and Denise responded that it depends on what role the organizations would take on. It was suggested that we take it to our organizational meetings at the conference and give feedback at a board meeting. It was also suggested that we refer to the Minutes from the May Retreat, the morning Open Discussion regarding the possible organizational roles for the four categories.

- 6. CREATE Recognition Program for Educator Preparation – see above. Furthermore, Denise suggested combining the four categories into two: (1) combine Field-Based Practices and School Partnerships and (2) combine Exemplary Faculty and Teacher Candidates. It was suggested that applications be submitted in the spring, decisions made in the summer, and honorees announced at the fall CSOTTE conference.

The selection process for the Teacher Candidates was discussed and it was agreed that TACA and TDFE would focus on this category. The motion that TACA and TDFE recipients and applicants will be recognized under Quest for Quality by CSOTTE was made by Marlene Zipperlen and seconded by Sue Owens. The motion passed.

Amanda asked that the TACTE and EDICUT representatives ask their membership for a vote on

being in charge of Field-Based Practices and Exemplary Faculty and report back to her. TxATE was asked to be in charge of Exemplary School Partnerships.

7. SBEC/TEA/SBOE Meeting Report - see item 4 above
8. The USDE is putting out regulations for educator preparation programs. If it comes out before October, we may address it at CSOTTE.
9. Future Conference Planning
  - 2015: October 25-27, 2015 – DFW: Embassy Suites Dallas-Frisco Hotel, Convention Center & Spa  
Pam will bring us information on costs for the conferences to the October meeting so we can see how we can reduce costs and, thereby, possible registration costs.
  - 2016: Austin, October 16-18, 2016 – Embassy Suites San Marcos Hotel, Spa and Conference Center  
A question arose about whether or not there is transportation from the Austin airport. There is a super-shuttle in place already and the cost is about \$30.
  - 2017: Corpus Christi, October 22-24, 2017 – Omni Corpus Christi
10. 2014-2015 Board Meetings
  - October 19, 2014 10:30 a.m. – 1:30 p.m. Austin Sheraton at the Capitol
    - Annual stuffing of the bag at the 9:30 a.m. hour
    - 10:30 Meeting in Capitol Ballroom A
    - Lunch 11:30-12:30
  - March 27, 2015 – TAHPERD Office, Austin  
The purpose of the meeting is to review the fall conference in detail.
  - April, 2015 –TAHPERD Office, Austin (Easter April 5)  
There will probably be no need for this meeting to take place.
  - May 20-21, 2015 – Board Retreat – Port Royal, Port Aransas, Texas
11. New Business

The Summer Conference was discussed and the recommendation was made to have the involved entities continue to handle the conference details and not involve CSOTTE. Grant said that if a Monday is one of the conference days, the conference could probably use St. Edward's facilities and the cost would reflect an 80% discount. He said there was a possibility that the organizations could use the facilities Tuesday, too.
12. There being no further business, the meeting was adjourned at 2:23.