



CSOTTE Executive Board Meeting
Friday, September 16, 2016
TAHPERD Office
Austin, Texas
9:30 AM

Agenda and Minutes

<p>1. Introductions / Attendance Sign-In</p>	<p>Glenda Ballard called the meeting to order at 9:32. Members attending: Denise Staudt (filling in for Judy Abbott; TACTE Pres.), Paula Hollis (TACO Pres.), Glenda Ballard (CSOTTE Chair), Anna Bergstrom (TACO VP), Christie Bledsoe (TxATE VP), Gayle Butaud (TDFE Pres. Elect), Ginny Fender (TACTE Exec. Dir.), Anna Bergstrom (TACO VP.), Elda Martinez (Consultant), Lidia Zatopek (TACA Pres.), John Sargent (EDICUT Pres.), Marlene Zipperlin (TxATE, CSOTTE Chair Elect), Pam Tipton (CSOTTE Exec. Dir.), and Sara Langford (TDFE Pres., CSOTTE Sec.).</p>
<p>2. A visit with Tim Miller, Ed.D., Director of Educator Preparation, Testing and Program Accountability, TEA</p>	<p>Tim Miller was unable to attend. He sent a power point, "Program Accountability Update" from his presentation on 9/13/16 to the Central Texas Council on Educator Preparation to Glenda to share with the Board and our members.</p>
<p>3. Approval of Minutes, May 2016, Planning Retreat (page 4)</p>	<p>Items from May 2016 Minutes to correct: #11. Frisco won the vote and the 2019 CSOTTE Conference <i>will be held</i> Oct. 27-29, 2019. #12 e. All years should be changed to 2016. The spelling of Zipperlen was corrected. A motion to accept the Minutes with corrections was made by Marlene Zipperlen and seconded by Lidia Zatopek. All approved.</p>
<p>4. Financial Report – Pam Tipton (page 10)</p>	<p>Pam reviewed the report as of Sept. 4, 2016. Income for the time frame included RegOn Line, Vendor Fees and Dues for \$34,872.14. Expenses for payroll, RegOnLine, CPA and Pam’s travel to the May retreat totaled \$6869.62. The Board has \$102,112.41 in checking and \$21,166.92 in Savings for a balance of \$\$123,279.33.</p>

	<p>Years were changed in some places from 2015 to 2016. A motion was made by Paula Hollis to accept the Financial Report with corrections. A second was made by Marlene and all approved.</p>
<p>5. TxEP Preparing Texas Educators update – Elda Martinez and Amanda Rudolph</p>	<p>Title of Journal is “TxEP: Texas Educator Preparation.” Amanda Rudolph was unable to attend so Elda Martinez provided a paper copy of the “Call for Manuscript” that the Board reviewed. Debby Shulsky was asked to be the Associate Editor. The Board asked that a timeline and a proposal be drawn up with Debby Shulsky for the first publication to be in May. Marlene moved and John Sargent seconded that these three continue this work and that it be added to CSOTTE announcements. All voted to approve this process in order for the Journal to be published.</p>
<p>6. Conference Planning 2016: Embassy Suites San Marcos a. Board Meeting – Sunday, October 16, 2016 10:00 a.m. – 1:00 p.m. San Marcos Embassy Suites Hotel, Conference Center & Spa; Veramendi Salon D</p>	<p>Pam visited the Embassy Suites yesterday and reported the hotel is spacious and adequate. Lobby remodeling will take place and be finished before we arrive. Presenters will need to bring computers and projectors. Ginny Fender asked for a microphone for their TACTE meeting.</p>
<p>b. Organization meeting schedule (see conference-at-a-glance document, page 12) Check for final edits c. Registration Status</p> <ul style="list-style-type: none"> • Preregistration Numbers as of 9/7/16 – 175(158 Professional, 5 Emerging Student) 2015: 269 (updated information to be added) • Room occupancy 387 2/41/174/166/4 (F/S/S/M/T. 83.23%, guarantee met • Note: Current registration of the breakout presenters, 57 have registered, 98 haven’t 	<p>Pam reviewed each session and the media that will be provided. Presenters will be reminded to bring their projector and laptops through emails to presenters. Poster sessions will have more room and should be visited easily this year. Pam suggested table tents for “Gluten Free” or “Vegetarian” to help with serving at the Awards Luncheon. The Board approved a reception in Glenda's suite for Board member +1 guest at 6:00 on Monday, 10/17/16. Some items will be purchased from hotel so they will provide paper goods. Pam will purchase beverages to keep the cost to a minimum. Brunch price is \$42 per person, included in registration.</p>

	<p>Pam provided updated numbers: since 9/14 /16 we have 272 registered for conference; 211 professionals, 19 Emerging Scholars and 30 student full conference registration; Hotel- we have met our room requirements with 22 rooms still available.</p>
<p>d. General Sessions (page 14)</p> <ul style="list-style-type: none"> • Confirmation of Sunday’s Jeff Borden, Monday’s Michael Myers is not yet confirmed • TEA (confirmation of Tim Miller, Becky McCoy, Marilyn Cook) 	<p>Michael Myers has confirmed. Glenda feels teacher preparation is kind of getting beat up right now with new mandates. The conference will help us move forward and use this as a chance to celebrate our successes. Michael Morath is not able to attend, but maybe next year will be a better time for him to come. We will ask our memberships to send questions for TEA. Pam will compile questions so they need to be sent to her by Oct. 3rd. She and Glenda will organize the submissions and get them to Tim by the week prior to the conference. The stakeholder’s meeting (that was held after the conference last year) has not been mentioned for this year.</p>
<p>e. Plated luncheon – payment for guests and winners from TACA & TDFE \$45.00 Award speeches – time restrictions / digital? Entertainment: none</p>	<p>Acceptance speeches will be videos again and are limited to 2 minutes. Chairs will send the videos to Elda and she will be there to run the clips as they are coming up on the stage. Glenda will emcee this part. Videos are due to Elda on October 3rd. Entertainment is not scheduled during lunch. Food servers have been given details about how the table can be set with salad and dessert as well as how long they are allowed to pick up dishes. The noise has been a factor in past years.</p>
<p>f. Breakout Sessions – Christie Bledsoe – add names of Breakout facilitators if needed</p>	<p>A list of presenter alternates is available. Board members will help watch for difficulties with sessions and wear the Board Member ribbons. Registration table is centrally located. A designated “runner” will help watch for difficulties and flag the registration desk if technology help is needed. Members signed up to be “runners” and to work the registration desk. We tried</p>

<p>g. Emerging Scholars – agenda and room layout</p> <p>h. Conference website –</p> <ul style="list-style-type: none"> • Elda’s www.csotteconference.com – accessed through CSOTTE.com • “Generic” Conference eBrochure design for 2014 and beyond used 	<p>to avoid overlapping presenters/meetings.</p> <p>The Emerging Scholars are already set up and also posted on website. 133 have registered and the presenters are not posted until they pay; on-line PDF’s will be set one week before the conference. No presenter documents have been sent yet. ETBU will have 50 thumb drives available with the information for their session. PDF documents can be downloaded; Wi-Fi will be available. Presenters can bring paper copies if they choose to do so.</p> <p>We will continue with the “handy” design of the program. We set this in 2014 and it was the consensus that it is still appropriate.</p>
<p>i. Awards Luncheon</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 ??? • TACTE Awards <ul style="list-style-type: none"> ◆ Robert B Howsam Award ◆ Leadership Award ◆ Joyce Hardin Service Award • TxATE Awards <ul style="list-style-type: none"> ◆ Ted Booker Memorial Award ◆ Distinguished Clinician Award • Quest For Quality Awards <ul style="list-style-type: none"> ◆ Exemplary Faculty Practices (presented by EDICUT) ◆ Exemplary School Partnerships (presented by TxATE) 	<p>Friend of Education Award was discussed and the discussion will continue over lunch.</p> <p>TACTE Awards are being worked on and should be ready.</p> <p>Quest for Quality Awards are being reviewed by blind review. All of the submissions are good, so it will be determined and a slide with their name will be set up for the luncheon.</p> <p>Marlene made a motion that the Exemplary Faculty winner will receive complimentary conference registration for the following year so they will present their research in a session. Sara Langford seconded this motion. All approved by saying , “Aye.”</p> <p>We have three applications for Exemplary School Partnerships. A winner has not been selected. We value this and TxATE will provide a plaque, but it will not include conference registration for the following year. EDICUT will take over next year.</p>
<p>j. Conference Audio Visual bid: PSAV \$10,856.20</p>	<p>This is expensive, but the fee will be going up because Pam will have additional parameters for them after today’s meeting. We need the technology to run smoothly.</p>

<p>k. Reception Sunday night: Embassy Suites will be holding reception open for us until 8:00 p.m.</p>	<p>Embassy Suites will extend their reception time for us as a thank you for us choosing them as their conference hotel.</p>
<p>l. Board Reception Monday night</p>	<p>This was already covered.</p>
<p>m. Vendor - Sponsor Report</p> <ul style="list-style-type: none"> • ETS: Platinum Level (\$12,000) • Certify Teacher: Gold Level (\$7,000) <p>Vendors: 240 Tutoring, AVID, EDTHENA, TK20</p>	<p>Certify Teacher will be SILVER level and it is an anniversary year for them. Texas State has a grant and they will be a sponsor. We have not had a school to be a sponsor prior to this. Pam tried to get about 35 other types of vendors (pashminas, gifts, etc.), but none of them could afford the fee.</p>
<p>n. Evaluation–</p> <ul style="list-style-type: none"> • Survey Questions 2016 Conference feedback. (see page 17) • Door Prizes: Free Conference Registration will be randomized from those who complete evaluation. This year’s recipient is Cindy Fouts, ESC18. 	<p>Pam Tipton will update the questions with 2016/2017 and correct speakers. Send Pam suggestions for the feedback we want to know. Last year’s winner will not be attending and Pam told her she could not give her free registration to anyone else. Pam will draw another name. Recognition will be given from the podium to encourage participation in the feedback forms.</p>
<p>o. Registration – need volunteers work schedule (page 19)</p>	<p>Emerging Scholars is expensive for most universities to send student to participate. Dana Pemberton has organized this for many years, but Board is encouraged to be mindful of this to determine if it is important to continue or not. The focus and the success will be considered. The Board took a lunch break to eat at Luby’s. Members signed up for the Registration Desk shifts and Lidia volunteered to create large Conference-at-a-Glance posters to post on easels near the registration desk.</p>
<p>7. SBEC/TEA/EPAC Meeting Report – Glenda</p>	<p>The Governor has not appointed a replacement for Grant Simpson. Glenda will share Tim's power point once she receives it. A report of all alt cert. combined for 60% and 34% are university. Glenda called us to be vocal and present at stakeholder</p>

	<p>meetings. Anna added that the fee applicants will now be required to pay will go for ten people to be hired at TEA to get more data. Fee will be approximately \$55 per student. Public comment ends Sept. 23rd. Student teachers must be present the first week of school is one part that needs public attention. Liz Ward and Ginny Fender asked Tim Miller to clarify student teaching is 18 weeks long in other states. We need to be a presence although it doesn't seem the suggestions are being put into practice. The percentage of employees who are traditional education program trained at TEA is minimal. #227 goes into effect Jan. 2017; 228 to pass Dec.27th; 229 AND 230 in 2017-18. Watch for power point to be sent. EPAC has not been meeting.</p>
<p>8. 8. 2017 Conference / ETS: From Rick: As you may have heard, rather than renewing our contract, TEA has decided to extend it another year and then go back to RFP next year. So, ETS will represent at CSOTTE this year. My question concerns next year 2017 – What is required, or is it possible for ETS to have a more General Session, rather than the short breakout session? We have some huge policy positions and products that we would like to make all EPPs aware of. Currently, the breakout sessions don't provide the necessary time nor get everyone into one room, due to competing sessions.</p>	<p>Pam recommended ETS have an early 7:00 time slot or Monday evening. ETS has been generous and their sponsorship helps keep our registration low. Ginny recommended a session at each of the breakout time options. We have 25 groups on the waiting list, so this would take several spots and their registration revenue. The Board will consider allowing Rick a brief segment to highlight their breakout session on Sunday and Monday. 4:45-5:30 will be given to Rick this year.</p>
<p>9. CSOTTE Board meeting Schedule for 2016-2017</p> <ul style="list-style-type: none"> • Sunday, October 16, 2016 10:00 a.m. – 1:00 p.m. San Marcos Embassy Suites Hotel, Conference Center & Spa; Veramendi Salon D • March 3, 2017 – TAHPERD Office, Austin • April, 2017 – TBD TAHPERD Office, Austin (only if needed) • May 23-24, 2017, noon to noon – Board Retreat, Port Royal Resort, Port Aransas 	<p>The CSOTTE Board Meeting Schedule was reviewed. March 3rd is available for meeting at the TAHPERD building. We will not have a meeting in April. Port Royal in May will include better food according to Ginny.</p>

<ul style="list-style-type: none"> • May 22-23, 2018, noon to noon – Board Retreat, Port Royal Resort, Port Aransas 	
<p>10. Future Conferences</p> <p>2017: October 22-24, 2017: Corpus Christi Omni</p> <p>2018: October 21-23, 2018: San Antonio Omni Colonnade</p> <p>2019: October 27-29, 2019: Embassy Suites Dallas-Frisco</p>	<p>Pam wondering if TEA will come to Corpus in 2017. Glenda will ask Tim Miller so this can be in their budget.</p>
<p>11. Other / Old Business / Discussion Items</p>	<p>The Friend of Education Award award is given to someone who is not officially connected to, but supportive of our organization. We will not honor anyone this time.</p> <p>Elda Martinez's fee- Pam recommended we double it to \$1500. a year. Elda left the room so we could discuss this issue. Christie made the motion and a 2nd was made by Ginny. It passed unanimously that we pay Elda more because we continue to add to her work load. We appreciate her expertise and disposition.</p> <p>An update on hiring a Legislative Liaison was tabled.</p> <p>A motion was made to adjourn around 2:30. Gayle Butaud seconded the motion and the decision was unanimous.</p>

These Minutes were respectfully submitted by Sara Langford on September 22, 2016.