

## **Los Padres CATESOL Meeting - Friday, June 12, 2009 at 4:00 pm, Wake Center, Room #12**

### **1. Review of Minutes from 05/15/09 Meeting**

- Minutes reviewed and approved.
- Next meeting: Friday, July 17<sup>th</sup> at 4:00.

### **2. California Budget Update**

- Jack Bailey will research how the new budget will impact Adult Ed and discuss details at the next board meeting.
- Randy Rightmire will also discuss how the new budget will affect ESL.

### **3. Los Padres CATESOL Officer Nominees for 2009-2010**

- Coordinator: Terease Chin
- Coordinator-Elect: TBA
- Fall Conference Coordinator: Jaala Thibault
- Fall Conference Coordinator-Elect: TBA
- Treasurer: Clara Bauler
- Secretary: Douglas Smith
- Professional Development Coordinators: Jack Bailey and Jaala Thibault
- Events Coordinator: Cassie Koop

Jack Bailey will research the CATESOL charter to verify officer confirmation procedures.

Proposed Board Representatives for Level Chairs:

- a. K-12 – OPEN
- b. Adult Ed – Silvia Morgan, Tera Stoker
- c. Community College – Jaala Thibault
- d. IEP – Paul Mori
- e. University – Randy Rightmire
- f. Ventura County – OPEN
- g. SLO County – OPEN

The board suggested Board Representatives for Level Chairs as listed above. Confirmations will be discussed at the next board meeting. Jack Bailey will contact Silvia Morgan, and Terease Chin will contact Tera Stoker regarding open level chair positions for 2009-2010.

### **4. Professional Development Events and Workshops**

The board selected representatives for upcoming workshops. Board representatives will allocate up to \$1.50 per participant for food at the workshops. At each workshop, board representatives will discuss the benefits of being a CATESOL member. CATESOL representatives may contact Jack Bailey to assure workshop rooms are open and that supplies are available. Jack will remove surplus supplies the day following each workshop.

- The May 7th Book Fair that was cancelled due to the Jesusita fire will not be rescheduled. Books will be on display at the Fall Conference. Jack Bailey will contact book publisher representatives.
- The June 6th OTAN workshop on *Creative Classroom & Activity Ideas Using MS Word* will be postponed to 2010.
- On July 10th, Angela Locke will present a workshop on *Dictation in the ESL Classroom*. Jack Bailey will represent the board at the workshop.
- On July 24th, Terease Chin will present a workshop on *Writing Strategies for Beginning ESL Learners*.

- On September 25th, Jack Bailey and Marit Ter Mate-Martinsen will present a workshop on *Class- Starters*. Jack Bailey will represent the board.
- On September 17th, Randy Rightmire will present a workshop on *Giving Feedback in Writing Classes*.
- The October 23rd workshop on *ESL Student Study Strategies* was dropped.
- On October 23rd, Beverly Schwartzberg will present the workshop *Why Help Adults Develop Phonological Awareness?* Jack Bailey will confirm this date with Beverly Schwartzberg. Dori Carlson will represent the board at the workshop.
- On November 6th, Randy Rightmire will present a workshop on *Using Technology in the ESL Classroom*. Randy Rightmire will also represent the board at the workshop. Jack Bailey will assure a computer lab is available
- On December 4th OTAN will present a workshop on *Beginning PowerPoint 2003 for Adult Ed*. Jack Bailey will represent the board at the workshop.

#### **5. FAQ's section of the Los Padres website**

- The board reviewed items to be included in the FAQ's section of the Los Padres website.

#### **6. Fall Conference Update**

- The board discussed further details of the Fall Conference.

#### **7. Financial Report**

- The board reviewed the financial report.

#### **8. Los Padres CATESOL Board "Resource Bag"**

- Randy Rightmire organized and updated resources that are used by board representatives at the workshops.

Contents include:

1. Information on Joining CATESOL (Orange fliers - *Why Join CATESOL?*).
2. Workshop Sign In Lists.
3. Applications to join CATESOL.
4. Workshop Evaluation Forms.
5. CATESOL Conference Catalogs.
6. CATESOL Journal / Quarterly Newsletter.

Board Representatives will contact Jack Bailey to restock resources as needed.

#### **Action Items:**

- Jack Bailey will contact Silvia Morgan, and Terease Chin will contact Tera Stoker regarding open level chair positions for 2009-2010.
- Jack Bailey will assure a computer lab is available for the November 6th workshop.
- Board Members will e-mail Randy Rightmire with their CATESOL time/date/topic for posting on website.
- Jaala Thibault will contact Marit Ter Mate-Martinsen, who will contact Belinda Braunstein about attending/presenting at next year's conference.
- Jack Bailey will contact Susan Gaer to confirm accommodations (lodging and meals).

- Randy Rightmire will present ideas for conducting a professional development needs assessment of area CATESOL members at the next board meeting.
- The board will research and discuss ways to increase new membership and participation in CATESOL.
- Jack Bailey and Randy Rightmire will research what effects California's new budget will have on CATESOL teachers, and present further details at the next board meeting.
- Jack Bailey will look into the CATESOL charter to verify officer confirmation procedures.

**Present:** Jack Bailey, Dori Carlson, Terease Chin, Randy Rightmire, Douglas Smith

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