



**Credential Counselors and Analysts of California
Board of Directors/Advisory Committee**

Agenda

April 9, 2019

DoubleTree, Sacramento

Call to Order

After a quorum was determined, the April 9, 2019 meeting of the CCAC Board of Directors and Advisory Committee was called to order by President Denise Payne at 1:23 pm.

BOARD OF DIRECTOR'S PRESENT: Denise Payne, Tina Torres, Jennifer Elemrani, Jenny Teresi, Paul Deal

PRESIDENTIAL ADVISORY COMMITTEE PRESENT: Myla Adeva, Susan Carlisle, Jason Drewry, Rachelle Sousa, Kandi Gravenmier

EXCUSED ABSENCES: Susan Taylor

Approval of Agenda

Action: A motion was made by J. Teresi, seconded by J. Elemrani to approve the April meeting agenda. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

A copy of the agenda is attached to the minutes.

Approval of Minutes

Action: A motion was made by J. Elemrani, seconded by J. Teresi to approve the February meeting minutes. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

The Board of Directors and Advisory Committee were joined by special guests, Dr. Phyllis Jacobson, CTC Administrator, Professional Services Division and Dr. Matthew Hanson, Educational Program Manager and Ms. Tina Frushour, Program Manager, from Evaluation Systems Group of Pearson.

- **Content Exams for 2019-2020**

No fee changes for this year. Exam schedules will be similar to last year and posted on the website in early May. Exam registration will open in mid-July. D. Payne offered to send a courtesy reminder to the CCAC membership.

- **Visual and Performing Arts (VAPA)** -- The Commission is seeking applications for educators interested in participating on subject matter expert panels to align CSET assessments in the visual and performing arts (VAPA) with the recently adopted *California Arts Standards for Public Schools*. Multiple Subject teachers (K-6), VAPA teachers (K-12), teacher educators, and individuals who advance VAPA education and programming for school-aged children outside of traditional school settings, are needed. Panels will meet for a full business day in Sacramento on the following dates:

CSET: Multiple Subjects-Subtest III, VAPA domains including Art, Dance, Music, and Theatre (July 11, 2019)

CSET: Theatre (July 12, 2019)

- **TPA and APA Update**

The CAL-TPA panel will meet soon to set a passing standard. A notification will go out once that standard becomes consequential. The CAL-APA is a required exam this year but it's a nonconsequential year so there is no passing score threshold. A June panel will meet to determine and recommend a passing standard for Commissioner's consideration.

- **Literacy, Reading and RICA – growing topics of interest.** A discussion group will be looking specifically at the TPE's regarding reading and literacy. See the CTC April Agenda Item 4D for more information on RICA and literacy: <https://www.ctc.ca.gov/docs/default-source/commission/agendas/2019-04/2019-04-4d.pdf?sfvrsn=2>. Literacy ties into RICA. Experts agree that teachers need to have the skills to teach reading and be models of literacy, but there are opposing views on the best approach to verify the skills.

- **Subject Matter Competency (SMC)**

Commissioners approved a plan to allow educators to “blend” coursework and exams to satisfy SMC. CTC staff will move forward to write and submit regulations to the Office of Administrative Law (OAL) for approval. If approved, institutions with approved subject matter programs would have an option to develop and offer courses that cover content on CSET subtests.

Teacher Residency Grants – March 2019 LEAs recommended for funding for a Teacher Residency Grant: <https://www.ctc.ca.gov/docs/default-source/educator-prep/grants/tr-funding-recommendations-3-8-19.pdf?sfvrsn=8>

- **Early Childhood Development**

Program guidelines/TPE's have been established by CTC that are unique to assistant, teacher, master teacher, site supervisor, and program director. These are not mandatory but rather intended as building blocks to provide colleges/programs some direction in their course development moving forward.

Announcements:

None

Reports of Officers and Committees

President's Report – D. Payne

General business.

Vice President Programs, Conference Chair Report – T. Torres

- **Fall Conference “Save the Date” announcement sent via listserv to members.**
Discussion included the registration process, notification to membership about new procedures to deter overbooking and cancellations at the hotel.
- **New Conference Committee Members**
The following new conference committee members were announced:
 - Hunter Ferrara, Credentials Analyst, Sonoma County Office of Education
 - Michelle Ibarra, Student Services Coordinator, School of Education, Sonoma State University
 - Shannon Nelson, Personnel Coordinator, Jurupa Unified School District
- **Form for Volunteer Recruitment**
A volunteer recruitment form has been drafted for the BOD/AC to review and approve for implementation. The information on the form would provide leadership with options for a vetting process to better identify availability and expertise of volunteers.

Vice President for Membership's Report – J. Elemrani

- **Membership Update**
J. Elemrani provided updated total membership is now 906.
 - 20 new members joined between February and April 2019
 - County – 0
 - District – 10
 - IHE – 6
 - Charter – 4
 - Other – 0

County – 148, District – 530, IHE – 161, Charter – 58, Other – 9

- **Membership Registration**

While most members attend the Fall Conference and their registration fee includes membership, new members and/or those who were unable to attend are notified each fall prior to the expiration of membership to remind them about the opportunity for renewal. Those who are not current members, will need to submit a membership form and a check via U.S. mail. Membership enrollment must be completed prior to registering for a Spring Regional meeting. The paper application may delay a potential member's ability to attend a spring regional. The BOD/AC discussed the possibility in the future for members to renew membership online via credit card, particularly in cases where the individual wants to register simultaneously for a spring regional. The Board/AC will continue the discussion at a future meeting.

Treasurer's Report – Vacant, presented by D. Payne

- **Financials**

CCAC's CPA Firm, Gilbert and Associates, has updated our records and financials and provided details confirming the positive fiscal health of CCAC as an organization.

Secretary's Report – P. Deal

No report was made.

Advisory Committee Member's Reports

Reports were given by committee members

Listserv Administrator – Edith Thiessen

- **Web Developers**

E. Thiessen provided an update on two companies & two individual website designers who have submitted quotes for the cost of a new/updated CCAC website. The BOD/AC is open to additional bids and will review at a future meeting.

Immediate Past-President's Report – J. Teresi

- **Spring Regionals 2019**

Spring Regional Registration is under way with a favorable response. Enrollment as of April 8 is as follows (registered, total seats available):

- Sacramento COE, 66, 96
- CSU Chico, 28, 50
- CSU Northridge, 41, 80
- UC Santa Barbara, 23, 30
- San Joaquin COE, 60, 120
- Riverside COE, 74, 85
- Orange COE, 48, 100

BOD/AC members should notify Myla Adeva as soon as possible which spring regional they plan to attend so she can update the numbers.

CTC presenters will include Erin Skubal, Angel Lopez, David Crable and Tammy Duggan. The Professional Services Division will have a staff member on stand-by via phone during each regional meeting to field program related questions.

Action items

Action: A motion to approve the February 2019 DoubleTree invoice for BOD/AC meetings and room nights was made by J. Elemrani, seconded by P. Deal in the amount of \$3989.50. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Action: A motion was made by J. Elemrani, seconded by P. Deal to pay the CPA, Gilbert & Associates accounting services bill for 10/31/18 through 1/1/19 in the amount of \$2,000. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Topics/Proposals for future consideration

- A. Recruitment of members
- B. Bylaws Subcommittee
- C. Policies
- D. BOD/AC Job Descriptions Subcommittee
- E. Elections
- F. Member suggestion - equivalency U.S. Constitution equivalencies

Adjourn

Action: A motion was made by P. Deal, seconded by T. Torres to adjourn at 5:23 p.m. None opposed, no abstentions, and the motion carried, the vote to approve was unanimous.

Next meetings:

Board of Directors/Advisory: Tuesday, June 11, 2019, 9:00 a.m. – 5:00 p.m., DoubleTree Hotel

Conference Committee Meeting: Wednesday, June 12, 2019, 8:30 a.m. – 1:00 p.m., CTC Commission Room

CTC Meetings: Thursday, June 13, 2019 and Friday, June 14, 2019, Commission Room

Respectfully submitted,
Paul Deal
CCAC Secretary