



California Language Teachers' Association

BOARD MEETING MINUTES

January 9, 2021 via Zoom

10:00 am - 2:30 pm

Join the CLTA meeting by clicking this link:

<https://lbusd.zoom.us/j/2066522744>

OR

You can call in to join:

Meeting ID: 206 652 2744

One tap mobile

- +16699006833,,2066522744# US (San Jose)
- **Dial by your location**
 - +1 669 900 6833 US (San Jose)
- **Find your local number:**
<https://lbusd.zoom.us/j/2066522744>

Item	Speaker	Action/Outcome	Minutes
1. Welcome <i>5 min.</i>	Susan Watson		Meeting called to order at 10:05 am.
2. Minutes from: <ul style="list-style-type: none"> ● October 10 Board Meeting <i>15 min.</i>	Tonja Byrom	Vote to <ul style="list-style-type: none"> ● Approve - or ● Approve as corrected 	Motion made by Kevin Duffy to approve minutes. Second by Nancy Perez. No discussion. Approval of the minutes passed unanimously.
3. Adoption of Agenda <i>5 min</i>	Susan Watson	Vote to adopt	Motion made by Kevin Duffy to adopt agenda. Second by Evelyn Bejarano. No discussion. Agenda unanimously adopted.
4. Adoption of Consent Agenda <ul style="list-style-type: none"> ● Conference Report <i>15 min</i>	Susan Watson	Vote to adopt	Motion made by Kevin Duffy to adopt consent agenda. Second by Evelyn Bejarano. No discussion. Consent agenda unanimously adopted.
5. Executive Director Finalist Interview <i>30 min</i>	Susan Watson and Nancy Perez	Vote for Executive Director	Susan Watson discussed the process bringing the finalist to the board. <ul style="list-style-type: none"> ● Nancy Perez and other committee members shared details of the committee's selection

			<p>and interview process, including that one of the finalists pulled out due to the salary.</p> <ul style="list-style-type: none"> • Susan Watson confirmed she will pose questions submitted by the CLTA Board to the finalist. • Nancy Perez introduced the finalist, Elizabeth Matchett. • Susan Watson posed interview questions and Elizabeth Matchett responded. • Board was sent the voting form. Elizabeth Matchett was unanimously selected as the next CLTA Executive Director.
<p>6. CLTA 2021 Conference</p> <ul style="list-style-type: none"> • online <p><i>30 min</i></p>	<p>Paula Hirsch and Paul Verduzco</p>	<p>Informational</p>	<p>Paula Hirsch described how the online conference will work.</p> <ul style="list-style-type: none"> • Paula Hirsch requests the help of the CLTA Board publicizing the conference. • Paul Verduzco also shared examples of videos conference attendees will see as they wait for sessions to begin. • Paul Verduzco explained the student video essay competition and asked for Board input on the wording and design. Board shared input. • Svetlana Lazarova volunteered to help Paul Verduzco with rubric(s). • Paul agreed to update the graphic and get it into the newsletter, social media, etc. as soon as possible. • Paula Hirsch will be looking for a sponsor for prizes.

<p>7. Treasurer</p> <ul style="list-style-type: none"> • Reports <ul style="list-style-type: none"> ○ Balance ○ Year to Date ○ Budget 2020-2021 <p>15 min</p>	<p>Nancy Perez for Veronica Vidales</p>	<p>Vote</p> <ul style="list-style-type: none"> • Report • Budget - Vote to approve 	<p>Nancy Perez discussed the current balance and budget. Motion made by Tonja Byrom to approve 2020-2021 CLTA Budget. Second by Nicole Naditz. No discussion. Approval of the budget passed unanimously.</p>
<p>8. Secretary</p> <p>15 min</p>	<p>Susan Watson</p>	<p>Vote to accept resignation Vote to appoint Interim Secretary</p>	<p>Susan Watson discussed resignation of current Secretary. Tonja Byrom agreed to act as Interim Secretary. Kevin Duffy moved to accept the resignation of the current Secretary. Nancy Perez seconded. No discussion. Tonja Byrom was appointed Interim Secretary.</p>
<p>9. Treasurer</p> <p>15 min</p>	<p>Susan Watson</p>	<p>Board advisement regarding next steps</p>	<p>Susan Watson discussed the lack of communication of the current Treasurer. Nancy Perez added information as to the Treasurer's absence. Susan Watson suggested handling this situation as the past situation with Membership Chair was handled (kindly dismiss via email). Board agreed to advertise for a new Treasurer in the Winter newsletter (not wait until spring). Nancy Perez will serve as Interim Treasurer.</p>
<p>10. Membership</p> <ul style="list-style-type: none"> • Affiliate List <p>5 min</p>	<p>Angela Martinez</p>	<p>Informational</p>	<p>Angela Martinez asked Board members to update their member information in the Affiliate List document linked in this agenda. Time was given for this update. Tanya Zacccone reminded everyone to please include the affiliate email address in addition to the personal one. Discussion of membership followed.</p> <ul style="list-style-type: none"> • It was confirmed that affiliate representatives must be CLTA members. Susan Watson agreed to send out a reminder to affiliates (and already reminded them in Oct. 2020) to ensure

			<p>representatives and CLTA members.</p> <ul style="list-style-type: none"> • Susan Watson asked Tonja Byrom to bring discussion of membership as it is written in the Bylaws (specifically, ongoing affiliate membership requirements being omitted) to the Board.
<p>11. Executive Director's Report</p> <ul style="list-style-type: none"> • Study grant partners • Newsletter Due Dates (See below) <ul style="list-style-type: none"> ◦ Spring (Articles Due 4/1/21; Newsletter distributed 4/10/21) • Summer (Articles Due 6/1/21; Newsletter distributed 6/10/21) <p><i>45 min</i></p>	Tanya Zaccone	Informational	<p>Tanya Zaccone shared updates on items in the report.</p> <ul style="list-style-type: none"> • Conflict of Interest Statement will be shared with the Board in April. • Will introduce the new Executive Director in the spring Newsletter, after the conference, in April. • Tanya Zaccone also reminded all to send anything for the winter newsletter no later than tomorrow (1/10/2021).
<p>12. CWLP Report (about 2 pm) Secretary <i>15 min</i></p>	Don Doehla	Informational	<p>Don Doehla provided an update on plans for this summer.</p> <ul style="list-style-type: none"> • Summer Seminar will be virtual this summer. • The dates are July 16-21, 2021. Strand leaders and staff will meet on 7/15. • The theme is Social Justice and Equity Issues. Embedded with that are SEL, the new standards, framework, global competence, and interculturality. • There will be strands for Mandarin, Japanese, French, Spanish, PBLL, Startalk, Standards and Framework, and the Student Strand. • Costs have not yet been set, but it

			certainly will be lower. Summer Seminar will return to Santa Barbara once it is safe to do so.
<p>13. Confirm dates for <u>2020-2021 CLTA Board Meetings</u></p> <ul style="list-style-type: none"> ● <i>Zoom Meetings - 10:00 am - 2:30 pm</i> <ul style="list-style-type: none"> ○ April 10, 2021 - agenda items due 3/20/21 <p><i>5 min</i></p>	Susan Watson	Informational	Motion to adjourn made by Kevin Duffy. Seconded by Svetlana Lazarova. Meeting adjourned at 1:36 pm.

Meeting adjourned at 1:36 pm.

Next Meeting: April 10, 2021 10:00 am-2:30 pm via Zoom (agenda items due 3/20/21)

*Minutes respectfully submitted by
Tonja Byrom
Interim Secretary*