

**COUNCIL FOR EXCEPTIONAL CHILDREN  
BOARD OF DIRECTORS**

**Minutes**

February 6, 2018  
Tampa, FL

(Approved April 21, 2018)

**1.0 Call to Order and Official Items**

**1.1 Call to Order**

President Laurie VanderPloeg called to order the regular meeting of the Council for Exceptional Children Board of Directors at 11:08 a.m. EST.

**1.2 Record of Attendance and Determination of Quorum**

Board Secretary Alexander T. Graham called the roll. A quorum of the following Directors was present:

Laurie VanderPloeg, President  
Mary Lynn Boscardin, President Elect  
Mikki Garcia, Immediate Past President  
Jim McCormick, Treasurer  
Tisa Aceves  
Linda Balon-Smith  
Julie Bost  
Dennis Cavitt  
Rafael CdeBaca  
Barbara Hong  
Angie Jasper  
Danielle Kovach  
Jenn Lesh  
Kim Moffett  
Diana Morales  
Alexis Morgan  
Woody Stout  
Mickie Wong-Lo  
Mitch Yell  
Paul Zinni

**1.3 Adoption of Agenda**

**MOTION:** Mikki Garcia moved to adopt the agenda. Andrea Jasper seconded.

**Motion passed.**

## 1.4 Consent Agenda

**MOTION:** Dennis Cavitt moved to approve the consent agenda. Jim McCormick seconded.

**Motion passed.**

## 2.0 Organizational Items

### 2.1 President's Report

President Laurie VanderPloeg reported that she would be attending the Michigan CEC Annual Conference beginning on February 28, and the CASE 2018 Winter Hybrid Conference beginning on March 8. She briefly referenced staff investigation of foundation funding to support CEC's work in the area of teacher career development and charter schools. Further, VanderPloeg talked about board work for the coming year around the special educator recruitment and retention. At CEC 2018, there will be an invited Town Hall with OSEP leadership on special educator recruitment, and the Representative Assembly will provide feedback/guidance on effective practices for early career special education retention. During its April 2018 meeting, the Board of Directors Board will develop an action plan to support the related objective in the strategic plan.

### 2.2 Executive Director's Report

Executive Director Alexander T. Graham provided the following updates:

Staffing:

- The vacant position of public policy coordinator has been posted and will be filled following the convention.
- Following the departure of CEC's publications manager, CEC has retained Al Rickard. Al's firm provides interim publishing support services for professional associations. In addition to managing the daily needs of CEC's publishing program including *TEACHING Exceptional Children*, *Exceptional Children*, and the book development program.

Charter School Initiative:

Alex Graham and Jennifer Bullock have had a series of discussions with a grant officer at the Walton Family Foundation (WFF) who has the portfolio of investment in special education. WFF is interested in better understanding how they can partner with CEC to bring information and materials to charter schools in special education and serve specific urban centers where the foundation has made substantial investment.

American Association of Colleges for Teacher Education (AACTE):

CEC has been in conversation with the staff leadership at AACTE concerning partnership opportunities around its recent report "*Pivot Toward Clinical Practice, its Lexicon, and the Renewal of Education Preparation.*" Currently, CEC and AACTE are considering a joint members-only webinar to bring the results of the report to their respective members.

## 2.3 Treasurer's Report / Financial Update

Treasurer Jim McCormick and Chief Financial Officer Craig Evans reviewed the Financial Statement Analysis with Budget for the twelve months ending December 31, 2017

### Statement of Financial Position Highlights

- At the end of 2017, CEC's cash balance is \$1.02 million, up by approximately \$582K from the year prior. The increased cash balance is related to increased cash collections from the 2018 convention, which is occurring 2 months earlier than the previous year.
- Receivables are \$592K, up from \$179K in 2016. The increase is related to non-operating rent receivable (due to GAAP sublease requirements) included in the 2017 total. Further, the A/R increase is related to the upcoming convention (2 months earlier than 2016) and the booking of *EC* and *TEC* subscription revenue that is coming in ahead of budget.
- Long-Term Investments stand at \$2.4 million, down by 37% from last year. In November 2017, CEC liquidated investments to pay off its outstanding portfolio loan. CEC is now essentially debt-free and will save approximately \$70K in interest expenses in 2018.
- Total assets at the end of the year stand at \$6.9 million, down by 5.5% from last year. The decrease is primarily related to the liquidation of investments noted above.
- Total Operating Net Assets are \$3.1 million, up by approximately 9% from 2016. The increase is primarily related to capital investments made in CEC's new office space and IT infrastructure. The increase is also, as noted above, due to increased cash flow from the 2018 convention which is occurring 2 months earlier than the year prior.

### Statement of Activities Highlights

- Operating revenues for 2017 are \$6.6 million, approximately 7%, or \$574K, below budget. Revenue is below budget in most categories, although \$317K ahead of the previous year. The increase in revenue year-to-year is primarily due to significantly increased revenue from the CEEDAR grant (which is offset by significantly increased expenses for the convening meeting) as well as greater-than-expected hotel rebates from the 2017 convention. Furthermore, subscription revenue from *EC*, *TEC* and *LCE* came in nearly \$100K ahead of budget.
- Operating expenses at the end of 2017 total \$6.8 million, approximately 4% below budget. Lower Cost of Goods is related to lower publication sales, while lower Member Benefits Expense is related to lower-than-budgeted levels of premier memberships. Savings compared to budget are also noted in overall marketing and travel expenses. The savings noted above are somewhat offset by budget overages in convention expenses (due to increased costs in Boston) and the convening meeting held in Chicago (covered by the CEEDAR grant).
- At the end of 2017, CEC has a net operating deficit of \$183K, approximately \$225K below budget and \$99K below 2016.

### Additional Observations

After experiencing the strongest month in sales for 2017 in August at \$82K, publications sales fell sharply for the remainder of the year. This drop may be related to the start of the academic school year and possibly a lack of new publication titles. Membership revenue finished \$373K below budget. However, year-to-year revenue is down by only 5% from last year; this is

compared to a 12% drop in 2016 and 15% drop in 2015. While the slowing revenue decline reflects increased retention rates, challenges persist in attracting new members. CEC had a strong year in subscription revenue from *EC*, *TEC* and *LCE*, finishing 19% ahead of budget and 13% above 2016.

## **2.4 Governance Assessment Workgroup Update**

Workgroup Chair Jim Heiden and members Robin Brewer and Jane Quenneville provided an update on implementation schedule, including the bylaws revision process, comment period, and indicated that any additional or revised recommendations that come from the comment period will be provided to the board for its call on March 7.

## **2.5 Education and Standards**

**2.5.1** The Professional Development Needs Assessment briefing was removed from the business meeting agenda prior to the board meeting.

### **2.5.2 Standards Update (Gifted and Talented; Administrator)**

Jennifer Bullock, Director of Education and Professional Standards, presented information from the Standards Development Workgroup. The timeline developed by the workgroup is:

- Call for workgroup applications opened - May 2017
- Workgroup members (13) selected - July 2017
- Feedback session at TED Convention - Nov. 2017
- Workgroup meeting - Dec. 2018
- Feedback session at 2018 CEC Convention – Feb 8, 2018
- Standards draft open for public comment – Spring/Summer 2018
- Workgroup meeting to incorporate comments – Summer 2018
- Draft standards to PSPC for review - Early 2019

The transition of Specialized Professional Association (SPA) oversight of Gifted Professional Preparation Standards from NAGC to CEC will happen by March 2018, with support from The Association for the Gifted (TAG) and approval from the Council for Accreditation of Educator Preparation (CAEP).

Information about the transfer of SPA oversight from NAGC to CEC and the Gifted Standards can be found here: <https://www.cec.sped.org/Standards/Gifted-Education-Professional-Preparation-Standards>

The Council of Administrators of Special Education (CASE) will submit a proposal with justification for Administrators of Special Education Standards for approval and feedback from CAEP by Summer of 2018, based on the Board's approval to move forward with this initiative in November 2017. If approved by CAEP, a motion for CEC to develop such standards will be submitted to the Board of Directors.

CEC has received a similar inquiry from The Division for Early Childhood (DEC) to develop unique standards for early childhood educators. DEC has been advised to follow the same protocol outlined for CASE, in that a request and justification will need to be submitted for the PSPC to consider as a first step.

Updates on CEC's standards work, as well as opportunities for public feedback are available at [www.cec.sped.org/StandardsDevelopment](http://www.cec.sped.org/StandardsDevelopment)

### **2.5.3 CEC/TAG Memorandum of Understanding**

**MOTION:** Dennis Cavitt moved to approve a Memorandum of Understanding (MOU) between CEC and the Association for the Gifted (TAG) relative to CEC serving as the Specialized Professional Association (SPA) in the development and administration of the program review processes of the Professional Standards for Gifted Education Professionals in accordance with CAEP requirements. Mikki Garcia seconded.

**Motion passed.**

### **2.6 Program Advisory Committee Co-Chair Appointment**

**MOTION:** Jonathan Stout moved to adopt the motion to appoint David Bateman to replace Claudia Rinaldi in the position of CEC Convention Program Advisory Committee Co-Chair for the 2019 and 2020 conventions. Kim Moffett seconded.

**Motion passed.**

### **3.0 Recognitions**

#### **3.1 Governance Assessment Workgroup Resolution**

**MOTION:** Mary Lynn Boscardin moved to adopt the resolution honoring the Governance Assessment Workgroup. Jim McCormick seconded.

**Motion passed.**

#### **3.2 Dennis Cavitt Resolution**

**MOTION:** Paul Zinni moved to adopt the resolution honoring Dennis Cavitt. Jennifer Lesh seconded.

**Motion passed.**

#### **3.3 Donna Sacco Resolution**

**MOTION:** Rafael CdeBaca moved to adopt the resolution honoring Donna Sacco. Mikki Garcia seconded.

**Motion passed.**

#### **4.0 New Business**

There was no new business.

#### **5.0 For the Good of the Order and Adjournment**

President VanderPloeg recognized Immediate Past President Mikki Garcia with a Past Presidents pin. Due to a long-scheduled mission trip to Guatemala, Garcia would not be at the RA meeting on Friday where this would normally have been done. VanderPloeg stated that she did not want to miss the opportunity to recognize Garcia's contributions to the organization and will be addressing remarks to the RA as well.

**Motion:** Rafael CdeBaca moved to adjourn the meeting. Jim McCormick seconded.

**Motion passed.**

President VanderPloeg adjourned the meeting at 1:57 p.m. EST.