

**COUNCIL FOR EXCEPTIONAL CHILDREN
BOARD OF DIRECTORS**

Minutes

April 18, 2017
(Approved July 11, 2017)

1.0 Call to Order and Official Items

1.1. Call to Order

President Mikki Garcia called to order the regular meeting of the Council for Exceptional Children Board of Directors at 12:31 p.m. EST.

1.2 Record of Attendance; Determination of Quorum

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

Mikki Garcia, President
Laurie VanderPloeg, President Elect
Antonis Katsiyannis, Immediate Past President
Jim McCormick, Treasurer
Linda Balon-Smith
Mary Lynn Boscardin
Julie Bost
Jennifer Britton
Yvonne Bui
Rafael CdeBaca
Barbara Hong
Andrea Jasper
Jennifer Lesh
Kim Moffett
Jane Quenneville
Ed Schultz
Jonathan Stout
Phyllis Wolfram
Mickie Wong-Lo

Not present: Alexis Morgan

1.3 Adoption of Board Business Meeting Agenda

MOTION: Jennifer Lesh moved to adopt the agenda. Jane Quenneville seconded.

Motion passed.

1.4 January 2017 Minutes

MOTION: Yvonne Bui moved to approve the January 2017 minutes. Jennifer Lesh seconded.

Motion passed.

2.0 Governance and Organizational Reports

2.1 President's Report

CEC President Mikki Garcia gave a brief overview of the Michigan CEC Conference, which she attended in March.

She announced that CEC will offer a 17% discount to members, who were unable to attend the Convention, on any CEC product and that full convention non-member attendees will get a one-year basic membership.

Garcia also advised the Board that, after the January meeting, a letter was sent to David Cihak, Chair of the Inter-divisional Caucus (IDC), indicating that the board agreed not to approve the development of a policy statement on maltreatment of children with disabilities in 2017 because CEC's short and long term priorities, defined by its strategic plan, as well as the capacity of CEC's human and fiscal resources, make it impossible for CEC to take on this project at this time. The letter encouraged the IDC to bring the issue back to the Board's for consideration at a later time and to discuss with the Division for Early Childhood (DEC) to see if perhaps the two groups could collaborate in developing a statement that might be considered for adoption.

The letter was not shared with members of the IDC, but President Garcia indicated she would be meeting with the IDC later that day and inform the group of the Board's decision, as well include the information in her verbal report to the Representative Assembly on April 21.

2.2 Executive Director's Report

Executive Director Alexander Graham provided the following information:

Performance reviews have been completed for 2017.

Bryan Reynolds, Membership and Database Manager, has been leading the effort in the upgrade of CEC's association management system. Working with staff, the system will be implemented during the summer. This upgrade will allow CEC to do more for its customers and will also enable CEC to enhance its website functionality; for example, simplify the join and renewal process; offer user-friendly profiles, purchases and access to benefits; alert members of upcoming renewal date, events, sales and membership specials; and score member engagement to assist CEC with budgeting, marketing and membership drives.

Jennifer Bullock, Director of Education & Professional Standards, is working to finalize agreements with the Assistive Technology Industry Association and the American Associations of Colleges of Teacher Education on co-marketing around professional development offerings (e.g., webinars).

Peter Inchauteguiz, Director of Marketing and Communications, and Carol Serrano, Director of Conventions and Meetings, successfully rebid outsourced advertising and sponsorship sales services. CEC will end its three year relationship with Spargo and has signed a new agreement with Townsend Communications. The transition begins at this convention. Townsend will sell all advertising, exhibits and sponsorship with the exception of the journals and Special Education Today. However, Special Education Today will be brought in house in the fall of 2017 when CEC ends its relationship with Multiview.

2.3 Treasurer's Report / Financial Update

Treasurer Jim McCormick and Controller Craig Evans reviewed the Financial Statement Analysis with Budget for the three months ending March 31, 2017.

- As of March 31, 2017, CEC's cash balance is \$800K, down by approximately 40% from March of the previous year. The variance is due to payment of expenses related to the new office space as well as pre-payment of AV costs for the convention. Cash flow remains strong at CEC.
- Long-Term Investments stand at \$3.9 million, up by approximately 11% from last year.
- Total assets for the year stand at \$8.2 million, up by 10% from March 2016. The increase in total assets is primarily related to capital investments made in CEC's new office space and IT infrastructure as well as increases in long-term investments.
- Total Operating Net Assets are \$2.2 million, relatively flat compared to March of 2016.

Directors had the opportunity to ask question.

2.4 Strategic Plan

Executive Director Alex Graham shared an infographic with the Board developed to illustrate the goals and objectives approved by the Board in January and highlighted some of the tactics implemented toward achieving the objectives.

Goal 1: Educators will be highly competent professionals entrusted to provide quality instruction that will enable all students to pursue their full potential.

- By 2019, CEC will revise its professional standards to incorporate High Leverage Practices (HLPs).
- By 2021, CEC will disseminate resources related to standards and HLPs.
- By 2021, CEC will provide curated evidence-based resources for members.
- By 2018, CEC will address the high attrition rate of special educators and take an active role in recruiting new special educators.

- By 2018, CEC will establish partnerships with at least three organizations.

Goal 2: CEC will have the capacity and capabilities to lead the field of special education in advocacy, standards, and professional learning and practice.

- Strengthen CEC's Advocacy and Public Policy Issues Management Process (Based on Board Action 5/2016)
- Reestablish CEC presence before Congress and relevant federal agencies. (Based on Board Action 5/2016)
- Improve Grassroots Initiatives (Based on Board Action 5/2016)
- By 2017, determine whether changes should be made to CEC's governance structure.
- By 2018, CEC will establish a program to provide technical assistance and services to CEC's units.
- Align staff competencies and skill sets with the emerging needs of the organization.

2.5 Framing Paper Work Group Report

Linda Blanton, Virginia McLaughlin (workgroup co-chairs) and James McLeskey (ex-officio on the workgroup as Chair of the Professional Standards and Practice Committee), reviewed highlights of the report submitted to the Board.

MOTION: Antonis Katsiyannis moved to approve the recommendations developed by the Framing Paper Work Group appointed by the Board of Directors of CEC, with the following clarification regarding the use of the knowledge & skills specialty sets as presented on pg. 7, bullet #4 under "recommendations for new CEC standards":

"As the recommendation that the new preparation standards be practice-based and influenced by CEC's High-Leverage Practices and DEC's Recommended Practices (2014), the workgroup recommends development of new initial & advanced practice-based standards and furthermore, once the new practice based preparation standards are developed and in use the specialty sets will no longer be used for the purpose of CAEP program review."

CEC recognizes the value and importance of the specialty sets in supporting professional preparation; therefore, by August, 2017, CEC will conduct market research among teacher educators/professional educator programs to determine the value and utility of the Knowledge and Skills Specialty Sets so that after the new practice based preparation standards are developed and in use, the divisions and other groups that produce specialty sets may determine the best use of this information and in what format to best support professional preparation.

Further moved, that the Standards Development Workgroup be appointed as outlined in the recommendations to begin the work of revising the CEC standards, with the chair (or co-chairs) to be appointed by the board by May 1, 2017.

Further moved, that CEC staff and the Standards Development Workgroup will develop a project plan, timeline and budget for the standards revision process to be reported at the July, 2017 board of directors meeting.

Further moved, that beginning on May 1, 2017, CEC staff and volunteer stakeholders will inform all necessary CEC work groups, committees and sub-committees (Professional Standards and Practice committee, Knowledge and Skills sub-committee, Interdivisional Caucus, etc.) of the recommendations and processes for the future work of the standards development.

Jennifer Britton seconded.

Motion passed.

2.6 Governance Workgroup Report

CEC Past President James P. Heiden, Chair of the Governance Assessment Workgroup, presented a verbal update on the work of the workgroup to supplement the written report provided to the board. He reviewed the rationale for establishing the workgroup in April 2016, the workgroup's charge, how it has gone about its work (using an outside consultant and current literature on association management best practices), and progress toward completion of its charge. There was an opportunity for Board members to ask questions.

2.7 State of the Profession Workgroup

CEC Past President William K. Bogdan, Co-Chair of the State of the Profession Workgroup, presented a verbal update on the work of the workgroup to highlight items in the written report provided to the board, focusing on the process for collecting input over the past few years.

2.8 High Leverage Practices (HLP) Update

CEC Director of Policy and Advocacy Deb Ziegler presented a verbal update on the dissemination plans for the HLPs, with partial funding by the CEEDAR center and OSEP; there will be web resources, videos, and a practice-based publication. *High-Leverage Practices in Special Education: The Final Report of the HLP Writing Team* is now available for purchase.

2.9 Membership Update

Judy Harrison, Director of Membership, Divisions and Units, provided the Board an update on membership development, graphically represented in an infographic. This highlights the recent increase in the retention rate, an increase membership since May 2016, membership win-back campaigns and division membership growth.

Harrison also noted that CEC and DEC will pilot a program to co-promote annual conferences, customize membership incentives, conduct market research, and identify target markets. This joint marketing opportunity will then be offered to units and divisions.

CEC also featured a member survey on the convention app as part of an initiative to collect member demographic information.

3.0 Convention

3.1 Convention Co-Chairs Update

Laura Receveur, Convention Program Co-Chair, reviewed highlights of the convention program, including the new Teacher to Teacher sessions. These sessions were created to address the desire by teachers, to have opportunities to spend time with one another and share what works. Leaders of the Teacher to Teacher sessions will share practices and demonstrate developed tools that work in their setting, including lesson plans, management plans, academic monitoring tools, and intervention examples.

She also noted the change of the Yes I Can Awards ceremony from the traditional Friday evening to being the third general session on Friday morning and that Ruth Ryder and Grace Zamora Duran from the Office of Special Education Programs would be presenting.

3.2 2018 Convention Co-Chair Appointment

MOTION: Kim Moffett moved to appoint Cindy Perras to the position of CEC Convention Program Co-Chair for the 2018 and 2019 conventions.

Jennifer Lesh seconded.

Motion passed.

3.3 Board Convention Activities

Sharon Rodriguez, Executive Assistant, reviewed the schedule of events and board obligations for the remainder of the convention.

3.4 RA Meeting and IDEA Reauthorization Discussion

Directors were reminded of their responsibility to act as small group facilitators during the RA meeting and the process was reviewed.

3.5 Talking Points and Media

Director of Marketing and Communications Peter Inchauteguiz provided an opportunity for directors to ask questions about talking points (points of information) provided about the convention.

4.0 For the Good of the Order and Adjournment

Without objection, President Garcia adjourned the meeting at 3:36 p.m. EDT.