

**COUNCIL FOR EXCEPTIONAL CHILDREN
BOARD OF DIRECTORS**

**November 11-12, 2017 Meeting
Arlington, VA**

Minutes
(Approved February 6, 2018)

Saturday, November 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 9:01 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:

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
Alexis Morgan
Jane Quenneville
Jonathan Stout
Phyllis Wolfram
Mickie Wong-Lo

Not present: Ed Schultz

1.3 Adoption of Agenda

MOTION: Mary Lynn Boscardin moved to adopt the agenda. Jonathan Stout seconded.

Motion passed.

1.4 Consent Agenda

MOTION: Jim McCormick moved to approve the consent agenda. Kim Moffett seconded.

Motion passed.

2.0 Governance Assessment Workgroup Final Report

MOTION: Jane Quenneville moved the motion to adopt the recommendations contained in the Governance Assessment Workgroup's final report (attached) in the areas of leadership development; board composition and size; volunteer leadership opportunities, including committees; and the Representative Assembly and the Children and Youth Action Network;

Further moved, that the workgroup will draft proposed revisions to the Bylaws based on any recommendations approved and submit to legal counsel for review prior to submitting them to the board for a vote on whether to provide 60-day notice to the membership of the proposed amendments, as required by Article XII, Section 2.d. of the Bylaws;

Further moved, to extend the term of the workgroup to June 30, 2018, in order to facilitate and support implementation of the workgroup's recommendations, as needed, with Jim Heiden continuing as chair, and all current members remaining on the workgroup.

Laurie VanderPloeg seconded.

Motion passed.

3.0 IDEA Reauthorization Recommendations Workgroup Final Report

MOTION: Jane Quenneville moved the motion to approve the Individuals with Disabilities Education Act (IDEA) Reauthorization Preliminary Principles and Recommendations as developed by the IDEA Reauthorization Recommendations Workgroup.

Further moved, that, in consultation with the workgroup, staff will prepare a document, including the principles, for dissemination to inform members and other stakeholder groups.

Further moved, that these recommendations and principles be reviewed and revised as appropriate based on any new circumstances prior to dissemination in the future.

Antonis Katsiyannis seconded.

Motion passed.

4.0 Strategic Plan

Executive Director Alex Graham presented the board with an update on the status of objectives in the strategic plan most recently approved by the board in December 2016.

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

Motion: Jane Quenneville moved a motion that CEC's board of directors will develop an action plan to address the shortage of special educators including recruitment, preparation and retention by December 1, 2018.

Rafael CdeBaca seconded.

Motion passed.

Objective: By 2019, CEC will revise its professional standards to incorporate High Leverage Practices (HLPs).

Strategy: Develop a framing paper document to establish future plans in the development of standards for preparation and practice in special education.

Tactics Completed: Framing paper approved by CEC Board as roadmap for the revision of CEC's standards to include the HLPs.

Objective: By 2021, CEC will disseminate resources related to standards and HLPs.

Strategy: Integrate HLPs into CEC's publications and professional development.

Tactics Completed: Published a core document; disseminated to stakeholders at the national and state level; developed www.highleveragepractice.org; incorporated HLPs in CEC PD call for proposals.

Objective: By 2021, CEC will provide curated evidence-based resources for members.

Strategy: Establish a content management structure to organize, develop, and deliver CEC's evidence-based resources. Differentiate content for Canadian members.

Update: iMIS association management system upgrade under way; revisions to all five CEC websites in progress.

Objective: By 2018, CEC will address the high attrition rate of special educators and take an active role in recruiting new special educators.

Strategy: Focus content development to address the career lifecycle of special education professionals.

Update: No action taken.

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

Strategy: Engage in conversations with potential partners. Establish model agreements.

Conduct a State of the Profession study, in partnership with CEC-Pioneers. Host a legislative summit, in partnership with CASE.

Update: Partnerships in progress: Assistive Technology Industry Association (ATIA), National Center for Education Statistics (NCES), Association for Career and Technical Education (ACTE), and Marriott Bridges to Work.

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

Objective: Strengthen CEC's Advocacy and Public Policy Issues Management Process.

Strategy: Establish a Policy Steering Committee.

Tactics: Appoint committee. Developed an issue prioritization process and CEC's legislative and regulatory agenda. Articulated a position paper process. Developed metrics for measuring effectiveness of actions.

Strategy: Identify opportunities for alternative funding.

Tactic Completed: Reported tax implications to the board.

Objective: Reestablish CEC presence before Congress and relevant federal agencies.

Strategies: Establish champions in Congress and at the state level. Establish agenda to work collaboratively with the USDOE and other federal agencies.

Objective: Improve Grassroots Initiatives.

Strategies: Establish a staff position to assist state units. Revise the Children and Youth Advocacy Network (CAN).

Objective: By 2017 determine whether changes should be to CEC's governance structure.

Strategy: Establish a workgroup to make recommendations.

Update: Workgroup group recommendations to be considered for approval by CEC board November 2017.

Objective: By 2018, CEC will establish a program to provide technical assistance and services to CEC's units.

Strategy: Identify units' association management, governance, and operational needs.

Update: As of October 31, 2017, three CEC state units have agreed to participate in a strategic/business planning process.

Objective: Align staff competencies and skill sets with the emerging needs of the organization.

Strategy: Evaluate current staff structure. Establish a staff professional development program.

Update: Organization-wide job/task analysis is underway with the assistance of CEC's outsourced human resources provider Insperity.

5.0 Programmatic Items

5.1 Membership Update

Judy Harrison, Director of Membership, Marketing and Communications, the following update:

2018 Membership Goals:

| Membership Level | Current Retention | 2018 Retention Goal |
|------------------|-------------------|---------------------|
| Premier | 72% | 75% |
| Full | 92% | 92% |
| Basic | 72% | 77% |
| Student | 40% | 50% |

She provided a membership summary from October 2017, showing the following:

| Membership Makeup - Current Members by Member Type | | | | | |
|--|---------------|---------------|------------|-------------|-----------------|
| | Oct 2017 | Sep 2017 | Change | % Change | % of Membership |
| Premier | 3,833 | 3,884 | -51 | -1% | 18% |
| Full | 4,647 | 4,539 | 108 | 2% | 21 |
| Basic | 9,566 | 9,478 | 88 | 1% | 44 |
| Students | 3,850 | 3,747 | 103 | 3% | 18 |
| Total | 21,896 | 21,648 | 248 | 1.1% | 100% |

CEC's retention rate has increased from 67% in November 2016 to 72% in October 2017. Reasons for this include a regular series of renewal reminders, highlighting member benefits, cleaner data, more efficient customer service, and prompt benefit fulfillment.

5.2 Professional Standards

5.2.1 Standards Development Workgroup Report

Jennifer Bullock, Director of Education and Professional Standards, provided an update on CEC's Standards development. Revised standards are due to the Council for the Accreditation of Educator Preparation (CAEP) in 2019.

CEC's Preparation Standards are:

Initial Preparation Standards:

1. Learner Development & Individual Differences
2. Learning Environment
3. Curricular Content Knowledge
4. Assessment
5. Instructional Planning & Strategies
6. Professional Learning & Ethical Practice
7. Collaboration

Advanced Preparation Standards

1. Assessment
2. Curricular Content Knowledge
3. Improving Supports & Services
4. Research & Inquiry
5. Leadership & Policy
6. Professional & Ethical Practice
7. Collaboration

Standards revisions have been built systematically and strategically since 2013 based on the work done by a Professional Standards Workgroup (2013), Framing Paper Workgroup (2016-17), and the Standards Development Workgroup (2017-19). The creation of a framing paper was a directive of the CEC board to direct the future of CEC's professional standard developments.

The proposed timeline for development of the standards is:

- Call for workgroup applications opened - May 2017
- Workgroup members selected - July 2017
- Feedback session at TED Convention - Nov. 2017
- Workgroup meeting - Dec. 2018
- First draft of revised standards completed - Jan. 2018
- Feedback session at 2018 CEC Convention - Feb. 2018
- Standards draft open for public comment – Spring/Summer 2018
- Workgroup meeting to incorporate comments – June/July 2018
- Draft standards to PSPC for review - Early 2019

5.2.2 Issues Specific to Divisions

5.2.2.a Administrators of Special Education Standards

MOTION: Antonis Katsiyannis moved the motion to approve the joint recommendation by the Professional Standards and Practice Committee (PSPC) and the Council of Administrators of Special Education (CASE) that CEC, with significant support from CASE leadership, to explore the value and necessity of developing Professional standards for Administrators of Special Education, in accordance with CAEP standards development guidelines;

Further moved, that by March 2018, the CASE Board of Directors will create a standing Standards Development Task Force to explore, justify and provide a written analysis, per the CAEP requirements for SPA standards development, to include information related to: "commonalities and differences with existing CAEP program standards or accreditation standards indicating areas of duplication and/or overlap. Evidence of discussions with specialty organizations whose approved program standards may be duplicated and/or overlapped must be provided, together with an explanation of why the duplication exists or cannot be avoided";

Further moved, that CEC and CASE will enter into a memorandum of understanding (MOU) outlining the responsibilities, roles and ongoing support (both human and financial) required for CEC to act as the Specialized Professional Association (SPA), in partnership with CAEP in the development and administration of the program review processes, should the decision be made to develop the Professional Standards for Administrators of Special Education.

Rafael CdeBaca seconded.

Motion passed.

5.2.2.b Gifted Standards

Jane Quenneville moved to approve the joint recommendation by the PSPC and the TAG Board of Directors, that CEC with approval from CAEP, assume the SPA responsibilities, oversight and ownership of the Professional Preparation Standards for Gifted Education Professionals by March 1, 2018.

Further moved, that by January 1, 2018, CEC and TAG will develop a memorandum of understanding (MOU) for CEC board approval that outlines the responsibilities, roles and ongoing support (both human and financial) required for CEC to serve 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.

Further moved, that CEC staff is directed to request an extension from CAEP for the deadline of the revision of the Professional Preparation Standards for Gifted Education Professionals until 2022.

Further moved, that staff work with the Standards Development Workgroup, the PSPC, and TAG to determine if revisions to CEC's Initial and Advanced Standards can accommodate necessary language to support gifted education potentially eliminating the need for separate sets of Gifted standards. The report would be due to the CEC board by July 2018.

Jennifer Britton seconded.

Motion passed.

5.2.2.c Initial and Advanced Early Childhood Specialists Knowledge and Skills

Kim Moffett moved to approve the joint recommendation by the Professional Standards and Practice Committee (PSPC) and the Association for the Gifted (TAG) Board of Directors that CEC, with approval from the Council for the Accreditation of Educator Preparation (CAEP), assume the Specialized Professional Association (SPA) responsibilities, oversight and ownership of the Professional Preparation Standards for Gifted Education Professionals by March 1, 2018.

Jennifer Britton seconded.

Motion passed.

5.3 Convention

5.3.1 CEC 2018 Update

Carol Serrano, Director of Conventions and Meetings, provided an update on registrations for the convention, the nine full-day and 13 half-day workshops, expo performance, and hotel reservations. She announced the opening general session speaker will be Marcia Tate, the second general session speaker will be Ron Suskind, and the third general session will again be the Yes I Can awards ceremony.

5.3.2 2019 Local Arrangements Committee Chair

Motion: Jim McCormick move the motion to approve John Somers, as Chairperson of the Local Arrangements Committee for the 2019 CEC Convention & Expo, effective immediately through March 31, 2019.

Angie Jasper seconded.

Motion passed.

5.3.3 Future Convention Sites

Motion: Antonis Katsiyannis moved the motion that CEC staff engage in final negotiations with Orlando, Louisville, Nashville, and San Antonio for the Convention & Expo venues for 2022, 2023 and 2024.

Mary Lynn Boscardin seconded.

Motion passed.

5.4 Publications Update

Judy Harrison, Director of Membership, Marketing and Communications, provided a list of publications released in 2017, those that are currently set to be published in 2018, and a brief overview of the journals.

5.5 Interdivisional Caucus Request: Maltreatment Policy Statement

Motion: Laurie VanderPloeg moved the motion to establish a joint workgroup with the Interdivisional Caucus (IDC) to develop a policy statement on the issue of maltreatment of individuals with exceptionalities and adopt the appointment and timeline recommendations as contained in the working document.

joint recommendation by the PSPC Quenneville seconded.

Motion passed.

6.0 Executive Session

By unanimous consent, the board went into executive session at 5:01 pm to discuss personnel matters. The board came out of executive session at 5:30 pm.

Sunday, November 12, 2017

1.0 Call to Order and Official Items

6.1 Call to Order

President Mikki Garcia called to order the regular meeting of the Council for Exceptional Children Board of Directors at 8:31 a.m. EST.

6.2 Record of Attendance and 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
Kim Moffett
Alexis Morgan
Jane Quenneville
Jonathan Stout
Phyllis Wolfram
Mickie Wong-Lo

Not present: Jennifer Lesh, Ed Schultz

7.0 2018 Program Plan and Budget

Motion: Jonathan Stout moved to approve the 2018 Program Plan and Budget dated October 20, 2017 as submitted.

Linda Balon-Smith seconded.

Motion passed.

President Garcia asked Treasurer Jim McCormick to have the Finance and Audit Standing Committee review board-related expenses to identify opportunities for savings.

8.0 Organizational Items

8.1 President's Report

President Garcia reported that the annual Past Presidents Forum was on the previous day, Friday, Nov. 10., with twelve Past Presidents attending at their own expense. Agenda topics included updates on CEC's Strategic Plan, finances, and on programs, products and services.

Garcia announced that the 2018 CEC Business Award would be presented to Special Olympics. She, Executive Director Alex Graham, Past President Jerry Hime, and Communications Manager Annie Baldauf met with Special Olympics Executive Director Tim Shriver on Nov. 10.

Also, she will be attending and speaking at the Georgia CASE meeting and will provide updates on 2017 initiatives.

8.2 Executive Director's Report

Executive Director Alexander T. Graham reported the following:

Human Resources – He has requested that Insperity, CEC's human resources consultant, conduct a full analysis of current position descriptions to ensure alignment to CEC's strategic plan and staffing needs. This project will be complete by January 1.

Staffing – Cookie Cottrell has joined the staff as a member services specialist. Cookie comes with extensive background in association management. Darenda Downing has joined our staff as a marketing manager. Darenda most recently serviced as CEC's account representative at Marketing General, Inc (MGI). MGI is CEC's external membership marketing firm. Darenda comes to CEC with a strong background in membership and product marketing for association and nonprofit organizations. Laura Vaughn who has been working with Lorraine as a part-time Publications Production Assistant has resigned. A search will begin to replace that position to ensure support for our publishing efforts.

Awards – CEC's honors committee completed their work and the following individuals will be recognized during the 2018 Convention in Tampa, Florida:

- Teacher of the Year Recipient: Sara Klug
- Wallace Wallin Lifetime Achievement Recipient: Susan Fowler
- Frederick J. Weintraub Leadership Recipient: Antonis Katsiyannis
- Special Education Research Recipient: Diane Browder
- Business/Organization Award: Special Olympics

8.3 Treasurer's Report

8.3.1 Financial Update

Treasurer Jim McCormick and Chief Financial Officer Craig Evans reviewed the Financial Statement Analysis with Budget for the period ending September 30, 2017.

Statement of Financial Position Highlights

- As of September 30, 2017, CEC's cash balance is \$700K, up by approximately \$177K from the year prior. The increased cash balance is related to increased income from the 2018 convention, which is occurring 2 months earlier in the year.
- Receivables are \$411K, up from \$333K in 2016. The increase is related to non-operating rent receivable (due to GAAP sublease requirements) included in the 2017 total.
- Long-Term Investments stand at \$3.97 million, up by approximately 8% from last year.
- Total assets for the year stand at nearly \$8 million, up by 8% from September of last year. 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 \$3.3 million, up by approximately 6% from September 2016.

Statement of Activities Highlights

- Operating revenues YTD September 30, 2017 are \$5.7 million, approximately 5%, or \$344K, below YTD budget. Revenue is below budget in most categories, although \$363K 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.
- Operating expenses at the end of September total \$5.5 million, approximately 1% below YTD 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 membership marketing and overall 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 September 2017, CEC has a net operating surplus of \$130K, approximately \$249K below budget and \$105K below September 2016.

8.3.2 Liquidity Asset Line Payoff

Motion: Mary Lynn Boscardin moved to liquidate \$1,704,225 of investment portfolio to eliminate the Liquidity Asset Line of the same amount.

Phyllis Wolfram seconded.

Motion passed.

8.4 Board of Directors Midterm Vacancy

Motion: Jane Quenneville moved to appoint Dennis Cavitt to fill a midterm vacancy beginning January 1, 2018 and ending December 31, 2019.

Rafael CdeBaca seconded.

Motion passed.

8.5 Media and Public Relations Policy

Motion: Jennifer Britton moved to adopt CEC’s Media and Public Relations Guidelines as policy;
Further moved to amend Policy Manual Section 2, Part 5 “Conducting Official Business” as per the attached documentation.

Jane Quenneville seconded.

Motion passed.

8.6 Representative Assembly 2018 Discussion Topic

Dennis Cavitt, Chair of the Representative Assembly (RA) Committee, joined the board via conference call to review potential topics generated by the RA Committee for the small group discussion portion of the Representative Assembly meeting at CEC 2018. The RA Committee wanted to receive feedback from the Board as to which topic would help it most to advance objectives in CEC’s Strategic Plan. The decision was made to focus the discussion on educator recruitment or retention.

9.0 New Business

There was no new business.

10.0 Recognitions and Acknowledgements

President Garcia recognized the following outgoing board members: Jennifer Britton, Yvonne Bui, Antonis Katsiyannis, Jane Quenneville, Edward Schultz and Phyllis Wolfram. President Elect Laurie VanderPloeg presented President Garcia with a gift on behalf of the Board.

11.0 For the Good of the Order and Adjournment

Motion: Linda Balon-Smith moved to adjourn the meeting.

Julie Bost seconded.

Motion passed.

President Garcia adjourned the meeting at 11:36 a.m. EST.