

**COUNCIL FOR EXCEPTIONAL CHILDREN
BOARD OF DIRECTORS**

Minutes

October 28, 2020

Virtual

(Approved November 14, 2020)

1.0 Call to Order and Official Items

1.1 Call to Order

President Jennifer Lesh called the regular meeting of the Council for Exceptional Children Board of Directors to order at 4:45 p.m.

1.2 Record of Attendance and Determination of Quorum

Executive Director Chad Rummel called the roll. A quorum of the following Directors was present:

Jennifer Lesh
Dennis Cavitt
Mary Lynn Boscardin
Yvonne Bui
Tisa Aceves
Tachelle Banks
Rosalind Hall
Will Hunter
Laural Jackson
Danielle Kovach
Diana Morales
Cindy Perras
Charmion Rush
Kareem Thompson
Mitch Yell
Paul Zinni

Not present: Ben Tillotson

1.3 Adoption of Agenda

MOTION: Cindy Perras moved to adopt the Board Business Meeting Agenda. Rosalind Hall seconded.

Motion passed.

1.4 Consent Agenda

1.4.1 July 2020 Minutes

1.4.2 September Online Voting Minutes

1.4.3 October Online Voting Minutes

MOTION: Mitch Yell moved to adopt the Consent Agenda. Tisa Aceves seconded.

Motion passed.

2.0 Organizational Items

2.1 Leadership Development Committee (LDC) Subcommittee Motion

The LDC's July quarterly report to the board included the ongoing challenge to the LDC relative to its scope of work, indicating "the demands on the time from members is becoming unsustainable when looking at addressing and successfully implementing the broad duties of the committee included in the board-approved recommendations from the Governance Workgroup."

The report also indicated that the duties that the committee feels are the most critical have been the most challenging. These are:

- Create a plan for ongoing leadership development for the board, the LDC, and standing and ad hoc committees.
- Produce and periodically update a leadership development curriculum for prospective board and committee members.

There has been conversation within the LDC for some time about the need to have subcommittees. As part of its July 2020 meeting, the LDC split into three workgroups, one of which was focused on "Developing Volunteer Leadership /Leadership Development Program." The workgroup made a great deal of progress on a plan to implement a Leadership Development Program. The LDC believes that the plan establishes a path to move this initiative forward.

MOTION: Dennis Cavitt moved to approve the establishment of a Leadership Development Program Subcommittee of the Leadership Development Committee (LDC) to organize, implement, and evaluate training and orientation programs; create communications plans and marketing/promotional activities and events; and to facilitate collaboration across CEC units and divisions.

Further moved that the subcommittee will be chaired by a member of the LDC, appointed by the LDC Chair with approval of the LDC, or other CEC member if a member of the LDC is not able to assume the additional responsibility. If a member of the LDC does not serve as chair of the subcommittee, the Chair of the LDC, or his/her designated representative from amongst committee members, will serve as a liaison from the LDC as an ex officio member of the subcommittee.

Since this was a motion from a committee, no second was required.

Motion passed.

2.2 Representative Assembly Recognitions Motion

The purpose of the Representative Assembly (RA), as stated in CEC's Bylaws, is to act as "the membership advisory body of The Council." Accordingly, the RA meeting must be more focused on gathering input regarding CEC initiatives, such as the 2017 input opportunity on the draft IDEA

Reauthorization Recommendations, or what CEC/units/divisions can do to address the shortage of special educators, as opposed to a “sit and get” format.

Over the past several years, a concerted effort has been made to make the meeting more modernized and move away from formalities and ceremonial items, vestiges from the Delegate Assembly (the previous incarnation of the RA before the 2000 governance reform). One example is having representatives check in at the meeting in lieu of each representative coming to a microphone to report the name of their unit/division and the number of representatives present.

There are still other items that take away important time from the working session portion of the meeting that could either be done differently or done away with. For example, the President’s and Treasurer’s Reports can be provided in advance in a video, with representatives having the options to post questions via its online community and/or allowing a discreet amount of time for questions during the meeting.

MOTION: Tisa Aceves moved to remove item f. (To conduct recognition activities.) from Article X (Representative Assembly), Section 6. (Duties) of the Bylaws.

Further moved that, following the 60-day comment period required by the Bylaws, the board authorizes the RA Committee to review any input, then proceed with changes to the meeting agenda/format as it deems appropriate.

Since this was a motion from a committee, no second was required.

Motion passed.

2.3 Policy Steering Committee Charter Revision Motion

As the Board has moved forward responding to the need for flexible and timely decision making, particularly with the recommendations to create the Policy Response Team and the decision-making plan, some of the responsibilities that had been assigned to the PSC need to be reconsidered. The result has been that some of the tasks assigned to the committee have been taken away.

The PSC was created, and its responsibilities defined, prior to changes in the organization and staffing of policy and advocacy. From the perspective of the chair, some of the responsibilities specified in the committee’s charter are not feasible for a volunteer committee. For instance, the committee cannot consistently nor systematically actively monitor nor quickly respond to immediate legislative or other public policy issues.

The revised charter reflects the purposes and tasks of the committee that have emerged over the past year of its operation, as well as additional chair responsibilities that have arisen.

MOTION: Mitch Yell moved to revise the charter of the Policy Steering Committee (Attachment A).

Further moved to revise the charge of the Policy Steering Committee in Section 2, Part 2 (Committees) of the Policy Manual.

Further moved to change the date of the Policy Steering Committee recharter application from November 2022 to November 2023.

Since this was a motion from a committee, no second was required.

Motion passed.

2.4 Yes I Can Committee Chair Appointment

MOTION: Charmion Rush moved the motion to appoint current committee member Samantha Riggleman as Chair of the Yes I Can Committee for a two-year term (January 1, 2021 through December 31, 2022). Cindy Perras seconded.

Motion passed.

3.0 New Business

There was no new business.

4.0 For the Good of the Order and Adjournment

Without objection, President Lesh adjourned the board business meeting at 5:09 p.m.

COUNCIL FOR EXCEPTIONAL CHILDREN
Committee Charter
Policy Steering Committee

Purposes

- Develop recommendations for consideration by CEC’s Board of Directors with regard to special education legislative and regulatory issues at the national level and provide information to units that may be relevant at the state or local level.
- Assist CEC in ensuring that the organizations’ position statements are current, relevant, reflect CEC’s mission and values and adhere to CEC’s Principles and Guidelines for Developing Position Statements.
- ~~Stay informed about policy and legislative issues related to the education of infants, toddlers, children, and young adults with exceptionalities.~~
- ~~Support CEC’s policy and advocacy staff/advisors.~~

NOTE: Day-to-day public policy functions will be conducted by staff and consultants, reporting to the executive director. The committee will be provided with updates on impending or emerging issues.

Tasks

The Committee will:

- Develop and maintain a multiyear public policy agenda to be endorsed by CEC’s Board of Directors to guide the creation and implementation of annual policy and advocacy goals.
- Solicit and be informed by member input on position statements.
- ~~Recommend issues requiring information for and action by members to CEC Board of Directors and staff.~~
- Collaborate as needed with CEC staff to create informational materials, such as issue briefs, position statements and analyses.
- Assist CEC in developing a process for measuring the effects of policy and advocacy actions on legislative and regulatory outcomes.

The Chair will:

- Direct the planning process for the development of the multiyear agenda, annual list of advocacy issues, public policy recommendations to CEC’s board of directors, issue briefs, position statements, and the review of written and electronic communications.
- Represent the committee before the Board of Directors.
- Submit the committee’s policy recommendations to the board of directors, as appropriate.
- Submit a written interim and year-end report.
- Submit to the Board of Directors ~~annual budget recommendations related to the multiyear agenda,~~ an annual list of advocacy issues, and a work plan for approval.
- Serve as a member of the Policy Response Team.
- Serve as co-chair of the Special Education Legislative Summit Planning Committee.

Size, Term, Composition

- The committee will be comprised of a chair and six members.
- Terms are for- three years.

- The President Elect will serve as an ex officio, non-voting member of the committee.
- CEC Policy and Advocacy staff/advisor(s) will serve as ex officio, non-voting members of the committee.

Accountability

- The Policy Steering Committee reports to CEC’s Board of Directors.

Meetings

- The committee will meet by conference call no less than quarterly.
- Additional conference calls will be scheduled by the committee chair upon recommendations/discussions with CEC policy staff/advisors.
- ~~At least one~~ in-person meeting ~~may will~~ be held annually at CEC headquarters or at the annual convention if needed and funds are available in the budget.
- On occasion, the committee chair may request that outside “thought leaders” join a committee ~~face-to-face or by telephone conference call meeting~~ for the purpose of informing the committee on important policy issues. These might include representatives of specific CEC units/divisions or key policy staff from other organizations or agencies.

~~Work Outside of Meetings~~

- ~~The day-to-day public policy functions will be conducted by staff and consultants, reporting to the executive director. The committee will be provided with updates on impending or emerging issues.~~

Knowledge, Skills and Abilities (KSAs)

In addition to the committee member KSAs, the Chair of the Policy Steering Committee must have the following KSAs:

- Content knowledge relevant to policy processes, as well as of CEC’s mission and activities.
- Proven leadership and facilitation skills.
- Proven oral and written communication skills coupled with willingness to communicate.
- Willingness to employ all types of technology in scheduling and holding meetings and developing/revising documents.

Committee members must have the following KSAs:

- Commitment to fully participating in all planned meetings.
- ~~Experience with investigating, reporting, developing, and/or implementing policy.~~
- Commitment to developing an understanding of issues relevant to the committee’s work.
- Evidence of being an informed member of committees or similar groups who is prepared to participate in committee discussions.
- Demonstrated ability to make constructive contributions to committee ~~or similar~~ meetings.
- Effective communication skills that support committee discussion.
- Listens to and considers diverse perspectives.
- Act in the best interest of CEC as an umbrella organization with units/divisions and members that work on behalf of the wide diversity of professional roles and exceptionalities within the field of special education.
- ~~Understand CEC’s Policy on Public Statements in relation to CEC Units and Divisions:~~

~~Public Statement Endorsement Process for Divisions and Units~~

The Council for Exceptional Children (CEC) values and seeks diverse and inclusive participation within the field of special education and acknowledges the expertise of each CEC special interest division. In demonstrating that expertise, divisions may occasionally issue public statements on policy or potential policy issues and must follow the CEC Endorsement Process.

Divisions will either seek CEC endorsement on a statement or apply the public disclaimer with no action from CEC based on disclaimer guidelines. CEC encourages the use of endorsements whenever possible.

To ensure consistency and clarity across all of CEC, divisions in good standing of the Council for Exceptional Children will adhere to the Public Statement Endorsement Process prior to releasing any statement.

Use of the Public Statement Endorsement Process or any disclaimer statement does not apply to CEC units as they may not express an opinion on federal legislation that is separate from that of CEC.

ENDORSEMENT PROCESS

In the event that a division seeks CEC endorsement or collaboration on a public statement, the division will send the information below to CEC. The President and/or Executive Director will respond within 48 hours. If the endorsement is an urgent circumstance, an expedited request can be made. However, if an expedited request is not possible, the division will be notified, and the disclaimer statement will be used.

- A copy of the policy statement
- Anticipated needs (endorsement/collaboration)
- Deadline of publication
- All divisions/organizations/associations signing the statement
- Contact person for additional information

CEC will respond with one of the following responses:

- Yes, the public statement is endorsed and published.
- Endorsement will be granted with changes requested and then published.
- Endorsement is not given, and CEC will provide the reason endorsement will not be given.
- CEC Disclaimer for Division Public Statements

ENDORSEMENT TEXT

The endorsement below should be attached to any division public statement endorsed by CEC:

The Council for Exceptional Children (CEC) values and seeks diverse and inclusive participation within the field of special education and acknowledges the expertise of each CEC special interest division. The views prepared in this publication by [Name of Division] reflect the official policies or positions of the CEC.

PUBLIC STATEMENT DISCLAIMER GUIDELINES

WHEN A DISCLAIMER IS NEEDED

Divisions need a disclaimer when:

- The public statement is about a policy issue or potential policy issue.

- ~~The public statement makes a recommendation or requests action on a policy at the state or national level.~~
- ~~The policy issue or potential policy issue is a sign-on with another organization or association. (Disclaimer is used when sharing on website/social media or press releases, and if applicable, on the public statement.)~~
- ~~The public statement is in opposition to the mission and vision of CEC.~~

DISCLAIMER TEXT

The disclaimer below should be attached to any division public statements that have not been endorsed by CEC:

The Council for Exceptional Children (CEC) values and seeks diverse and inclusive participation within the field of special education and acknowledges the expertise of each CEC special interest division. However, the views prepared in this publication by [Name of Division] may not reflect the official policies or positions of the CEC

Time Commitment

~~The minimum estimated average monthly commitment of is 73 hours per month is required to include:~~

~~minimum of 9 hours each quarter in preparation for and participation to prepare for and participate in committee conference calls and six hours per quarter to work on drafting and reviewing specific policies.~~

- ~~minimum of 2 days annually to prepare and participate in annual meeting~~
- ~~estimated 3 hours not more than 6 x per year to provide feedback on written materials/draft documents.~~

~~These time commitments are estimated but in any given month the committee may be required to provide additional hours dependent on specific policy developments.~~

Costs

- Allocation of phone and virtual meeting platform expenses (est.: \$150).
- ~~Funds for one in-person meeting annually (est: \$9,600 for 2020).~~
- Individual committee member expenses will be reimbursed in accordance with CEC policy.

Alignment to Strategic Plan

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 (Based on Board Action 5/2016)

~~Strategy: Establish a Policy Steering Committee of knowledgeable, committed volunteer leaders to provide guidance to CEC's Board of Directors and professional staff on legislative and regulatory issues.~~

~~Strategy: The Policy Steering Committee and staff will develop a clearly defined, transparent method of policy issue identification and management.~~