

**COUNCIL FOR EXCEPTIONAL CHILDREN
BOARD OF DIRECTORS**

**November 6-7, 2021
Arlington, VA**

**Minutes
(Approved January 15, 2022)**

Saturday, November 6

1.0 Official Items

1.1 Call to Order

President Dennis Cavitt called the regular meeting of the Council for Exceptional Children Board of Directors to order at 9:15 a.m. ET.

1.2 Record of Attendance; Determination of Quorum

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

Dennis Cavitt
Danielle Kovach
Jennifer Lesh
Yvonne Bui
Tisa Aceves
Joy Banks
Will Hunter
Laural Jackson
Cindy Perras
Charmion Rush
Kareem Thompson
Ben Tillotson
Mitch Yell

Not present: Tachelle Banks, Rosalind Hall

1.3 Adoption of Board Business Meeting Agenda

MOTION: Jennifer Lesh moved to adopt the Board Business Meeting Agenda. Cindy Perras seconded.

Motion passed.

- 1.4 Adoption of Consent Agenda
- 1.4.1 07-2021 Board Meeting Minutes
- 1.4.2 September Online Motions Minutes

MOTION: Jennifer Lesh moved to adopt the Consent Agenda. Laural Jackson seconded.

Motion passed.

2.0 Strategic Plan

MOTION: Kareem Thompson moved to approve the new 2022-2026 Strategic Plan. Cindy Perras seconded.

Motion passed.

The new Strategic Plan for 2022-2026 includes a new vision and revised mission. The plan is the culmination of a nearly year-long process.

- February 2021: All-members were asked to provide input (1,886 Responses)
- April 2021: The board hosted focus groups with cross-section of members (15 groups)
- June 2021: An outside facilitator hosted focus groups with division/unit leaders (7 groups)
- July 2021: The Board held a retreat to identify key principles and draft of goals
- September 2021: The board provided additional feedback virtually
- September/October 2021: Staff fleshed out input and created a first draft
- October 2021: The CEC Presidential line revised draft, which was submitted to the board for finalizing
- November 2021: Finalize and approve new strategic plan.

The new Strategic Plan will be unveiled at CEC 2022.

3.0 Department Updates

3.1 Policy & Advocacy

Kuna Tavalin, Senior Policy Advisor, provided the following information:

Build Back Better Act

- Biden American Families Plan, Spring 2021
 - \$9b for educator pipeline over 10 years
 - Includes \$900m for Part D personnel prep
- Build Back Better Act
 - Version 1: \$1.1b for educator pipeline; \$297 for Part D over 3 years
 - Current version: \$800m+ for educator pipeline; \$160m for Part D over 3 years

Appropriations

- Goal: glidepath to full funding of IDEA
 - (Federal share = 40% of APPE)
- White House, House, Senate all have historic funding proposals but must get over the finish line
- IDEA Full Funding Act introduction this month
- Working in coalition with other stakeholders

- Co-chair IDEA Full Funding Coalition; on Consortium for Citizens with Disabilities education funding work group
- Activating CEC's grassroots/grasstops

Member/Partner Engagement

- Virtual SELS was again a success and another chance to advance CEC's policy priorities
- Participated in:
 - DEC conference
 - Friends of IES webinar
 - AASA appropriations panel
- Co-chair of IDEA Full Funding Coalition; active in Coalition for Teaching Quality; providing federal funding updates and strategy to Consortium for Citizens with Disabilities; National Alliance for Specialized Instructional Support Personnel

3.2 Standards/Accreditation

Brad Duncan, Director of Standards and Accreditation, provided the following updates:

Since July Board Meeting

- Standards & Program Review: Training at TED Conference
- Administrator Standards: Completed CAEP review and completing minor technical edits based on their feedback
- Talented and Gifted Standards (Initial & Advanced): Workgroup is nearing completion of a draft of revised initial standards
- The Purple Book (formerly known as The Red Book) has been published and renamed to "Practice-Based"
- Accreditation
 - Finalized the Accreditation Expectations
 - Released for public comment
 - Application for Eligibility
 - Program Report Template
 - Policies and Procedures Manual

Program Review Submissions

	Spring 2020	Fall 2020	Spring 2021	Fall 2021	Spring 2022*
Program Review Submissions	39 Programs 22 Institutions	44 Programs 25 Institutions	24 Programs 15 Institutions	41 Programs 23 Institutions	24 Programs 10 Institutions

* Program submissions for Spring 2022 are still in progress

Upcoming Projects

- Training for program reviewers and programs submitting SPA Reports; Exploring virtual opportunities

- Accreditation Commission
 - Commission to review feedback to refine guidance, policies
 - Guidelines for decision making; volunteer selection process

3.3 Professional Development

Jennifer Bullock, Director of Professional Development and Resources, provided the following information:

2022 CEC Convention & Expo

Marriott World Center, Orlando, FL; January 16-19, 2022

Virtual: February 1-4, 2022

CEC Convention & Expo Team:

Jenn Bullock, Annie Drinkard, Renee Glasby, Judy Harrison, Chad Rummel, Megan Shea, Brooke Massey, Brannan Meyers, Laurie VanderPloeg, Sharyn Weiss

In-Person Convention Program

- General Sessions
 - Dr. Cierra Kaler-Jones
 - Yes I Can Awards
- 250+ concurrent sessions
- 16 optional workshops
- Data Blitz sessions (NEW)
- Teacher Slam sessions (NEW)
- Research-to-Practice Deep Dive sessions (NEW)
- Poster sessions
- Cross-Topic (Collaborative) Sessions

Special Events

- Legacy Leadership Luncheon
- Birthday Bash
- Expo Hall

Onsite COVID Protocols

- Following CDC, State and venue-specific safety protocols
- Connecting with Marriott staff periodically for shifts in onsite protocols
- Meeting room capacity and setup
- Expo hall traffic patterns and spacing
- 3rd party vaccine verification for all attendees, speakers, vendors, staff

Virtual Convention | Feb. 1-4

- Whova platform & app (same as 2021 CEC LIVE)
- Access to over 300 on-demand sessions
- Live “lounges” and social meetups
- 35 optional workshops
- Access for 3 months after the event dates

CEC Learning Library

- Learning Management System (LMS)
- Over 100 on-demand PD offerings (webinars, workshops, Quick Takes) and supporting materials

- Free to CEC members
- Hosts CECs online programs, contract training programs, library of searchable recorded, topical webinars and workshops
- User communities, on-demand PDH certificates for completed courses

2021 Professional Development Offerings

- Online PD Programs
 - HLP Deep Dive Program (175)
 - JumpStart (180)
 - Supporting Paraeducator Program
- Contract training programs
 - Madonna School
 - VA Dept. of Education
 - CESA, Wisconsin schools
- Webinars
- Critical Conversations Series in partnership with DDEL (255)
 - 8 webinars in series
- Member Webinars
 - What's Happening in Washington (536)
 - American Rescue Plan Act of 2021 Overview (600)
 - Thought Leaders: ARPA (984)

Coming Soon

- Exceptional Teachers Resource Repository
 - Peer-reviewed resources for teachers, by teachers
 - Exclusive CEC member benefit
 - Final platform development & testing phase
 - Editorial team confirmed; Shanna Takacs, Coordinator and Editor-in-Chief
 - Accepting submissions this week!
- Repository Home Page
 - Search taxonomy
 - Primary audience
 - Topic
 - Needs addressed
 - Resource type
 - Resource level
 - Notable features
- Repository Sub-pages
 - Filtered resources by search criteria
 - Brief descriptions of resources
 - Resource format type
 - Author info
 - Highlights new resources
- Upcoming Projects
 - LCE curriculum update project (ongoing)
 - Expanding menu of PD offerings in 2022
 - Webinars (partnering with CEC Divisions)
 - New online programs for
 - Special educators
 - Educational leaders/Administrators/Coaches
 - Paraeducators
 - Contract training programs

3.4 Engagement

3.4.1 Membership

Judy Harrison, Director of Member Engagement, provided the following information:

Since July Board Meeting

- What I Wish I Knew (including BIPOC)
 - Welcome by former GA Dir. of Special Education, Dr. Zephine Smith-Dixon
- Implemented new member categories
- Implemented inquiry tracking system
- New database implementation and integration with existing email and accounting systems
- Increased automation & self-service features
 - Member self-serving features to assist with payment; increased options, especially for third party transactions (admins) and groups
- Took on publications fulfillment since August pending hiring of new Operations Manager

Key Metrics

Onboarding emails	7/21 (YTD)	10/21 (YTD)	Industry Benchmark
Delivery Rate	98.8%	99.6%	99.05%
Open Rate	27.7%	36.9%	38.32%
Click Rate	5.7%	9.4%	16.87%
Unsubscribe	.1%	.1%	.07%

Membership	2020 (YTD)	7/21	10/21	Renewal rate
Total	20,525	19,999	21,315	68%
% in Division	56.8%	55.85%	47.5%	

Upcoming Projects

- Membership Resell Program: allows partners to sell or bundle CEC membership with their event, or as an ongoing campaign, and receive a rebate of \$5 per person that joins CEC
- Online communities by member category
- New member renewal and onboarding program
- Survey non-renewals
- Continue WIWIK calls (expand beyond early career)
- Supporting members for CEC 2022(s)

3.4.2 Governance

Sharon Rodriguez, Director of Governance and Executive Services, provided the following information:

Since July Board Meeting

- Board of Directors
 - Online votes
 - Investment Policy Revision ESGs
 - Voting Period Modification
 - Division Name Change Process
 - Convention Local Arrangements Committee (Co)Chair(s) Appointment

- Election
 - New candidate “mini bios” and video responses available to members
 - Candidates profiled in SET/social media, e-blasts
 - Conducted election (Oct. 11 – 26) fully via SurveyMonkey
- Committees
 - Student & Early Career Committee
 - Assisted with drafting recharter application; request for postponement to January 2022 approved
 - Honors Committee
 - Developed new Rising Star Special Educator & Outstanding Student Chapter Faculty Advisor awards (late spring 2021)
 - Call for Nominations opened mid-June; closed 9/8
 - Developed communication for distribution to TED members about new awards
 - Reviewed & rated nominations; selected award recipients
- Calls for Committee Applications
 - FASC, PSC, PSPC, and YIC
 - Announced in SET 10/29; e-blast 11/2
- LDC
 - Annual Retreat 7/29-3
 - Two internal workgroups: Search & Selection; Communications
 - Refined LDC and Board applications
 - Adjusted BoD call for applications timeline to shorten time between final slating and election
 - Volunteer Square launched; a place where members can express their interest in getting more involved at the unit, division and international level and tell us a little about themselves – a sort of resume database. Units and Divisions can query the list for individuals, reach out to them when they need volunteers, and help them build their pool of volunteers.
 - Leadership Development Program Subcommittee (LDPS)
 - Planning for launch of *Leadership CEC*

Key Metrics

Election: 1,000 votes in 2021 (1,541 in 2020)

(Note: voting period was shortened from four weeks to two weeks)

Award Nominations:

	Lifetime Achievement*		Outstanding CEC Leadership*		Outstanding Student Chapter Advisor* (1)		Research*		Rising Star (2)		Teacher of the Year*	
	N	R	N	R	N	R	N	R	N	R	N	R
2022 Awards	5	1	1	0	0		2	1	1	0	2	1

* limited to 1 recipient

N = Nominations

R = Recipients

(1) 2021 revision of Gorin Award; formerly included in Student Awards

The CEC Susan Phillips Goring Outstanding Faculty Leadership Award honors a college or university faculty member (including CEC chapter advisors) who has demonstrated exemplary personal and professional qualities while making outstanding contributions to the field of special education, particularly in teacher preparation. Those nominated instill a passion for teaching in their students, exemplify best teaching practices, mentor future special educators, give back to the profession, and demonstrate excellence in training those who will be working with children and youth with exceptionalities.

(2) New for 2022; up to 5 recipients

Upcoming Projects

- Executive Services
 - Past Presidents Forum Webinar 12/2
 - RA meeting planning
- Board of Directors
 - BoardSource Assessment launches 11/8; deadline 11/22
 - Board meeting follow up
 - 5 new Board member orientations 11/16 – 12/13
- Committees
 - Applications Due 11/30 for appointment recommendations by Chair
- Honors Committee
 - Developing videos for awards ceremony @ CEC 2022
 - Finalizing new personalized “Letter from the President” for award recipients
- Leadership Development Committee
 - Finalize LDC application and launch Call for Applications for 2022-2024 terms just prior to CEC 2022.
 - Develop a Communications Plan
- Leadership Development Program Subcommittee
 - Finalize content and process map for *Leadership CEC*, a leadership development program for CEC members who have been nominated/selected for participation in a program to facilitate growth for individuals who aspire to leadership positions in the organization.

3.5 Public Affairs

3.5.1 Publications and Communications

Annie Drinkard, Director of Publications and Communications, provided the following information:

Since July Board Meeting

- Launched 100 stories project and 100th anniversary pages
- Developed the Teacher Resource Repository
- Managed 30 campaigns for new and ongoing CEC international programs
- Publications Committee created two workgroups, one to focus on journals and one on books/pubs
- Published “Practice Based Standards for the Preparation of Special Educators” (Purple Book; formerly known as The Red Book)

Key Metrics

- July - Oct 2021 Publication Sales: \$113,382
- 503k Website visits July – Oct 2021, double the same time period in 2020
 - 477k sessions (up from 386k)
 - 57% bounce rate (up from 55%)
- Social Media follows and engagement expected to meet 2021 benchmarks
 - 53,000 Facebook (reached target)
 - 16,000 Twitter (400 to go)
 - 2,000 Instagram (100 to go)

Upcoming Projects

- Continued marketing of CEC 2022 Convention and Expo Marketing and Outreach and 100th anniversary projects
- Continue to support unit and division migrations

- Currently hosting/supporting 43 unit and division websites, with another 6 in development
- Developing a new Awards Directory
- Reviewing proposals for books for 2022

4.0 Organizational Items

4.1 Position Statements

4.1.1 Strengthening the Teacher Workforce

MOTION: Jennifer Lesh moved to adopt CEC’s Position Statement on Strengthening the Workforce to Support All Children and Youth with Exceptionalities, as presented by the Policy Steering Committee (attached).

Motion passed.

4.1.2 Multi-tiered System of Supports

MOTION: Jennifer Lesh moved to adopt CEC’s Position on Multi-tiered System of Support (MTSS) frameworks, as presented by the Policy Steering Committee (attached).

Motion passed.

5.0 Governance Items (4:00)

5.1 Treasurer’s Report

5.1.1 September 2021 Financials

The September financials were posted for board review prior to the meeting. Directors were invited to ask questions.

5.1.2 2022 Budget

MOTION: Kareem Thompson moved to approve the 2022 Program Plan and Budget, dated October 18, 2021, as submitted. Charmion Rush seconded.

Motion passed.

The approved 2022 operating budget calls for a net surplus of \$171K. Revenue is budgeted for \$717K over 2021 projections, with increases attributed mainly to holding an in-person convention and increased revenue generated by Strategic Partnerships. Non-overhead expenses are budgeted to increase by \$755K over 2021 projections, attributed mainly to the increased costs of holding an in-person convention.



5.2 President’s Report

President Dennis Cavitt reported the following:

- Participated in Policy Steering Committee, Policy Response Team, and Leadership Development Committee meetings.
- Weekly meetings with Chad.
- Issued several letters of support for funding special education, encouraging people to use the Legislative Action Center and talk to legislators.
- Wrote two President’s messages for *TEC*.

5.3 President Elect’s Report

President Elect Danielle Kovach reported the following:

100 Stories - Teachers

- 124 nominations from units
- 18 internal nominations (staff and board members)
- 26 teachers’ videos have been published on the website

The goal is to have every unit acknowledged. Nominations have not been received from: Alabama, Arkansas, Colorado, Hawaii, Louisiana, Maryland, Minnesota, Mississippi, Montana, Nebraska, New Hampshire, New York, Oklahoma, Oregon, South Carolina, South Dakota, Washington, Washington DC, Wisconsin, Wyoming, Alberta, British Columbia, Manitoba, Ontario

Convention

Opening Gala Session: Sunday, January 16, 5:00-6:30 pm

The opening session will highlight the impact of CEC on the field of special education, comprised of three sections: Welcome, Celebrating Excellence and Impact on the Profession, and Looking to the Future.

The second section will feature co-host Past President Bill Bogdan and 2022 President Elect Angie Jasper. CEC is looking for a replacement for Judy Heumann, who cancelled her contract. During the last section, board, staff, and past presidents will be called on and around the stage. Board members will present the new strategic plan. More info will come as we get closer.

Legacy Luncheon: Monday, January 17, 11:00am-12:45pm

Honoring the impact of our volunteers and on the membership of CEC. Speakers are Parthenia Cogdell, Bryan Cook, Laurie VanderPloeg, a panel of Teachers of the Year and another group that we are still securing.

Birthday Bash: Tuesday, January 18, 7:00-9:00pm

Dancing through the decades: During the event, she and Angie highlight a significant event that occurred for CEC during each decade.

New President's Newsletter

Published via email the first Thursday of every month.

Purpose: a vehicle to connect and engage our members, units and divisions.

Monthly announcements, CEC news, webinars, etc. will be shared. 100 Stories will feature teachers.

5.4 Executive Director's Report

Executive Director Chad Rummel reported the following:

Strategic Partnerships:

- Going very well.
- Many new products/sponsorship opportunities for revenue generation: e-blasts, TEC/EC advertising, Partner Solutions Directory, Learning Library, Teacher Repository webinars, convention

Components:

- Brannan Meyers, Director of Component Relations, who serves as the Executive Director of TED, planned their conference, that took place the week preceding this meeting.
- A monthly Division Dialogue newsletter is being developed that will go all members; promoting division membership.
- She is starting to work on regenerating student chapters and had a meeting with chapter advisors at TED to try to determine what support they need. He spoke about that with Susan Gorin, formerly in charge of student chapters at CEC.
- Luanna Purcell (former Executive Director of CASE; contracting with CEC) is in touch with every unit each month. There are not staff resources to provide the support units need and they can't survive on the \$8 per member rebate.

Fundraising & Development Committee:

- Has been organizing the Legacy Leadership Luncheon. Pledge cards will be on the tables.
- Individual giving happening via an add on to membership or convention purchase. A Memory/Honor Tribute Wall is being developed.
- Giving Tuesday coming. This year, people can create their own FB fundraising page for CEC from our page.

External

- Spoke at the TED conference last week; will speak at CASE next week
- He attended The National Technology Leadership Summit (NTLS), which brings together national leaders from educational associations, as well as editors of educational technology journals, directors of non-profit foundations, federal policy makers, and corporate representatives. Recommendations and guidelines emerging from the summit are published in a range of educational technology journals and are featured on the programs of educational conferences. CEC'S standards do not address the existing technology standards for educators.
- He is liaising with the Child Trend News Service, a project funded by NCSER. In the last year, we have helped them survey special education teachers to find out where they get their information about COVID and how/what they share with parents of students with disabilities.

Convention:

- Work has been divided among a new Staff Convention Committee since there is no longer a convention director.
- He has been working with Local Arrangements Committee and rethinking its operation for Louisville; how can it be more an advance team? Are there opportunities to give students discounts for on-site responsibilities, instead of to local people who can drive.
- He's also looking at site selection process. Possibly change the timing of contract signing and looking back to a geographic rotation.
- The process is being put on hold for one year to see what post-Covid looks like.

New Publications Fulfillment and Operations Manager

- Jake Minor begins on Nov. 8
- He will be looking at streamlining various aspects of the responsibilities of the position.
- Conducting a business analysis on how to make more money off publications
- Providing technology and billing support for LCE.

Data:

- Staff have an annual goal related to data.
- Strategic plan updates will be provided by data related to goal area; no more director updates.
- Jake will provide metrics to the board every two weeks.

Executive Session

The board, by unanimous consent, went into executive session at 5:20 pm to discuss legal, personnel and/or financial matters. The board came out of executive session at 5:59 and recessed at 6:00 until 8:30 am on November 7.

Sunday, November 7

1.0 Official Items

1.1 Call to Order

President Dennis Cavitt called the regular meeting of the Council for Exceptional Children Board of Directors to order at 8:33 a.m. ET.

1.2 Record of Attendance; Determination of Quorum (Rummel)

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

Dennis Cavitt
Danielle Kovach
Jennifer Lesh
Tisa Aceves
Joy Banks
Tachelle Banks
Rosalind Hall
Will Hunter
Laural Jackson
Cindy Perras

Charmion Rush
Kareem Thompson
Ben Tillotson
Mitch Yell

Not present: Tachelle Banks, Yvonne Bui, Rosalind Hall

5.5 Ratification of Bylaws Amendments

A 60-day comment period for member input was provided for the following motions, approved by the board in July.

5.5.1 Powers & Duties of the ED

MOTION: Mitch Yell moved to ratify revising the Articles of Incorporation and Bylaws to revise the Powers and Duties of the Executive Director as follows:

- f. Serve as an ex officio non-voting member of all appointed bodies, except those making nominations or conducting elections, or designate a member of the staff to serve as an ex-officio non-voting designee.

Jennifer Lesh seconded.

Motion passed.

5.5.2 Leadership Development Committee Minimum Membership Criteria

MOTION: Jennifer Lesh moved to ratify revising the minimum membership criteria to apply for a position on the Leadership Development Committee in the Bylaws from “the past three years, with a minimum total of five years membership” to “a minimum total of three years membership.” Laural Jackson seconded.

Motion passed.

5.6 Leadership Development Committee (LDC)

5.6.1 Immediate Past President’s Report

Immediate Past President, Jennifer Lesh, reported the following:

The LDC held its fourth annual retreat virtually July 29-31, 2021. The committee has found this annual retreat to be a good opportunity to assess its past activities and identify opportunities to advance the committee’s work.

The committee has started reviewing its original charter in preparation for the LDC’s required 5-year recharter, due to the Board in November 2022.

The Leadership Development Program Subcommittee continues to develop an action plan to institute “Leadership CEC,” a leadership development program for CEC members who have been nominated/selected for participation in a program to facilitate growth for individuals who aspire to leadership positions in the organization. Nominations will be submitted by a CEC unit or division. The subcommittee has also developed a Content and Process map.

5.6.2 LDC Quarterly Report

The board received the LDC’s quarterly report.

5.6.3 LDC Chair Succession Model

MOTION: Jennifer Lesh moved to approve the implementation of a process for a vice-chair(s) to become chair/co-chairs of the Leadership Development Committee through a succession model, allowing for the flexibility annually to select from either option below.

- 1 A Chair/Vice-Chair model where the chair would be a third-year committee member and the vice-chair a second-year committee member who would be learning the role.
- 2 A model for co-chairs from within the committee. Specifically, two members in their third year of service would serve as co-chairs for one year. The LDC has three members in each “class,” so two would have to volunteer. The co-chairs would serve as vice co-chairs during their second year, being groomed/prepared for the co-chair position.

Laural Jackson seconded.

Motion passed.

5.7 Honors Committee Restructure and Co-Chair Succession Model

MOTION: Cindy Perras moved to change the terms of appointment to the Honors Committee from two years to three years;

Further moved, to reduce the number of members on the committee from seven to six;

Further moved, that the two members in their third year serve as co-chairs for one year.

Mitch Yell seconded.

Motion passed.

5.8 Yes I Can Committee Restructure and Co-Chair Succession Model

MOTION: Cindy Perras moved to change the terms of appointment to the Yes I Can Committee from two years to three years;

Further moved, to reduce the number of members on the committee from seven to six;

Further moved, that the two members in their third year serve as co-chairs for one year.

Ben Tillotson seconded.

Motion passed.

6.0 New Business

MOTION: Tisa Aceves moved to provide \$10K from the 2021 budget to provide donation-matching to support CEC's Giving Tuesday efforts in 2021. Mitch Yell seconded.

Motion passed.

7.0 For the Good of the Order and Adjournment

Members completing the final year in their current term were recognized.

President Cavitt congratulated the board on the new strategic plan. Without objection, President Cavitt adjourned the meeting at 11:21 a.m. ET.