

**COUNCIL FOR EXCEPTIONAL CHILDREN
BOARD OF DIRECTORS**

Minutes
April 18, 2020

(Approved June 18, 2020)

1.0 Call to Order and Official Items

1.1 Call to Order

President Jennifer Lesh called to order the regular meeting of the Council for Exceptional Children Board of Directors at 10:01 a.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
Ben Tillotson
Mitch Yell
Paul Zinni

1.3 Adoption of Agenda

MOTION: Paul Zinni moved to adopt the Board Business Meeting Agenda.

Motion passed.

1.4 Consent Agenda - February 4, 2020 Minutes

MOTION: Paul Zinni moved to adopt the Consent Agenda.

Motion passed.

2.0 Organizational Items

2.1 Treasurer's Report

2.1.1. 2019 Audit Review and Motion

Jen Tan, Principal, Audit & Assurance Services at Rogers & Co., provided an overview of the 2019 audit.

MOTION: Mitch Yell moved to accept the 2019 Audit performed by Rogers and Company, and as recommended by the Finance and Audit Standing Committee as presented.

Motion passed.

2.1.2 Financial Update (March 2020)

Treasurer Yvonne Bui and Craig Evans, CFO, presented the following information:

Statement of Financial Position Highlights

- As of March 31, 2020, CEC's cash balance is \$796K, up by 39% from the previous year. The material increase is primarily due to increased net surplus from the Portland convention compared to Indianapolis.
- Accounts receivable are up by \$368K from the year prior. The increase is primarily related to amounts due from the Commonwealth of Virginia for special education teacher initiatives.
- Total property and equipment are \$233K, down \$1.5 million from last year. The impact of the lease termination adjustments made in August 2019 resulted in a net write-off of \$1.4M of abandoned furniture, equipment and leasehold improvements from CEC's previous office space.
- Total other assets stand at \$947K, down 60% from the year prior. The large decrease is primarily related to liquidation of \$1.3 million of investment reserves to cover early lease exit penalties for CEC's old office space and moving costs to new office space in 2019.
- Total assets stand at \$3.0 million, down by \$2.4 million, or 45%, from the prior year. The large decrease is most significantly related to the write-off of property and equipment with the previous office lease termination and liquidation of investments as noted above.
- Accounts payable are \$56K, an increase of \$48K from the prior year. The increase is related to outstanding payables for the Portland convention in 2020 compared to Indianapolis in 2019, all of which had already been paid by this time last year.
- Office Lease Liabilities are \$150K, down \$3.8 million from the year prior. In August 2019, CEC recorded a true up of the lease exit liability and remaining deferred rent liability related to 2900 Crystal Drive. The remaining balance relates to the new office space at 3100 Clarendon Blvd.
- Total Liabilities are \$2.0 million, down by 66% from the previous year. The material decrease is primarily related to the write-off of lease related liabilities as noted above.
- Total Operating Net Assets are \$1.1 million, down by \$2.3 million from the previous year. The material decrease is a result of the lease termination adjustments, fixed asset and leasehold improvement write-offs related to the previous office lease and the liquidation of reserve investments as noted above.

Statement of Activities Highlights

- Operating revenue as of March 31, 2020 is \$3.1 million, approximately 4% ahead of YTD budget and 11% ahead of the year prior.
- Operating expenses at the end of the month are \$1.8 million, or 12% below YTD budget and 15% below the prior year.
- At the end of March 2020, CEC has a net operating surplus of \$1.2 million, ahead of YTD budget by \$356K, or 40%.

Observations

- Thus far, CEC has not felt the effects of the COVID-19 pandemic either in cash flow or financial performance. Due to a financially strong convention in Portland (surplus nearly \$300K ahead of budget), CEC has enjoyed a greater total YTD surplus than budgeted.
- Membership dues revenue is ahead of the YTD budget on an accrual basis by about 8%. While cash receipts compared over the current and previous 12-month period are down by 1.2%, this rate has slowed significantly from last month when it was down 4%.
- Publication sales through March 2020 continues to lag YTD budget by 14%. However, following \$61K in sales in March, publication revenue is slightly ahead of the year prior by about 1%.
- LCE subscription revenue is below YTD budget by approximately \$17K on an accrual basis. On a 12-month rolling comparison, cash receipts are down by \$108K, or 26%, compared to the prior period. A decrease in sales was anticipated in the 2020 budget as the product needs curriculum and technical upgrades. The decrease thus far, however, is greater than was anticipated in the budget.
- Overall, finances at the end of the month are stable. The Portland convention performed much stronger than budgeted and publication sales have picked up. Cash flow remains stable through March, even with the pandemic shutdowns across the country. CEC has applied for funds under the CARES Act (Payroll Protection Program) to maintain stable cash flow as the pandemic shutdowns continue.

Finance & Operations Update

Since Last Board Meeting

- Financial condition has stabilized
- Budget re-alignments to hire two staff positions (Membership Manager and Digital Content Manager)
- 2019 Audit complete and 990 in progress
- Cash flow remains stable in face of COVID-19 pandemic

Key Metrics

- Through March, CEC has a net operating surplus of \$1.2 million, 40% ahead of budget and nearly 100% ahead of last year
- Convention & Expo in Portland performed well with a direct net surplus of \$1.4 million, approximately \$300K ahead of budget and \$250K ahead of the prior year
- CEC applied for \$309K loan under CARES Act to further stabilize cash flow as pandemic shutdowns continue

Upcoming Projects

- Comprehensive review of financial and business processes to identify areas of improvement and/or cost savings
- Develop a donation program for 100th anniversary; endowment foundation structure

2.2 President's Report (Lesh)

President Jennifer Lesh reported on her participation in the following events/activities:

CEC 2020 Convention Activities

- Meetings with 17 of 18 divisions
- American Institutes for Research reception
- Opening remarks at the CEC Pioneers Division State of the Profession (SOTP) presentation
- Opening remarks at the Student Forum
- Presided over Representative Assembly

Attend the Michigan CEC Conference in March

- 1,000 attendees
- Michigan director of special education and OSEP director both attended
- Presented welcome and introductions
- Participated in breakout sessions on SOTP and policy

Policy Steering Committee

- Meet regularly with chair
- Had been scheduled to attend "Attract, Prepare, Retain: OSEP National Summit on Improving Effective Personnel for Children with Disabilities" and meet with new OSERs director Mark Schultz. Both postponed.
- CEC's response to CARES Act submitted to OSEP and OSERs

Finance Audit Committee

- Participated in both meetings thus far (February and April)

Special Education Legislative Summit Planning Committee

- Participated in some of the meetings

2.3 Executive Director's Report (Rummel)

Executive Director Chad Rummel reported the following:

His 100th day on the job was this past Tuesday, April 14. He ended work with his last organization February 29, following their annual convention, so started full-time at CEC on March 1st. Since then, most of his time has been dealing with the impact of the COVID-19 pandemic and its effects on operation of the headquarters office.

Departmental updates later will go over many of the accomplishments. He provided the other following information.

Operational:

- Staff are working remotely because of the Virginia Governor's stay-at-home order.
- New Hires – Brad Duncan, Director of Standards (previous job was with CAEP); Mason Shelby, Digital Content Manager (who has been working in that capacity part-time for CEC); Kevin Jacobs, Membership Manager.
- Working with CFO Craig Evans to reduce technology costs by moving cloud services online.

Relationship Building:

- CEEDAR Center: 2020 arrangements have been finalized; worked with their grant department to finalize our work around HLP distribution for 2020; and are planning their annual conference (which is done by CEC's Director of Conventions and Meetings).
- Divisions: Met separately with several division boards and held a virtual happy hour (which Jenn Lesh also attended) to share ideas/concerns.
- Units: In the process of scheduling a happy hour with units. Working with a couple of units on organization development issues. Working to implement program to support struggling units.
- Building a network with the nine full- or part-time unit/division executive directors.
- Meetings: Department of Education; Michigan CEC; Early Childhood meeting on Capitol Hill; phone conversations/zooms with several education related organizations.

Membership:

- In the process of evaluating the membership cycle. How do we implement new ideas? Hired a membership manager who has been tasked with full membership cycle review and working with divisions.
- Early Career/Student Membership implementation has been paused.
- Information on the two-month free membership offer to help support ALL special educators with distance learning imposed by the COVID-19 pandemic will be provided in the Membership, Marketing and Communications update.
- Website: Completed the RFP, selected a vendor, and are in the middle of discovery and approving designs. The new website is set to launch in three phases, starting in June and finishing in August. The domain name will be changing but that will not be announced until the third phase is completed.

Policy:

- This area has been taking a lot of time, not just because of COVID-19 but because of continued implementation of the policy re-organization. Specifically, carrying out the work that staff had been doing versus what the Policy and Advocacy Advisors have been contracted to do.
- Part of that is a strong need to rethink our grassroots approach and how its managed. As part of the strategic plan, how do we re-energize it and who will manage it? Currently, he is doing that.
- The Special Education Legislative Summit will be virtual. Exploring with Policy and Advocacy Advisors the possibility of doing an advocacy day in conjunction with CEC 2021 in Baltimore (early March) in the District/Maryland/Virginia area. It will be a good time due to appropriations.

What's next?

- Planning for a recession and how to stay nimble.
- Figure out internal structure for policy as related to the re-organization so the brunt doesn't fall on the Executive Director and take the back seat.
- Implementing Component Services (executive leadership, convention registration, etc.) as a revenue generator and to strengthens units/divisions.
- Work with new membership manager to re-evaluate full membership cycle and the early career/student package.
- Changing The Interdivisional Caucus (IDC) to something like a division relations committee that can be tasked with projects, liaise with us, and possibly look at a representative structure where IDC committee members represent divisions, and potentially assign a board member to that.
- Planning for the 100th year anniversary celebration.

2.4 Leadership Development Committee

2.4.1 Quarterly Report

LDC Chair Mikki Garcia provided the following highlights/new initiatives from the committee's quarterly report.

- The committee members hosted two informal networking sessions at CEC 2020 – one immediately following the “Be a CEC Leader” session on Thursday at the Hyatt, and one in CEC Central during exclusive expo hours on Friday morning. These were opportunities for individuals interested in leadership within CEC. Get answers to your questions from current volunteer leaders about how to become involved and grow their leadership skills.
- New features for the LDC application:
 - a brief video response (100-word limit) from applicants.
 - candidate interviews in order to better assess the soft skills and dispositions that come through in a one-on-one conversation.
- The LDC developed and deployed an anonymous survey to obtain a self-assessment of board members rating of their KSAs. This, in addition to the annual board needs assessment, is important in helping the LDC understand what KSAs to look for in potential candidates, as differing strengths lead to a diversity of perspectives.

Garcia also spoke to the board about some of the challenges.

- Lack of financial support: There is no financial support for committee members to attend the convention and carry out LDC initiatives and activities. They spent between six and eight hours involved in convention-related events this year (including a two-hour committee meeting, a session, and two networking sessions), and even more last year when they could be attending professional development events.
- Scope of Work: The committee is dedicated to meeting its charge to identify, nurture and develop leadership potential and skills in emerging leaders. However, 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. A number of them have been fully or partially implemented. Full implementation of others will take several years. And still others may be beyond the bandwidth of the current committee.
- Leadership Development Program/Curriculum: The committee has had many discussions about what a leadership development curriculum might look like and identified two areas of need: some volunteer leaders need to enhance their general leadership skills; others need to increase their knowledge relative to CEC. The former could be done through a revenue share agreement, as other organizations have done, so as not to reinvent the wheel; the latter could be developed by a separate volunteer entity, with input from staff. While the two are different, both are necessary if CEC is to have prospective board and committee members that address the needs of the organization.
- Unit/Division Input/Communication: Despite postings on their communities and reaching out directly to divisions and units, few recommendations or suggestions for applicants are received. Lack of responsiveness on the part of units and divisions continues to be a frustration, as was reported in the July quarterly report.

- Timing of Board and Officer Application and Election/Appointments: Currently, because of the timing of calls for applications for the board and officers, interested board members in their third year on the board must choose between applying for one or the other. The timelines for the board call for application and election and the call for applications and appointment of President Elect are being examined. As brought to the attention of the board last year, the LDC has discussed changing the election of board members by the membership to appointment by the board and appointment of the president elect to election by the membership as one alternative to address this restriction.

2.4.2 LDC Member Appointments for 2020-2023

MOTION: Dennis Cavitt moved to appoint the following members to serve on the Leadership Development Committee:

- Amy Braddock
- Anne Sloboda
- Jonté Taylor

Motion passed.

2.5 Representative Assembly Committee Chair Appointment

MOTION: Paul Zinni moved the motion to appoint Jennifer Katz-Borin to serve as chair of the Representative Assembly Committee for a two-year term beginning July 1, 2020 and ending June 30, 2022.

Motion passed.

2.6 100th Anniversary Workgroup Recommendations

After reviewing the workgroup's report and feedback from the board on the recommendations, Chad Rummel presented the following items that have been identified as a priority and must be started now.

Actionables:

1. Must do a gala/party/celebration at 2022 convention
2. Must document 100-year history of both the organization and the field. Currently, there is only documented history through 1980.
 - a. Staff does not have the capacity to do this. Options include asking the Pioneers Division. Are we willing to pay?
 - b. There was a mixed reaction on what to then do with it.
3. Relaunch the CEC Foundation or a CEC Endowment of sorts

Considerations

1. Strong desire to include divisions/units in everything
2. Celebrate the past and the future
 - a. "The future" is hard to celebrate without any big initiative or goal
 - b. This will require a big PR effort/strategy

3.0 Policy Steering Committee

3.1 Policy Scope vs. Government Relations Scope

CEC does not have a transparent mechanism or structure for responding to new proposals or initiatives. Prior to this year, decisions regarding specific priorities were recommended to the Board by an in-house policy staff. Further, how decisions were made to develop positions and who developed those positions were not specified in the Policy Manual nor clear. Due to the rapidly changing policy environment and the need for quick and flexible decision making, a workgroup will be developed charged to:

- Develop a process for making policy review/development actions and a coordinating rubric in order to quickly and efficiently identify policies/positions that are currently in place or areas where there are policies or positions needing to be developed.
- Develop a rubric that identifies the timeline for the development, review and or deployment of the policy needs to be completed.

3.2 Unit/Division Public Statements Disclaimer

In July 2018, the board approved the following Policy on Public Statements for Units and Special Interest Divisions:

All official units and divisions in good standing of the Council for Exceptional Children will send all public statements to CEC's Board of Directors and/or the officers of the organization for review and comment prior to the release of said statement. Further, if the Board of Directors feels that such statement is not aligned with the mission of the organization and/or its policies and practices, and, thus, is not in agreement with the statement, but the division and/or unit chooses to issue the statement anyway, it will note in the statement that it does not reflect the views of the Council for Exceptional Children.

The following language must be included in the statement:

Disclaimer: The views, opinions and information expressed in this statement by [INSERT NAME OF UNIT/DIVISION] do not reflect the official policies or positions of the Council for Exceptional Children (CEC).

In order to clarify questions about various scenarios related to this policy (e.g., when CEC does not have a policy/position on an issues, or if a unit/division is just signing on to a letter and the disclaimer cannot be included) a workgroup will be developed charged to formulate a recommendation to the Board of Directors outlining the procedure/protocol for divisions and units to release public statements.

4.0 Strategic Plan Update

Executive Director Chad Rummel provided the following update on the Strategic Plan, approved by the board on October 30, 2019.

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

Goal 1 Themes

- Professional Career Development
- Personnel Shortages
- High Leverage Practices
- Professional Standards
- Products & Resources
- Curriculum Materials
- Publications
- Membership Development

Goal 1 Objectives

- By 2021, CEC will disseminate revised Initial Preparation Standards and related resources for utilizing the standards for Special Education. **60% complete**
 - Final draft being edited
 - Next steps: Approval by CAEP and CEC Board (summer) and rollout in fall
- By 2019, CEC will revise its professional standards to incorporate High Leverage Practices (HLPs). **100% complete**
- By 2021, CEC will disseminate resources related to standards and HLPs. **100% complete**
 - Continuing to work with CEEDAR, \$46k grant for 2020 to continue work
- CEC Board of Directors will determine the viability for a CEC national program review and recognition model, in addition to the CAEP accreditation partnership, for special education preparation programs. **50% complete**
 - Hired Director of Professional Standards, February 2020
 - Timeline and business plan to Board in Summer 2020
- CEC will make available products and resources to encompass Culturally Responsive, Evidence Based and High Leverage Practices in teaching practice and evaluation. **50% complete**
 - 2020 Webinar series all about HLP's
 - Convention workshops on HLPs and EBP's are being prioritized
 - Need additional work around Culturally Responsive teaching practice
- CEC and Pioneers Division will disseminate findings of the State of the Profession Study. **80% complete**
 - *Continue to work with Pioneers on "next steps" to further expand awareness of the SOTP.*
- Establish a content management strategy to, develop, deliver, and evaluate CEC's evidence-based content (e.g., website, journals, webinars, podcasts, Special Education Today, Policy Insider). **10% complete**
 - Content management is being developed along with new website; strategy will be developed in conjunction
- Revise the Life Center Education curriculum by December 2021. **10% complete**
 - Workgroup forming Spring 2020
- CEC's Board of Directors will act to address the shortage of special educators including recruitment, preparation and retention. **10% complete**
 - Work done from membership perspective: EC study, state initiatives
 - Need to form workgroup (aligned with Dept of Ed work)
- Transform CEC's student membership to an "early career" membership experience that recognizes the distinct needs of students and new teachers. (Based on Board Action 7/10/2018.) **10% complete**
 - Research study completed
 - On hold due to COVID-19 pandemic; new Membership Manager starts May 4

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

Goal 2 Themes

- Policy & Advocacy
- Influencer
- Go to organization
- Grassroots Efforts
- Units
- Divisions
- State & Federal Agencies
- Partners
- Technical Assistance
- Business and program planning
- Communications and marketing
- Membership recruitment and development
- Organizational structure and governance
- Celebration

Goal 2 Objectives

- Strengthen CEC's Advocacy and Public Policy Issues Management Process (Based on Board Action 5/2016) **60% complete**
 - Decision-making tree in process
- Reestablish CEC presence before Congress and relevant federal agencies. (Based on Board Action 5/2016) **40% complete**
 - This is a never-ending task, but much ground has been gained with the policy reorganization
- Improve Grassroots Initiatives (Based on Board Action 5/2016) **10% complete**
 - Started process of updating CAN database
 - Beginning conversations with Senior Policy Advisor Kuna Tavalin about what "Advocacy 365" looks like and how to develop a masterclass for "A365 Leaders"
- Expand technical assistance to units to strengthen advocacy, standards, and professional learning and practice. **10% complete**
 - This is about unit "programming" for members and a stronger baseline of connection is needed before this can be approached
- Expand technical assistance to units and divisions to strengthen leadership in all areas of operation. **20% complete**
 - To increase operational productivity, we need baseline connections that are currently being built through increased communication
 - Launching "Component Service" options
- Celebrate CEC's Organizational Accomplishments **10% complete**
 - 100th Anniversary Workgroup report received, reviewed and synthesized for viability
 - Launching Phase 1, including history documentation (Spring 2020)

5.0 Departmental Updates

5.1 Convention

Carol Serrano, Director of Conventions and Meetings, provided the following information:

Since Last Board Meeting

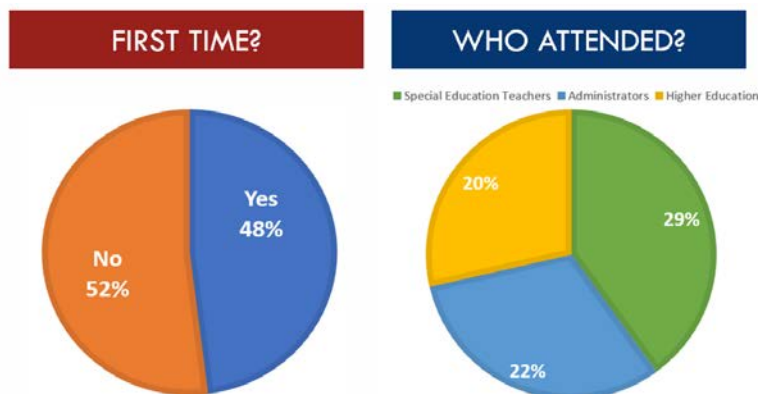
- CEC 2020 Portland a SUCCESS!
- Call for CEC 2021 Proposals opened March 19; Closes April 30
- Program Advisory Committee (PAC) gearing up for submissions, reviewers, and scheduling events
 - Timelines adjusted due to COVID
 - Submissions due April 30
 - Reviewers begin work May 13
 - PAC begins scheduling events (accepting proposals) June 22
- Planning for Leadership Institute and Special Education Legislative Summit

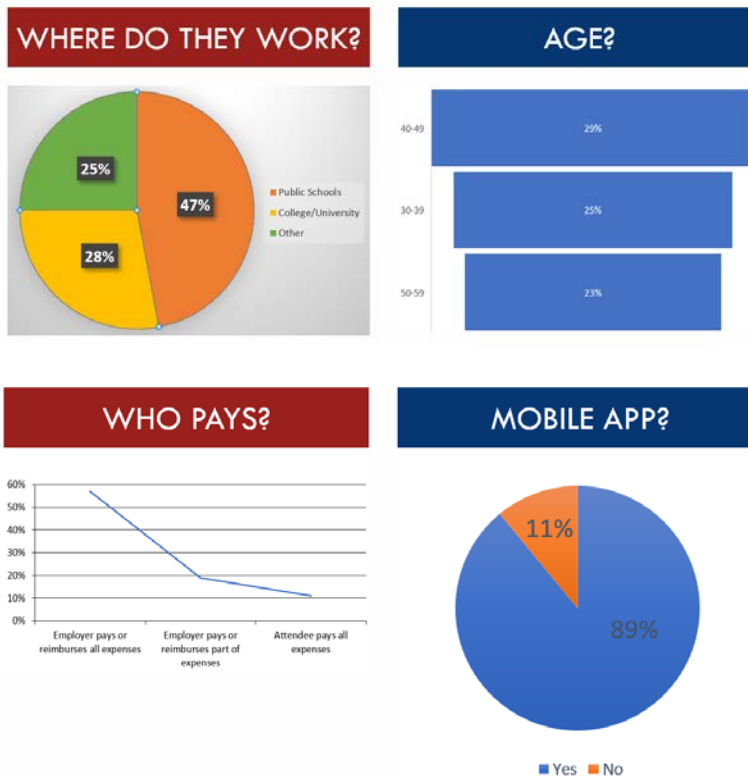
Key Metrics

	2020 PORTLAND	2019 INDIANAPOLIS
Registration	3,968	4,447
Workshops	595	687
Expo Booths	162	165
Vendor Personnel	225	202
Revenue*	\$2,215,715.00	\$1,955,310.00

*2020 revenue is the current projection.

CEC 2020 Survey Results





Upcoming Projects

- Continuing work with the 2021 Program Advisory Committee
- Working on 2021 Housing and Registration
- Working on 2021 Expo and Advertising Sales
- Leadership Institute Planning
- Special Education Legislative Summit Planning
- Working on location for CEC 2025

5.2 Membership

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

Updates

- Complementary 2-month Basic membership
 - Extension of March memberships
 - Hired a Membership Manager – Kevin Jacobs
- Website update has begun
 - Vendor selected
 - Projected timeline for August launch
- Improved data services for Units & Divisions
 - Real-time access to data
 - Members can now join a Division mid-cycle

Key Metrics

- 2-month membership

	February '19	February '20	April 16, 2020
Total	19,358	19,636	43,429
Retention	61%	73%	TBD

- Social Media Metrics

	Followers		Engagement	
	Jan.-Feb. 2020	March-Apr. 16 2020	Jan.-Feb. 2020	March-Apr. 16 2020
Facebook	39,000	47,000	13,060	50,000
Twitter	12,300	13,300	1,716	3,504
Instagram	744	986	895	1,200

- Website visits

Pageviews

Mar 1, 2020 - Mar 31, 2020

594,481

% of Total: 100.00% (594,481)

Feb 1, 2020 - Feb 29, 2020

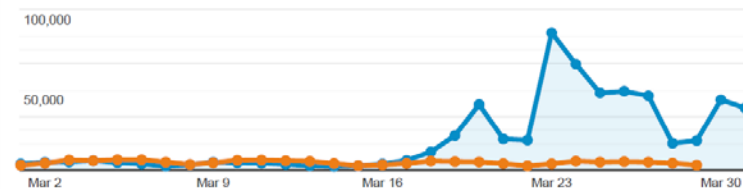
138,487

% of Total: 100.00% (138,487)

Traffic Over Time

Mar 1, 2020 - Mar 31, 2020: ● Pageviews

Feb 1, 2020 - Feb 29, 2020: ● Pageviews



Upcoming Projects

- Retention campaign for 2-month members
- Website update - ongoing

5.3 Professional Development

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

Since Last Board Meeting

- Producing and distributing webinars supporting teachers and administrators during COVID/distance learning shift
- Partnering with divisions to offer webinars on critical content areas
- Implementing 2020 HLP webinar series
- Created CEC webpage to house professional resources and information during COVID
- DC Public Charter School Board/CEC joint press release on HLP Institute

Key Metrics

- Three CEC (free) webinars
- Five webinars in partnership with CASE
- Two episodes of Quick Takes (10 min. webinars on critical issues for online instruction)

	Registrations (live event)	Recording Views
3/19 Online Instruction webinar	3,000	55,000+
CEC/CASE webinars (4 total)	11,300+	11,200+
Quick Takes	N/A	5,500+
HLP Series (total)	1,700+	240

Upcoming Projects

- Additional webinars planned
- CEC/CASE webinars for administrators
- CEC/DEC webinar recorded for distribution next week (EI assessments while remote)
- Eight total HLP webinars in the 2020 series
- Five total Quick Takes episodes, more as needed
- Finalizing 2021 convention workshop program
- HLP Institute promotion (fully online training program)
- LCE promotion through August 2020 to use any expiring funding allocated for this school year

5.4 Standards

Brad Duncan, Director of Standards, provided the following information:

Since Last Board Meeting

- CAEP Agreement
 - We are in negotiations with CAEP related to how we will continue our relationship.
 - CAEP has dropped most support for the operation of the program review process and has reduced fees.
 - CAEP will no longer provide technical edits or open shells (templates) for programs pursuing the program review process.
- Meeting with other SPAs about developing an accreditation program
- Early Childhood Standards back from Copy Editor

- Initial Standards currently being copy edited
 - To Professional Standards & Practice Committee for review
 - Submit for Board final approval in June
 - Submit to CAEP for feedback by July 1
- Administrator of Special Education Standards under revision with feedback from CEC

Key Metrics

Program submissions are down.

- There are several instances of delays related to COVID-19 and a
- programs' inability to complete their report this cycle.
- Can also be likely attributed to a large number of programs withdrawing from CAEP accreditation which also withdraws them from the CEC program review process.

	Spring 2019	Fall 2019	Spring 2020
Submissions	65 Programs 42 Institutions	69 Programs 41 Institutions	39 Programs 22 Institutions

Upcoming Projects

- Preparing for July discussion on the strategic direction of CEC Standards and a recognition and/or accreditation process for CEC
- Continue meetings and conversations with other SPA organizations
- Framing processes & policies to operate an independent process
- Gathering specifics related to costs
- Finalize Initial Standards

5.5 Policy and Advocacy

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

COVID-19 Status Update: Federal Education Response

- Family First Coronavirus Relief Act
- Flexibility to provide students with meals during the crisis
- CARES Act
- \$30.75 billion in education funding:
 - \$13.5 billion in flexible formula funding to states for K-12 education systems
 - \$3 billion to governors based on need for emergency expenditures
 - \$14.25 billion to institutions of higher education to address the needs of students, defray lost revenue
- Waiver authority on assessment, accountability and reporting under ESEA
- Report from ED on additional waiver authority

Next Steps for COVID-19 Response

- Emergency IDEA Funding
- CEC was out front requesting \$12.5 billion in emergency funding

- Worked with DEC, CASE, TED to determine the “ask”
- Disability community has mirrored CEC’s funding request
- Roughly 4.5k letters have been sent to Capitol Hill
- Negotiating with Capitol Hill to support educators and students
- Lawmakers are negotiating where some additional flexibility in the IDEA law may lie
- CEC has been invited to the negotiating table to represent educator needs

Special Education Legislative Summit (SELD) 2020

- CEC/CASE continue to plan for SELS
- In-person SELS looking unlikely
- Exploring holding the meetings virtually
- Planning now so that we are prepared to pivot
- “Virtual SELS” would entail a series of training sessions followed by a virtual day of action
- Go/no go decision by May 1

5.6 Publications

Executive Director Chad Rummel provided the following information:

Since Last Board Meeting

- Published March-April issue of TEC
- Published April (Q2) issue of EC
- Publishing May-June IEP issue of TEC
- Since Last Board Meeting
- Launched online announcements when TEACHING Exceptional Children is published with links to access the issue and Table of Contents to promote the online editions of TEC as widely and proactively as possible
- Added to Pubs Catalog
 - HLP Laminated Guides
 - “A Collaborative Approach to Transition Planning for Students with Disabilities,” part of a series called “Evidence-Based Instruction in Special Education,” edited by Dee Berlinghoff, the past president of the CEC Teacher Education Division.
- 15-Day “Distancing Discount” Pubs Sale late March through April 15
- Finalized reviewer approval to publish Prism 13 book in partnership with DADD
 - Title: Diversity, Autism and Developmental Disabilities: Guidance for the Culturally Responsive Educator
 - Editors: Elizabeth A. Harkins Monaco, Ph.D.; Marcus Fuller; L. Lynn Stansberry Brusnahan, Ph.D.

Key Metrics

- Q1 2020 Publication Sales Up 6.8% over Q1 2019
- Total Q1 2020 Sales = \$130,531
- Distance Discount Sale generated \$11,160 during first two weeks of April
- Bulk orders from schools down during past month

Upcoming Projects

- TEC Theme Issue on Teacher Advocacy
 - Guest Editors: Kyena E. Cornelius, Minnesota State University, Mankato and Wendy W. Murawski, California State University, Northridge
 - Articles and sidebar boxes with practical tips on:
 - Self-advocating in inclusive settings
 - Advocating to administrators
 - Advocating as a person of color
 - Advocating for instructional resources
 - Advocating with families
- TEC Theme Issue on Physical Education
 - Guest Editor: Kason O’Neil, East Tennessee State University
 - Contributors from the University of Virginia and University of Delaware
 - Topics to include:
 - Strategies to Assess Students with Disabilities in PE classes
 - Strategies for Integrating Students with Disabilities into General Education PE classes
 - How to adapt PE class for students with diverse needs
- Evaluating Sage journal publishing contract; exploring production options
- Reviewing UDL in Physical Education book for possible sale
- Reviewing set of sex education resources from Stephanie Mitelman at Sex Ed Mart for possible sale

5.7 Governance and Executive Services

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

Since Last Board Meeting

- Expanding Unit & Division Leadership Resources webpage
<https://www.cec.sped.org/About-Us/CEC-Leadership/Unit-and-Division-Leadership-Resources>
- Board of Directors
 - Completed Board Member Interest Survey and KSAs Self Assessment for use by LDC and Board
 - Developed department update template for board meetings
- Committees
 - Initiated assessment of RA working session input
 - Honors and Yes I Can Committee rechartered rescheduled to July; in progress
 - Developed Student RA Rep application and issued Call for Applications; developed application rating rubric
 - Developed RA Committee application and have sent notice via RA/Unit/Division communities
 - Revised Student & Early Career Committee application and requirements
- LDC
 - Completed LDC Call for Applications, reviewed and scored applications, scheduled and conducted advancing candidate interviews, developed slate for appointment
 - Revised Board application and issued Call for Applications
 - Conducted survey about, and developed, President Elect application and interview questions
 - Revised President Elect application

- Revised process/timeline for PE application, allowing eligible candidates to apply for PE and Board
- Developed new “diversity” question for all applications

Key Metrics

- Three LDC meetings since convention meeting
- 14 applications received and reviewed for LDC (37 previous call)
- Seven LDC candidate online interviews
- Five completed applications for Student RA Representative (four previous call)

Upcoming Projects

- Board of Directors
 - Work on plan for virtual meeting in July
 - Plan for virtual PE appointment process
- LDC
 - Launch PE Call for Applications
 - Fine tune PE interview questions
 - Identify materials/information for former board members who may apply for PE
 - Board application reviews
 - Work on plan for virtual meeting in July
- Committees
 - Student RA Rep slating call on 4/30
 - Launch Student & Early Career Committee Call for Applications

6.0 New Business

There was no new business.

7.0 For the Good of the Order and Adjournment

Without objection, President Lesh adjourned the board business meeting at 4:07 p.m.