

**Interdivisional Caucus (IDC) Meeting**  
**2008 CEC Convention & Expo**  
**Tuesday, April 1, 2008 – 1:00-5:00 pm**  
**Boston, MA – Sheraton Hotel**  
**- Minutes -**

Call to Order: IDC Chair Sandy Keenan called the meeting to order.

Roll Call: The following and divisions were in attendance: IDC Chair Sandy Keenan; CASE: Christy Chambers, Emily Collins and Luann Purcell; CCBD: Richard White; CEC-DR: Frederick Brigham and Linda Lewis; CEC Pioneers: William Littlejohn and David Roels; CEDS: Carol Layton; DCDD: Froma Roth; DCDT: Colleen Thoma; DDD: Polly Parish and Tom Smith; DDEL: No representative; DEC: Mark Innocenti and Sarah Mulligan; DISES: Thomas Gumpel, Carmen Iannaccone and Mike Urbanski; DLD: Kathleen Marshall; DPHD: Pamela DeLoach and Mari Beth Coleman; DVI: Phyllis Simmons; TAG: Tom Southern; TAM: Brenda Heiman and Betty Nelson; TED: Patricia Alvarez-McHatton and Peggy Gallagher; and CEC Officers and Staff: Susan Fowler, CEC President; Kathleen Puckett, CEC President Elect; Bruce Ramirez, CEC Executive Director; Kathleen Shank, Professional Standards and Practices Chair and Jill Berthiaume, Anna Henderson, Kim Hymes, Richard Mainzer, Linda Marsal, Michael Shifflett, Susan Simmons and Deborah Zeigler.

Appointment of Parliamentarian: Brenda Heiman of TAM was appointed to this position.

Approval of Agenda: Christy Chambers of CASE moved we adopt the agenda, and Froma Roth of DCDD seconded the motion which passed unanimously.

Approval of Minutes: Emily Collins of CASE made the motion to approve the minutes of the telephone conference call of March 11, 2008, and Colleen Thoma of DCDT seconded the motion which passed unanimously.

Reports from CEC Leadership and Staff:

CEC President Susan Fowler reported on the strategic planning process the CEC Board is now doing. She said the same concerns were noted in the recent IDC survey as were noted in the CEC membership survey two years ago and the same as those expressed in the 2007 Representative Assembly. Major concerns stated were disproportionate representation, inclusion, funding, national policies on special education (IDEA) and general education, professional development, staff shortages, paperwork burden, evidence-based practices and funding for research.

The CEC Board wishes to confirm the values of the organization - the dignity and worth of individuals, inclusiveness and respect for diversity, while adding the importance of families, professional excellence and accountability and individualized education. In looking at the mission of CEC, the focus will be on CEC being a truly international community. The CEC vision is to be the trusted voice in the education of exceptional children. The CEC Board of Directors looked at the values and critical issues and identified six goals for the organization. These goals focus on looking at the organization internally and externally. Goals for CEC are services to members; services to children with disabilities and advocacy, membership and research and practices.

CEC Executive Director Bruce Ramirez informed IDC members there were 5,664 persons registered in advance for the 2008 CEC Convention. With the expected on-site registration, over 6,000 are expected

to attend this year's convention. Sponsorships have doubled, and 875 sessions are scheduled. A new format for sessions, multiple presenters, will debut this year. The convention also features a new assistive technology lab and showcase session, a family day on Saturday and a strand for families. CEC will present an award to Senator Ted Kennedy at Friday's Yes I Can! Award ceremony for his contributions and leadership in special education.

CEC membership, one of the focus areas in the strategic plan, is up 8% this year. The transition from student to professional program where beginning professionals can retain their CEC membership at the student rate for one year has helped to increase membership. CEC is collaborating with CASE on a membership initiative where CASE/CEC members can purchase a package of three publications for their teachers at a discounted rate. CEC has employed a new Director of Marketing.

In the area of public policy, CEC worked against reductions in the funding of children's Medicaid and health insurance, worked to maintain the very good provisions for students with disabilities in the Higher Education Act and is trying to insure funding of the Javits program for gifted students. The CAN group will meet in early June of this year.

May 28 is the deadline for applications for the new Program Chair for the 2010 and 2011 CEC Conventions. Later there will be a search for a new Editor of Exceptional Children.

The organizational health of CEC is improved by having pulled out of a deep financial hole. The organization is now able to maintain a budgetary reserve and a financial contingency fund. Almost all divisions are on a regular drawdown schedule of funds. On the 25<sup>th</sup> of each month, a statement of accounts is sent to each division.

The CEC headquarters staff is focused on the Seven Measures of Success of organizations with customer (member) services as the central tenet. Services are aligned with CEC's mission, and services are data driven. CEC would like copies of the services divisions provide to their members.

Richard Mainzer reported on the work and outcomes of the CEC Knowledge and Skills Committee. 1) The Knowledge and Skills have been updated and validated. The National Board added knowledge and skills for teaching gifted students to this. 2) The Evidence-Based Practices pilot and rubric have been drafted, and there are four questions where feedback is needed. 3) Quality Standards for Special Education Services - CEC is looking at forming a workgroup to look out the development of these standards.

#### Old Business:

There was a report from the workgroup on a code of conduct for members speaking at meetings such as IDC meetings and meetings of the Representative Assembly where they were representing a division of CEC by Brenda Heiman, workgroup chair (other members of the work group were Emily Collins and David Walker). The group had developed suggested guidelines for speaking on behalf of a division, and they were presented. The workgroup had examined speaking codes of conduct from the Representative Assembly and those of various divisions. The workgroup expressed appreciation to the Pioneers Division for the use of their extensive guidelines in this area.

There was no report from the Multi-Cultural Symposium.

Sandy Keenan reported the CEC Nominations Committee will meet on Saturday and is seeking nominations for the Board of Directors.

### New Business:

IDC Operations Guidelines: Chair Sandy Keenan led a discussion of IDC operations guidelines. One problem with the transition of the division IDC representatives' transition to the IDC is the different calendars for operational years. The CEC year is based on the calendar year from January 1-December 31. The division yearly calendars are split about half and half with some divisions operating on a calendar year from January 1-December 31 and some operating on a calendar year being from July 1-June 30. One question is "Should the transition of new division representatives to the IDC align with the CEC operational year with new representatives beginning in January?" This could pose difficulties for some of the divisions having different operational years, especially those where the officers serve only one year terms. CEC staff members reported it would be difficult to work with different times for division IDC representatives starting at different times of the year, but doable. It was suggested the IDC have regular monthly conference calls and at other times as needed. At face-to-face meetings, the voting member will be identified by a tent tag. In conference calls, the voting member for the division will be asked to identify him or herself during the roll call. Carolyn Layton of CEDS made the motion to approve these IDC operating procedures, and Rick Brigham of CEC-DR seconded the motion. The motion passed unanimously.

IDC Financial Statement: Anna Henderson of CEC presented the IDC Financial Statement. Each division is expected to make an annual contribution of \$60 for IDC support. These contributions provide financial support for the purpose of meeting expenses and travel for the elected IDC officers. Linda Marsal of CEC distributed handouts of division financial support for the Division Coordinator position.

IDC Vice Chair Election: Sandy Keenan asked for nominations for the Vice Chair of IDC. Brenda Heiman of TAM nominated Emily Collins of CASE, and Peggy Gallagher of TED moved the nominations be closed. This motion was seconded by Carol Layton of CEDS, and the motion passed unanimously.

Conference Call Meeting Schedule for 2008-2009: Sandy Keenan asked if we wanted to maintain the same schedule (2<sup>nd</sup> Tuesday of each month at 2:00 pm) for next year. There was consensus agreement we continue the same schedule for next year.

Meeting Schedule for 2008-2009: Sandy Keenan give the schedule for face to face meetings for 2008-2009: The Summer Division Leadership Meeting will be July 31, 2008 just prior to the PAC Meeting, and the 2009 spring meeting will be in conjunction with the CEC Convention in Seattle which is April 1-4, 2009.

IDC Survey Content Summary: Sandy Keenan requested all persons to look at the information in the handout of the responses of the divisions to the survey IDC submitted to them this survey focused on the concerns of the divisions.

### Group Discussions:

Summary of Membership Meeting: Linda Marsal of CEC gave a brief overview of the morning meeting of the Division Membership Chairs. There was discussion of the ideas presented at the meeting to promote and retain membership. Collaboration between divisions in promoting membership, CEC spotlighting the different divisions, CEC sponsored blogs for discussions within divisions (someone having to manage the blog is a potential drawback.) and other services for members to attract and maintain membership.

Division Communications (electronic voting, electronic publications, electronic communications): Partnerships between divisions and between divisions and CEC were ideas discussed. Sandy Keenan

asked if IDC needed to form a new work group to formulate ideas and suggestions for partnerships and collaboration between CEC and its divisions and between divisions and develop a tool kit for communication and collaboration. Rick Brigham (CEC-DR) asked how this would differ from collaborative work currently in place. Luann Purcell (CASE) said she saw this as being different, for instance CEC could contract with someone to develop a template, and a division could have their information included and assume the printing costs of the publication for their division. Sandy Keenan suggested these templates could be placed on the CEC website. She then asked for volunteers for this type of subcommittee. Luann Purcell, Colleen Thoma and Froma Roth volunteered to work on such a group.

Financial Issues of Divisions (shared costs, conferences and products): Sandy Keenan said there are three issues divisions have with finances: shared costs, conferences and products. She asked if there were other issues. There was discussion of divisions maintaining their own funds and divisions receiving monthly financial statements from CEC. Sandy Keenan asked Luann Purcell to provide information on CASE negotiations with hotels and the types of things where is a need to negotiate. Dr. Purcell recommended a book entitled Meeting Planning for Dummies. IDC could lead efforts for joint negotiations for shipping for all divisions. Questions were asked about division reimbursements for officers to attend meetings. There are differing methods among divisions. IDC could collect this information from the divisions and disseminate it to all the divisions through their IDC representative. This would be a service IDC provides for the divisions.

Opportunities to Collaborate: Tom Gumpel of DISES thanked divisions and division members who sponsored Peruvians to attend the International Special Education Forum in Lima, Peru in the summer of 2007. DLD will share their letter protesting the elimination of Personnel Preparation grants for teachers of students with mild disabilities with other divisions.

Announcements: DDD invited other divisions to attend their October conference in San Francisco, and CASE invited others to attend their Summer Leadership Institute in July in Washington, D.C. The CEC-DR offered reciprocal sharing of publications with other divisions.

Adjournment: After a request for a motion to adjourn by Chair Keenan, Tom Gumpel of DISES made the motion to adjourn. The motion was seconded by Emily Collins of CASE, and the motion passed unanimously.