

COUNCIL FOR EXCEPTIONAL CHILDREN

BOARD OF DIRECTORS MEETING MINUTES

January 16, 2009 – 5:00 p.m. – 8:00 p.m.

January 17, 2009 – 8:30 a.m. – 5:00 p.m.

January 18, 2009 – 8:30 a.m. – 12:00 noon

Arlington, VA

Day One – January 16th

1.0 Introduction

Welcome and Introductions (Agenda Item 1.1)

President Kathleen Puckett welcomed Board members and introduced new officers and members.

Board Meeting Expectations and Protocols (Agenda Item 1.2)

President Puckett discussed Board expectations and protocols.

Board-Staff Partnership (Agenda Item 1.3)

Executive Director Bruce Ramirez discussed the Board-staff partnership under a knowledge-based governance strategy.

Induction (Agenda Item 1.4)

President Puckett discussed the fiduciary responsibilities of Directors and then inducted the new members presenting each with their Board name badge.

2.0 Call to Order and Official Items

President Puckett called the meeting of the Board of Directors to order at 6:00 p.m.

Record of Attendance; Determination of Quorum (Agenda Item 2.1)

President Puckett then asked Secretary Bruce Ramirez to call the roll. A quorum of the following Directors was present:

Kathleen Puckett	President
Jacqueline Mault	President Elect
Carol Eisenbise	Treasurer
Iris Kerbis Cantor	Member-at-Large
Pamela Coe	Member-at-Large
Elizabeth Drame	Member-at-Large
Rachael Gonzales	Member-at-Large

Vincent Harper	Student Member
Patricia Hensley	Member-at-Large
Amanda Hopkins	Member-at-Large
Clayton Keller	Member-at-Large
Barbara Kozma	Member-at-Large
Eileen Raymond	Member-at-Large
Ronald Tamura	Member-at-Large
Jennifer Tong	Member-at-Large
Louis Tutt	Member-at-Large

Adoption of the Agenda (Agenda 2.2)

MOTION: Jennifer Tong moved to adopt the agenda as presented. Patricia Hensley seconded.

Motion carried.

Board Ethics and Code of Conduct; Annual Disclosure Statement (Agenda Item 2.3)

President Puckett reviewed the Board Ethics and Code of Conduct and distributed the Conflict of Interest Annual Disclosure Statement for Directors to complete and return to the president.

3.0 Board Development

SharePoint Demonstration (Agenda Item 3.1)

Mike Shifflett, Assistant Executive Director for Administration Services, conducted a demonstration of the new SharePoint social networking site for Board dialogue and deliberations.

President Puckett declared the meeting in recess at 8:00 p.m. on January 16, 2009.

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Sunday, January 18, 2009, 8:30 a.m. – 12:00 noon

Arlington, VA

Day Two – January 17th

2.0 Call to Order and Official Items

President Kathleen Puckett called the meeting of the Board of Directors to order at 8:35 a.m.

Record of Attendance; Determination of Quorum (Agenda Item 2.1)

President Puckett called upon Secretary Bruce Ramirez to call the roll. A quorum of the following Directors was present:

Kathleen Puckett	President
Jacqueline Mault	President Elect
Carol Eisenbise	Treasurer
Iris Kerbis Cantor	Member-at-Large
Pamela Coe	Member-at-Large
Elizabeth Drame	Member-at-Large
Rachael Gonzales	Member-at-Large
Vincent Harper	Student Member
Patricia Hensley	Member-at-Large
Amanda Hopkins	Member-at-Large
Sharon Ishii-Jordan	Member-at-Large
Clayton Keller	Member-at-Large
Barbara Kozma	Member-at-Large
Eileen Raymond	Member-at-Large
Monika Williams Shealey	Member-at-Large
Ronald Tamura	Member-at-Large
Jennifer Tong	Member-at-Large
Louis Tutt	Member-at-Large

Immediate Past President Susan Fowler joined the meeting via conference for Agenda Items 7.2.1a (Awards Workgroup) and 7.3.1 (Nominations Standing Committee).

Approval of the Board October 3-5, 2008 Meeting Minutes (Agenda Item 2.4)

MOTION: Sharon Ishii-Jordan moved to approve the Board October 3-5, 2008 Board Meeting minutes. Rachael Gonzales seconded.

Motion carried.

Consent Topics (Agenda Item 2.5)

The Consent Topics included (a) the Board's November 19th Information Conference Call Notes; (b) electronic Board actions relative to the appointment of the 2010 Convention Local Arrangements Committee Chairperson, appointment of the Elections Committee Chairperson, and the establishment of the Representative Assembly Committee; and (c) reports from the Representative Assembly Workgroup, Elections Committee and Honors Committee.

MOTION: Barbara Kozma moved to approve the consent topics. Pam Coe seconded.

Motion carried.

4.0 New Business

Committee Policies Technical Amendments (Agenda Item 4.1)

These amendments rescind two inadvertent changes to CEC's committee policies that were approved in October 2008. The first action removes the President Elect from serving as an ex-officio, non-voting member of all committees, and the second amendment repeals a change to one of the purposes of the Professional Standards and Practice Committee.

MOTION: Patricia Hensley moved to amend the current Appointment to Committees Policy (SECTION 2, Part 2, Chapter 1, Paragraph 3.d.) as follows:

The CEC President ~~or President-Elect~~ and Executive Director are ex-officio nonvoting members of all committees, except those making nominations or conducting elections.

Further, moved to amend the current Professional Standards and Practice Committee purposes (SECTION 2, Part 2, Chapter 3, Paragraph 3) as follows:

Purposes: (1) study the area of professional standards and their implication to CEC members and others involved in the education of children and youth with exceptionalities; (2) advise the Board of Directors regarding CEC policies and activities relating to professional standards, ~~including entry-level standards and those that~~

~~are more specialized and advanced~~; and (3) develop guidelines and other materials to assist the field in meeting CEC professional standards. Lou Tutt seconded.

Motion carried.

Representative Assembly Committee Chairperson Appointment (Agenda Item 4.2)

MOTION: Amanda Hopkins moved to approve the nomination of Scott Rossig to serve as Chairperson of the Representative Assembly Committee for a one-year term commencing January 1, 2009 and ending December 31, 2009. Elizabeth Drame seconded.

Motion carried.

2010 International Conference (Agenda Item 4.3)

Deb Ziegler, Associate Executive Director for Policy and Advocacy Services, summarized the status of planning for a DISES, CEC, International Step by Step Association (ISSA), Center for Education Initiatives (CEI) sponsored international conference on educating children with disabilities in inclusive settings during the summer of 2010 in Latvia. A planning meeting will be held in Latvia next week to discuss the program, logistics, organization roles, timeline and budget. Based on planning progress, Board deliberation of CEC's involvement in the conference will either be by electronic means or at the April Board meeting.

Listserver Communications Policy (Agenda Item 4.4)

Based on general discussion of the proposed amendments, President Puckett without objection postponed action on the proposed amendments to Sunday morning's agenda.

5.0 Discussion Topics and Emerging Issues

Board Development for the Year (Agenda Item 5.1)

Directors discussed areas for development related to the strategic plan and critical field issues as well as capitalizing on the interactive online tools CEC is developing. Relating Board development to an annual evaluation of the Board's performance was a further consideration. Teaching and learning conditions will be the development topic for the April Board meeting.

2010 Diversity Professional Development Event (Agenda Item 5.2)

Linda Marsal, Associate Executive Director for Membership Services, provided an update on preliminary feedback from the divisions on several questions (e.g., purposes, target audience(s), content, stand alone event/tied to the convention) to inform planning and division support. Further division discussion will be occurring. Director discussion noted the following considerations: the economy is adversely affecting local school, state/provincial and university travel; continuing need to clarify the difference between the symposium and convention summit; and relating the event to the strategic plan.

The Board will request formal feedback from the Diversity Committee on this proposed professional development event.

Critical Issues Relative to Teaching and Learning Conditions (Agenda Item 5.3)

After a brief review and update by Richard Mainzer, Associate Executive Director for Professional Services, Directors met in groups to discuss the recommendations in the *CEC Bright Futures for Exceptional Learners: An Agenda to Achieve Quality Conditions for Teaching and Learning Report* focusing on the extent of relative change since the report was issued in 2000 and issues that remain pertinent today. Groups reported back electronically using the Board SharePoint Networking Community followed by full Board discussion.

Issues Relative to the Preparation and Practice of Educators with Disabilities (Agenda Item 5.4)

The Directors discussed the request from the Educators with Disabilities Caucus that CEC consider developing a position paper on educators with disabilities. Discussion indicated that the issue is complex and merits further consideration and clarification due to the implications for professional preparation programs and employing school systems. It was suggested that the Teacher Education Division and Council of Administrators of Special Education and committees such as the Professional Standards and Practice may have information and guidance pertinent to this issue and should be contacted. President Puckett will follow up with the Caucus Chair for additional information.

7.0 Governance and Organizational Reports

BOD Unit Liaison Contacts (Agenda Item 7.1.1)

Directors received their state/provincial affiliate and division contacts, sample telephone script and response data sheet for reporting contacts. President Puckett encouraged Directors to make their unit presidents and report the results.

Awards Workgroup Report (Agenda Item 7.2.1.a)

Immediate Past President Susan Fowler provided an overview of the Workgroup's Year-End Report. A final Workgroup conference call is scheduled for February 5th. The Workgroup is considering ways to align the *Yes I Can!* Awards with the other awards and how to increase the visibility and recognition of awards recipients. The final report will be submitted at the April Board meeting.

Workgroup on CEC's International Role (Agenda Item 7.2.1.b)

Chair Clayton Keller presented the report and outlined the work completed to date and tasks planned for the new administrative year.

Workgroup on Committees, Workgroups and Other Advisory Groups (Agenda Item 7.2.1.c)

Co-Chair Elizabeth Drame noted that the Workgroup is completing revisions to the Committee and Workgroup Handbook, which should be done by the April Convention and Expo.

Nominations Committee (Agenda Item 7.3.1)

Chair and Immediate Past President Susan Fowler outlined accomplishments for the year and activities for 2009 including participation in planning the 2009 summer leadership institutes; Board discussion of the Committee's "Plan for Nurturing Leadership in CEC" to prioritize findings and recommendations. A Representative Assembly discussion on the leadership plan to identify state/provincial unit and division implications was recommended.

Canadian/U.S. Committee (Agenda Item 7.2.2.a)

The Board received the Committee Year-End Report. Jennifer Tong, Director and Committee Member, outlined the Committee work plan goals and recommendations for Director discussion.

6.0 Executive Session

Without objection, President Puckett declared an Executive Session to discuss legal, personnel, and financial matters. The Directors then met in Executive Session.

At the conclusion of the Executive Session, President Puckett stated that the Board of Directors met in Executive Session for the purposes listed above and discussed only those items identified for discussion prior to going into Executive Session. There were no disagreements or objections filed.

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MINUTES**

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Saturday, January 17, 2009, 8:30 a.m. – 5:00 p.m.
Sunday, January 18, 2009, 8:30 a.m. – 12:00 noon

Arlington, VA

Day Three – January 18th

2.0 Call to Order and Official Items

Record of Attendance; Determination of Quorum (Agenda Item 1.1)

President Kathleen Puckett called the meeting of the Board of Directors (BOD) to order at 8:35 a.m. Secretary Bruce Ramirez called the roll. The following Board members were present constituting a quorum:

Kathleen Puckett	President
Jacqueline Mault	President Elect
Carol Eisenbise	Treasurer
Iris Kerbis Cantor	Member-at-Large
Pamela Coe	Member-at-Large
Elizabeth Drame	Member-at-Large
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Eileen Raymond	Member-at-Large
Monika Williams Shealey	Member-at-Large
Ronald Tamura	Member-at-Large
Jennifer Tong	Member-at-Large
Louis Tutt	Member-at-Large

4.0 New Business

Listserver Communications Policy (Agenda Item 4.4)

The Directors received and discussed further clarifying policy amendments to this policy prior to taking action.

MOTION: Barbara Kozma moved to amend the current Listserver Communications Policy (SECTION 2, Part 4, Chapter 1, Paragraph 3) as follows:

Para. 3 – Listserver Communications CEC-Sponsored Online Communication Vehicles

a. Users should demonstrate respect for all participants by appropriate choice of words when using CEC-sponsored online communication vehicles (blogs, interactive communications and messaging, etc.). Expressing contrasting and opposing views are is encouraged to stimulate thoughtful debate. Ideas and opinions should be presented with consideration for others.

b. ~~This forum is~~ These online communication vehicles are not to be used as a platform to accuse or defame any individual or organization. Users may disagree with comments posted and post a reply, but the reply may not include misleading, derogatory or disparaging comments under any conditions. Profanity is unacceptable.

c. Users of any CEC-sponsored online communication vehicles are responsible for their postings. These online communication vehicles may not be used to sell or market products or services except with explicit approval of CEC or on behalf of CEC. These vehicles may not be used to libel or violate antitrust regulations. Users should be aware of copyright issues on the Internet and must obtain permission from the author before they quote or utilize other’s work or words. ~~Users of the listserv are responsible for their postings. The listserv may not be used to sell, market, libel, or violate antitrust regulations. Be aware of copy right issues on the Internet. E-mail messages, like written letters are considered copyrighted by the author of the message. You must obtain permission from the author before you forward another person’s e-mail message to the list.~~

d. CEC reserves the right to remove communications that violate this policy. Further, CEC reserves the right to remove individuals who violate these policies or who continue to detract from discussion by violating etiquette from participation in any CEC-sponsored online communication vehicles. ~~CEC reserves the right to remove individuals from participation on CEC listservers who violate these policies or who continue to detract from discussion by violating list etiquette.~~

Further moved, that the term “listserv” be replaced with “CEC-sponsored online communication vehicles” wherever else it appears in

the *CEC Policy Manual* and other related documents. Eileen Raymond seconded.

Motion carried.

7.0 Governance and Organizational Reports

Diversity Committee (Agenda Item 7.2.2.b)

Following the Directors' discussion of the Committee's Year-End Report, President Puckett indicated she would contact the Chair for clarification of the work plan goals outlined in the report. Specifically, the Board would like the Committee's recommendations regarding the multicultural event; suggestions regarding the leadership development plan and guidance on the mentorship of individuals from diverse backgrounds.

Professional Standards and Practice Committee (Agenda Item 7.2.2.c)

The Board received the Committee's Year-End Report. Directors discussed moving forward with the Committee's proposed amendments to the CEC Code of Ethics and Standards for Professional Practice. To facilitate discussion and dialogue of the proposed revisions by the Board and Representative Assembly, the changes should be presented so that the proposed changes are readily understandable in relation to current policy.

Student Committee (Agenda Item 7.2.2.d)

The Board received the Committee's Year-End Report and Directors discussed the challenges noted and proposed activities for the next administrative year.

Finance and Audit Standing Committee (Agenda Item 7.4.1)

Treasurer Carol Eisenbise presented the Committee's Year-End Report. The Committee will meet to review the 2008 audit in April and in September and to review the 2009 Program Plan and Budget.

November 2008 Statement of Activities (Agenda Item 7.4.2)

Treasurer Eisenbise summarized the November 2008 Statement of Activities.

Canadian CEC (Agenda Item 7.5)

President Puckett referred to the correspondence from the President of the Canadian Council for Exceptional Children on assisting with planning for the Canadian Caucus meeting at the convention and provincial participation in the state/provincial leadership institute.

Secretary (Agenda Item 7.6)

Secretary Ramirez informed Directors that policy changes would be incorporated in the *Policy Manual* following Board meetings, which will be available in the Board's SharePoint Networking Community.

8.0 Management Reports

Executive Director Management Report (July – December 2008) (Agenda Item 8.1)

Executive Director Bruce Ramirez and Assistant/Associate Executive Directors summarized key highlights and achievements during the final six months of the administrative year.

2006-08 Strategic Plan – Key Outcomes (Agenda Item 8.2)

Executive Director Ramirez outlined key accomplishment under each focus area of the plan: membership and recruitment, advocacy, advancement of the profession, and financial and organizational health.

2009-11 Strategic Plan (Agenda Item 8.3)

The Board received a copy of the 2009-11 Strategic Plan containing the goals, issue statements, objectives, three-year success indicators and 2009 annual strategies. The plan will be available to units and will be posted to the CEC Web site. The Board will receive a progress report during its July meeting.

9.0 For the Good of the Order and Adjournment

Public Comment (Agenda Item 9.1)

Director discussion indicated that public comment was particularly desirable at the annual convention; the opportunity for public comment be announced well in advance and through various means; and that consideration be given to other means the Board might use to be more accessible to the membership and field.

2009 Board Meeting Schedule (Agenda Item 9.2.1)

Directors received a copy of the 2009 Board Meeting Schedule as part of the agenda.

Convention Schedule-at-a-Glance (Agenda Item 9.2.2)

President Puckett reviewed the Convention and Expo Schedule at a Glance taking special note of governance meetings and events involving Directors as well as other activities where their participation is encouraged.

Acknowledgements and Appreciations (Agenda Item 9.3)

President Puckett thanked Directors for their active participation and support. Board members expressed their appreciation to the President as well as staff.

President Puckett adjourned the meeting at 11:45 a.m. on January 18, 2009.