

# COUNCIL FOR EXCEPTIONAL CHILDREN

## BOARD OF DIRECTORS MINUTES

**July 8, 2009 – 7:00 p.m.-10:00 p.m.**

**July 9, 2009 – 7:00 p.m.-10:00 p.m.**

**Day One – July 8<sup>th</sup>**

### **1.0 Call to Order and Official Items**

#### Welcome and Introductions

President Kathleen Puckett called the meeting of the Board of Directors to order at 7:07 p.m.

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

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
Susan Fowler	Immediate Past President
Carol Eisenbise	Treasurer
Iris Kerbis Cantor	Member-at-Large
Pamela Coe	Member-at-Large
Elizabeth Drame	Member-at-Large
Rachael Gonzales	Member-at-Large
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
Monika Williams Shealey	Member-at-Large
Ronald Tamura	Member-at-Large
Louis Tutt	Member-at-Large

#### Adoption of the Agenda (Agenda 1.2)

**MOTION: Pam Coe moved to adopt the agenda as presented. Lou Tutt seconded.**

Motion carried.

Approve Consent Topics (Agenda Item 1.3)

The Consent Topics included the Board May 18, 2009 Information Conference Call Notes and electronic Board actions relative to the appointment of the 2010 Convention Local Arrangements Committee Chairperson, and approval of the Board April 1-2, 2009 Meeting Minutes.

**MOTION: Iris Kerbis Cantor moved to approve the consent topics. Carol Eisenbise seconded.**

Motion carried.

**2.0 New Business**

Division Name Change Approval-Requests and Effective Date (Agenda Item 2.1)

Directors discussed the motion to clarify when a request for a division name change needs to be submitted and when the approved name change will be effective.

**MOTION: Eileen Raymond moved to approve to amend SECTION TWO, Part 3, Chapter 05, Para. 3(m)-Requirements of a Division as follows:**

**m. Maintain the name of the division as chartered except when a change of name is approved by the CEC Board of Directors. A request for a division name change shall be submitted to the Board of Directors no later than September 1<sup>st</sup>. Prior to this submission, the division membership shall be informed of the proposed name change and rationale and have approved the name change according to the procedures outlined in the division's constitution and bylaws. Following approval by the CEC Board of Directors, such name change will be effective January 1<sup>st</sup> of the subsequent administrative year. Monika Williams Shealey seconded.**

Motion carried.

Division on Developmental Disabilities Name Change (Agenda Item 2.2)

The Board reviewed the division on Developmental Disabilities' request and rationale for a division name change.

**MOTION: Iris Kerbis Cantor moved to change the name of the Division on Developmental Disabilities (DDD) of the Council for Exceptional Children to the Division on Autism and Developmental Disabilities (DADD) of the Council for Exceptional Children. Rachael Gonzales seconded.**

Motion carried.

Division for Physical and Health Disabilities Name Change (Agenda Item 2.3)

The Board reviewed the Division for Physical and Health Disabilities' request and rationale for a division name change.

**MOTION:** Iris Kerbis Cantor moved to change the name of the Division for Physical and Health Disabilities (DPHD) of the Council for Exceptional Children to the Division for Physical, Health and Multiple Disabilities (DPHMD) of the Council for Exceptional Children. Clay Keller seconded.

Motion carried.

Honors Committee-Yes I Can! Awards (Agenda Item 2.4)

Immediate Past President Susan Fowler discussed the motion to clarify Honors Committee responsibility for the selection of *Yes I Can!* Award recipients as well as conduct a review of the selection process and the establishment of a subcommittee to assist in carrying out these additional committee duties.

**MOTION:** Carol Eisenbise moved to assign the selection of the *Yes I Can!* Award recipients to the Honors Committee; and further moved that the Honors Committee review the *Yes I Can!* Awards, i.e., categories and number of awards, nominations packets, and selection processes and recommend improvements to the Board; and further moved that the Honors Committee consider the establishment of a subcommittee to carry out the annual selection of *Yes I Can!* Award recipients and *Yes I Can!* Awards program review and recommendations. Barbara Kozma seconded.

Motion carried.

### 3.0 Governance and Organizational Reports

CAN Meeting (Agenda Item 3.1.1)

The Board was provided an overview of the June Children's Action Network (CAN) meeting, including Capitol Hill meetings with House and Senate representatives and staff, by President Puckett.

Board Evaluation (Agenda Item 3.1.2)

President Puckett provided an update on the process to identify a board self-evaluation tool for Board consideration. Board self-evaluation and samples of potential instruments will be an agenda item for the October Board meeting.

2010 Board Meeting Dates (Agenda Item 3.2.1)

Directors reviewed the proposed 2010 Board of Directors Meeting and Information Conference Call dates. President Elect Jacqueline Mault noted that the July Information Conference Call would be earlier due to the July international conference in Riga and summer leadership institutes.

**MOTION:** Clayton Keller moved to approve the 2010 Board Meeting and Information Conference Call dates. Elizabeth Drame seconded.

Motion carried.

Financial Reports for the Year Ending December 31, 2008 (Agenda Item 3.3)

Treasurer Carol Eisenbise reviewed key aspects of the financial reports submitted by CEC's independent auditor Tate and Tyron for the year ending December 31, 2008. Documents included the Required Communications Letter, Audited Financial Statement, and Management Letter. The Finance and Audit Standing Committee recommended Board approval of the audit report. Director discussion followed.

**MOTION: Susan Fowler moved to adopt the report of CEC's 2008 Audited Financial Statements as presented. Barbara Kozma seconded.**

Motion carried.

May 2009 Statement of Activities (Agenda Item 3.3.2)

Treasurer Eisenbise reviewed the May 2009 statement of activities with the Directors.

Finance and Audit Standing Committee Report (Agenda Item 3.3.3)

Treasurer Eisenbise presented the Finance and Audit Standing Committee Interim Report and noted that the committee will be meeting at CEC Headquarters September 3-4, 2009 to review the Executive Director's proposed 2010 Program Plan and Budget and to conduct other committee duties.

Board of Directors Election Slate (Agenda Item 3.4.1)

Nominations Standing Committee Chair Susan Fowler reported that the committee submitted a full slate of Board candidates to President Puckett.

Nominations Standing Committee Report (Agenda Item 3.4.2)

Committee Chair Fowler summarized the Committee Interim Report which outlined activities to solicit nominees for open Board positions. The committee will be reviewing the pathways to leadership report and related Representative Assembly discussion on unit leadership activities and opportunities.

Summer Leadership Institutes (Agenda Item 3.4.3)

Directors reviewed the agendas for the State/Provincial Unit and Division Leadership Institutes scheduled for July 27-30, 2009.

## **5.0 Discussion**

Proposed Amendments to the CEC Code of Ethics and Standards for Professional Practice (Agenda Item 5.2)

Director discussion centered on greater clarity of the purpose(s) of the proposed ethical principles and practice standards and their relationship; the relationship of these documents and the knowledge and skill sets; and consideration of a shorter document, i.e., the ethical principles, to guide professional practice in a highly visible fashion. Professional Standards and Practice Committee Chair Kathlene Shank participated in the dialogue and provided additional information to questions and comments from the Directors.

*\*\*President Puckett declared the meeting in recess at 9:00 p.m. on July 8, 2009.\*\**

# COUNCIL FOR EXCEPTIONAL CHILDREN

## BOARD OF DIRECTORS MEETING MINUTES

July 8, 2009 – 7:00 p.m.-10:00 p.m.

July 9, 2009 – 7:00 p.m.-10:00 p.m.

Day Two – July 9<sup>th</sup>

### 2.0 Call to Order and Official Items

President Kathleen Puckett called the meeting of the Board of Directors to order at 7:08 p.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
Susan Fowler	Immediate Past President
Carol Eisenbise	Treasurer
Iris Kerbis Cantor	Member-at-Large
Pamela Coe	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
Monika Williams Shealey	Member-at-Large
Ronald Tamura	Member-at-Large
Jennifer Tong	Member-at-Large
Louis Tutt	Member-at-Large

### 3.0 Governance and Organizational Reports

#### CEC's International Role Workgroup (Agenda Item 3.5.1)

Chair Clayton Keller summarized areas of workgroup focus and indicated that the final report would be submitted to the Board in September for consideration and discussion at the October Board meeting.

Canadian/U.S. Committee (Agenda Item 3.6.1)

The Board received the Interim Committee Report from Chair Candace Borger which provided an overview of committee objectives and workplans relative to communication; networking and licensing; professional knowledge and skills; and advocacy.

Diversity Committee (Agenda Item 3.6.2)

The Board received the Interim Committee Report from Chair Michelle McCollin. Directors discussed the committee comments and suggestions relative to the multicultural summit and symposium and mentoring program.

Elections Standing Committee (Agenda Item 3.6.3)

The Board received the Interim Committee Report from Chair Debbie Ballard which detailed strategies to increase the number of members who cast ballots.

Honors Committee (Agenda Item 3.6.4)

The Board received the Interim Committee Report from Chair Alba Ortiz. The committee is considering ways to enhance the status of the awards as well as increase the number of nominees.

Professional Standards and Practice Committee (Agenda Item 3.6.5)

The Board received the Interim Committee Report from Chair Kathlene Shank summarizing the committee's work relative to the beta testing project of the evidence-based practices process; professional ethics and standards; and knowledge and skills validation studies. The Committee has approved knowledge and skill sets for (a) teachers of individuals with developmental disabilities/autism; (b) developmental disabilities/autism specialist; and (c) continuing education guidelines for para-educators who are interveners for individuals who are deaf and blind.

Representative Assembly Committee (Agenda Item 3.6.6)

The Board received the Interim Committee Report from Chair Scott Rossig summarizing steps taken to transition the workgroup to committee status and activities to support the presiding officer and Representative Assembly during the Convention and Expo.

Student Committee (Agenda Item 3.6.7)

The Board received the Interim Committee Report from Chair Andrea Abel which reported on the selection of the recipients of the student awards and scholarships; the convention student orientation, student forum, and student scholarship and award fundraiser; editorial calendar for the student newsletter; and difficulty obtaining nominations for student leadership positions.

## **4.0 Strategic Plan and Management Reports**

2009-11 Strategic Plan Progress Report and Key Program/Administrative Achievements (Agenda Item 4.1)

The Board received the 2009 Strategies Mid-Year Report including key administrative/program achievements from Executive Director Bruce Ramirez. The report outlined strategies and their status for each goal area of the strategic plan: teaching and learning conditions, evidence-based practices, international engagement, community

and membership, public policy advocacy, and organizational effectiveness. Director discussion ensued.

## **5.0 Discussion**

### Representative Assembly Meeting Discussion Items/Recommendations (Agenda Item 5.1)

The Directors discussed comments and suggestions raised during the Emerging Professional Issues, Member Needs and Concerns, and Public Comment segments of the April Representative Assembly meeting.

### Proposed Amendments to the CEC Code of Ethics and Standards for Professional Practice (Agenda Item 5.2)

Following further Board discussion, Directors suggested that the purpose(s) and relationship of the proposed professional ethical principles and practice standards be made more explicit and that the ethical principles be separated from practice standards for Board consideration and action. It was also suggested that the practice standards be reviewed to redundancy with knowledge and skill sets and CEC policy and position statements. President Puckett will convey these suggestions to the Professional Standards and Practice Committee for consideration and follow-up.

### Proposed Amendments to the CEC Physical Intervention (i.e., Restraints and Seclusion) Policy (Agenda Item 5.3)

Associate Executive Director Deb Ziegler reviewed U.S. Congressional attention on restraint and seclusion and the need to amend CEC's current policy on physical intervention to guide CEC's advocacy on this issue. It is proposed that the Council for Children with Behavioral Disorders (CCBD) recently adopted position summary on Restraint and Seclusion Procedures in School Settings serve as the basis for such a policy revision. Directors agreed to request the conduct of a Representative Assembly SharePoint Networking Community discussion on amending CEC's current physical intervention policy with the CCBD position on restraint and seclusion and to conduct a concurrent Board SharePoint Networking Community discussion on the same topic.

## **6.0 For the Good of the Order and Adjournment**

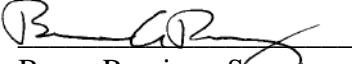
### Upcoming Meetings (Agenda Item 6.1)

President Puckett reminded the Board of the Information Conference Call scheduled for August 27, 2009 and the October 2-4, 2009 Board Meeting.

### Acknowledgements and Appreciations (Agenda Item 6.2)

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 9:51 p.m. on July 9, 2009.\*\**

Approved:  October 2, 2009  
Bruce Ramirez, Secretary

**CEC Board of Directors Voting Record  
July 8-9, 2009**

(Y=Yes, N=No, A=Abstain, O=Absent)

<b>BOD Member</b>	<b>Motion</b>	1.2 Agenda	1.3 Consent Topics	2.1 Division Name Change	2.2 DDD Name Change	2.3 DPHD Name Change	2.4 Honors Cmte/YIC/ Awards	3.2.1 2010 Meeting Dates	3.3 2008 Audit
Kathleen Puckett *		A	A	A	A	A	A	A	A
Jacqueline Mault		Y	Y	Y	Y	Y	Y	Y	Y
Susan A. Fowler		Y	Y	Y	Y	Y	Y	Y	Y
Carol Eisenbise		Y	Y	Y	Y	Y	Y	Y	Y
Marci Brauchie		O	O	O	O	O	O	O	O
Iris Kerbis Cantor		Y	Y	Y	Y	Y	Y	Y	Y
Pamela Coe		Y	Y	Y	Y	Y	Y	Y	Y
Elizabeth Drame		Y	Y	Y	Y	Y	Y	Y	Y
Rachael Gonzales		Y	Y	Y	Y	Y	Y	Y	Y
Vincent Harper		O	O	O	O	O	O	O	O
Patricia Hensley		Y	Y	Y	Y	Y	Y	Y	Y
Amanda Hopkins		Y	Y	Y	Y	Y	Y	Y	Y
Sharon Ishii-Jordan		O	O	O	O	O	O	O	O
Clayton Keller		Y	Y	Y	Y	Y	Y	Y	Y
Barbara Kozma		Y	Y	Y	Y	Y	Y	Y	Y
Eileen Raymond		Y	Y	Y	Y	Y	Y	Y	Y
Monika Williams Shealey		Y	Y	Y	Y	Y	Y	Y	Y
Ronald Tamura		Y	Y	Y	Y	Y	Y	Y	Y
Jennifer Tong		O	O	O	O	O	O	O	O
Louis Tutt		Y	Y	Y	Y	A	Y	Y	Y
<b>TOTAL YES</b>		15	15	15	15	14	15	15	15
<b>TOTAL NO</b>		0	0	0	0	0	0	0	0
<b>TOTAL ABSTAIN</b>		1	1	1	1	2	1	1	1
<b>TOTAL ABSENT</b>		4	4	4	4	4	4	4	4
<b>OUTCOME</b>		Passed	Passed	Passed	Passed	Passed	Passed	Passed	Passed

\* "The president (chair) does not vote unless it is to break a tie vote or create a tie vote." (Robert's Rules of Order, 1999, p. 153.)