

**COUNCIL FOR EXCEPTIONAL CHILDREN
BOARD OF DIRECTORS**

April 13-14, 2019
Lynn University, Boca Raton, FL

Board Business Meeting Minutes

(Approved July 5, 2019)

Saturday, April 13

1.0 Call to Order and Official Items

1.1 Call to Order

President Mary Lynn Boscardin called to order the regular meeting of the Council for Exceptional Children Board of Directors at 9:07 a.m.

1.2 Record of Attendance and Determination of Quorum

Board Secretary Alexander T. Graham called the roll. A quorum of the following Directors was present:

Mary Lynn Boscardin, President
Jennifer Lesh, President Elect
Mikki Garcia, Past President
Jim McCormick, Treasurer
Tisa Aceves
Linda Balon-Smith
Julie Bost
Dennis Cavitt
Rafael CdeBaca
Rosalind Hall
Barbara Hong
Laural Jackson
Danielle Kovach
Diana Morales
Charmion Rush
Mitch Yell
Paul Zinni

1.3 Adoption of Agenda

MOTION: Julie Bost moved to adopt the Board Business Meeting Agenda as amended with a motion regarding CEC's office lease added under New Business and the Yes I Can Committee 2018 Year-End Report moved from the Consent Agenda to New Business. Rosalind Hall seconded.

Motion passed.

1.4 Consent Agenda

MOTION: Jim McCormick moved to adopt the amended Consent Agenda with the Yes I Can Committee 2018 Year-End Report moved to New Business during adoption of the agenda. Laural Jackson seconded.

Motion passed.

2.0 Organizational Items

2.1 Treasurer's Report

2.1.1. 2018 Audit Review and Motion (*)

MOTION: Rafael CdeBaca moved to accept the 2018 Audit performed by Rogers and Company, and as recommended by the Finance and Audit Standing Committee as presented. Linda Balon-Smith seconded.

Motion passed.

2.1.2 Financial Update (March 2019)

Craig Evans, Chief Financial Officer, presented the following information:

Statement of Financial Position Highlights

- As of March 31, 2019, CEC's cash balance is \$571K, down by \$159K, or 22% from last year. The decrease is related to the timing of paying certain convention expenses, which occurred 3 weeks earlier in 2019
- Receivables are \$139K, down by 70% from last year. The decrease is related to non-operating rent receivable from 2018 that is no longer recorded as subtenant has defaulted on sublease.
- Prepaid expenses are \$291K, up by \$40K from last year. The increase is related to deposits paid for future conventions and a prepaid service contract for iMIS support.
- Long-Term Investments stand at \$2.2 million at the end of March 2019, down by 7% from last year.
- Total assets at the end of March 2019 stand at \$5.4 million, down by 15% from a year earlier.
- Accounts payable at the end of March 2019 are \$94K, a decrease of \$32K from the year prior. The decrease is related to the paying of certain convention expenses which occurred earlier in the year in 2019.

- The security deposit for the subtenant of the 10th floor office space has been fully depleted. The decrease is related to the subtenant's default of the sublease. Under the terms of the sublease, the security deposit was applied to cover the unpaid rent for the last quarter of 2018.
- Total Liabilities are \$5.9 million, even with the prior year.
- Total Operating Net Assets at the end of March 2019 are \$3.4 million, down by 16% from the previous year.

Statement of Activities Highlights

- Operating revenue through March 2019 is \$2.8 million, approximately 13% below YTD budget. The budget shortfall is primarily related lower convention registration revenue and sublease revenue.
- Operating expenses at the end of March 2019 are about 8% below the YTD budget. Although some expenses are pending, lower convention expenses are responsible for total expenses being below budget.
- At the end of March 2019, CEC has a net operating surplus of \$620K.

Discussion & Observation

- Membership dues revenue continues to decline, although at a slower pace. Dues revenue lags the YTD March 2019 budget by 3%. This compares to a declination rate of 9% from the end of 2018.
- Total convention and expo revenue at the end of March is \$310K below the annual budget due primarily to lower-than-budgeted registration revenue. So far, expenses have also remained below budget, leading to a direct net surplus that is in-line with budget. Some revenue and expense are pending, so these numbers will change by the end of April. However, it is anticipated that the net surplus will be about \$1 million, resulting in another financially successful convention.
- Publication sales slowed to \$30K in March from \$80K in February. (Revenue in February was aided by \$32K in sales at the Indianapolis convention.) Total revenue through March is \$150K, about 3% ahead of the YTD budget.
- LCE subscription revenue continues a strong pace at \$108K through March 2019, which is about 10% ahead of YTD budget. On a cash basis, LCE sales for the past year are about 38% ahead of the prior year.
- At the direction of the Board, CEC has begun negotiations with the master landlord to release CEC from the remaining 11 years of its lease (representing \$13 million in rent due over this period). The landlord has been responsive to negotiation and has made a counter offer to CEC's initial offer for early lease exit. Although still pending, it now appears likely that an agreement will be reached which will release CEC from the full burden of the master lease and provide CEC with significantly greater financial stability moving forward.

2.2 President's Report

IES/JEX Follow-Up

As a follow-up to the IES/JEX November 26-27, 2018 meeting, CEC is arranging a meeting with IES/NCSER to explore ways to assist NCSER with the translation of research so it is accessible to practitioners in a way that they will implement the information, may wish to seek involvement with future research opportunities that will improve praxis and learning outcomes, or have the desire to become more aware of resources that are available. Dissemination will take on multiple forms (i.e.,

journals, professional publications, digital outlets such as webinars, blogs, workshops). CEC wants its members to see their association as a direct representative of their needs. In the meeting with NCSER, various points of entry will be explored from which our members can access the information they are seeking.

AERA/TED Mini-Conference

Boscardin was invited to attend an AERA/TED Mini-Conference supported by an AERA, with additional support from TED, on March 1-3, 2019 at the University of North Carolina-Greensboro. Researchers and practitioners met to explore possibilities for addressing the special educator workforce crisis. Four large topic areas were identified and explored: systems, preparation, recruitment and retention, technology, and policy. As an out-growth of this meeting, CEC will be following up with the Gates Foundation to explore possible partnerships in the areas of special education teacher shortages and special education needs in charter schools.

Michigan CEC Conference

Michigan CEC invited Boscardin to speak at their annual state conference in Grand Rapids, MI, March 6-8, 2019. She attended the MI CASE Reception, provided a welcome from CEC at the Thursday General Session, and gave a presentation on the results from the State of the Profession Survey. Boscardin met with Terri Chapman, MI State Director for Special Education, to discuss CEC's state-wide initiatives with early career special educators. CEC will explore the possibility of extending similar offerings in Michigan.

Committees & Workgroup

Boscardin has made appointments to 100th Anniversary Workgroup, in conjunction with Chair Christy Chambers. She is also participating in calls of the Special Education Legislative Summit Steering Committee.

Education Week Interview

Boscardin was interviewed for an upcoming article regarding how teacher training falls short for English-learners and students with IEPs. She highlighted UDL and emerging information from neurosciences, and collaboration/co-teaching.

HECSE and Internships at CEC

A general description of a potential program has been drafted. Internships would vary in length and be unpaid. However, they could be either for university credit or through grant money. The concept document will be posted to the board community.

2.3 Executive Director's Report

Executive Director Alexander T. Graham provided the following updates:

New hires since the January Board Meeting:

- Alexandra Garvey, Communication Manager
- Mason Shelby, Digital Communications Specialist (part-time consultant)

State of the Profession Survey

- CEC hosted a successful members-only webinar about the results on April 10. Approximately 370 members registered.
- An extensive communications plan around dissemination of the results of the State of the Profession survey findings – beyond what was done at the convention – is currently going through the editorial process and will be rolled out over the next six to 12 months.
- There will be a briefing hosted at OSEP; an exclusive web-briefing for state/territorial directors; a session at the Leadership Institute regarding what units and divisions can do with findings; and the September/October edition of TEC will be dedicated to the survey results.
- An official print edition of the survey results will be developed.

Assistive Technology at CEC 2020

CEC has entered into a partnership with the Division for Innovations in Special Education Technology (ISET) to expand assistive technology (learning) sessions at the convention. Cheryl Temple, former president of ISET and former head of Assistive Technology for Fairfax County Public Schools, has been retained as consultant in the endeavor. An entire corridor of the Oregon Convention Center will be developed as an AT playground where attendees can experience technology hands-on. Vendors have been invited to be sponsors. There will also be invitations for “Student Spotlights” sent by the CEC 2020 Local Arrangements Committee for local students to show why and how technology products works for them.

CEC will be meeting with representatives from Apple to discuss possibilities for some form of participation.

2.4 Immediate Past President’s (IPP) Report

2.4.1 Leadership Development Committee (LDC) Quarterly Report

Immediate Past President highlight successful encounters at the convention, with lots of networking and good feedback from divisions about the work of the LDC over the past year. The application for the board of directors has been revised based on feedback from divisions at the convention.

Garcia again requested that board members send recommendations of well-qualified potential candidates for follow up.

2.4.2 Board Meeting and Self Assessments

As IPP, Garcia will be conducting two online surveys following the meeting: a meeting assessment and an anonymous board member self-assessment. The results will be shared with the board.

3.0 Strategic Planning

The board and staff were divided into two groups to review and revise the two goals in the strategic plan. The intent is to update the plan on a regular basis as things change in the field and organization. There will be follow-up calls by group scheduled for May to further refine recommendations and language in the two goal areas. Staff will further tweak the language and a motion to approve the revisions will be on the July 2019 board meeting agenda.

4.0 Departmental Updates

4.1 Professional Standards

4.1.1 Standards Development Workgroup

Workgroup co-chairs Dee Berlinghoff and Virginia McLaughlin provided the following update:

Since 2017, the CEC Standards Development Work Group (SDWG) has been working to review and revise CEC's Special Education Professional Preparation Standards, with the goal to have these Initial Standards approved and submitted to CAEP by July 1, 2020. This submission deadline is set by CAEP as all Specialized Professional Associations (SPAs) must review and/or revise their professional standards every 7 years.

The SDWG has been working diligently on the draft of the CEC Initial Standards, Components and Supporting Explanations to present for review by the CEC Board of Directors, the Professional Standards and Practice Committee (PSPC) and various other stakeholders. These draft elements will be submitted to CAEP for formative review on (or before) July 1, 2019.

While the SDWG has been working independently on the drafts, they have also been working in tandem with the Early Childhood in Special Education Standards Task Force. The two writing teams have shared resources, feedback, and are following the same timeline for submission to CAEP. CEC staff and consultants have consulted with and facilitated communication between the leadership teams of both groups to ensure consistency in approach, work outputs and deliverables.

Next Steps and Benchmarks:

April 2019	Draft Standards, Components and Supporting Explanations sent to PSPC and CEC Board for review.
June 2019	Draft Standards, Components and Supporting Explanations will be sent to CAEP for review and formative feedback.
May 9, 2019	Draft Standards, Components and Supporting Explanations reviewed via CEC Member Webinar followed by online public feedback opportunity.
Summer 2019	SDWG revises drafts (as needed) to incorporate feedback from all stakeholder groups.

Workgroup members:

Tisa Aceves, Loyola Marymount University – California (member of CEC BoD)
Rachelle Bruno, Northern Kentucky University (CEC reviewer & auditor)
Shannon Budin, Buffalo State College (member of CEC Knowledge & Skills sub-committee)
Ginevra Courtade, University of Louisville (member of PSPC)
Theresa Garfield, Texas A&M University—San Antonio (member of PSPC)
John M. Johnston, University of Memphis (“external” member and CAEP committee member)
Mary Little, University of Central Florida
Erica McCray, University of Florida
James McLeskey, University of Florida (Ex-officio, PSPC Chair)

Kevin Rubenstein, Lake Bluff School District 65, Illinois
 Vicki D. Stayton, Western Kentucky University (member of CEC/DEC Early Childhood Standards Task Force)
 CEC Consultant: Margie Crutchfield

4.1.2 Early Childhood Special Education Standards Workgroup

Division for Early Childhood Chair Peggy Kemp and Workgroup Chair Eva Horn provided the following update:

The EI/ECSE Standards Development Task Force (SDTF) has been working diligently over the last nine months to develop a draft set of EI/ECSE Standards. The goal is to have a complete set, including Supporting Explanations, submitted with the CEC Standards to CAEP for review by July 1, 2019.

To that end, the SDTF has submitted to the PSPC a draft set of EI/ECSE Standards and Components for feedback and comment. These are the result of four face-to-face meetings, small group work between meetings, multiple opportunities to gather public feedback, and an online public survey.

The draft provided to the board reflects the SDTF's careful review of the public feedback during a face-to-face meeting in February 2019. After review by the PSPC, the set will be submitted to the CEC board for feedback and comment. This set is may change between now and submission to CAEP based on the feedback from the PSPC and Board. The SDTF meeting in April will focus on finalizing the draft Supporting Explanations, which may result in changes to the Standards and Components.

The following outlines the work of the EI/ECSE SDTF since its inception:

April 25, 2018	PSPC approves DEC's proposal to explore developing a stand-alone set of Early Childhood Special Education Standards
June 2018	DEC and CEC sign Memorandum of Understanding
June 2018	DEC sends invitations to apply
July 13, 2018	Standards Development Task Force is names
July 17, 2018	First SDTF online meeting
July 25-26, 2018	Face-to-face meeting at CEC HQ
September 28, 2018	CAEP approves CEC's request the develop Early Childhood Special Education Standards
September 29-30, 2018	Face-to-face meeting at CEC HQ
October 25, 2018	Listening Session at DEC Conference
November 7, 2018	Listening Session at TED Conference
November 16-17, 2018	Face-to-face meeting at CEC HQ
January 23 and 28, 2019	Conducted webinars to launch draft standards and open public survey
January 23-February 8, 2019	Feedback survey open to public. Invitation sent to multiple audiences, including pertinent groups outside of CEC.

February 23-24, 2019	Face-to-face meeting at CEC HQ
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Workgroup members are:

Eva Horn, Chair, Lawrence, KS
Erin Barton, Nashville, TN
Susan Connor, Urbana-Champaign, IL
Natalie Danner, Monmouth, OR
Lorraine Dejong, Greenville, SC
Christy Hooser, Charleston, IL
Jennifer Kilgo, Birmingham, AL
Hailey Love, Las Vegas, NV
Ann Mickelson, Oshkosh, WI
Jeanette McCollum, Urbana-Champaign, IL
Megan Purcell, West Lafayette, IN
Sandra Hess Robbins, Carrollton, GA
Cynthia Vail, Athens, GA
Serena Wheeler, Louisville, KY
Hasan Zaghawan, Greely, CO

4.1.3 Special Education Administrator Standards Workgroup

Workgroup co-chairs Gina Scala and Phyllis Wolfram provided the following update:

At the November 1, 2017 CASE Board of Director's (BoD) meeting, the directors were introduced to the idea of creating a separate set of advanced leadership standards for Administrators of Special Education. Possible domain areas were shared and ranked, then look at to determine domain areas might be combined and areas that might be missing.

The data and comments were entered into a spreadsheet for analysis, which allowed for ranking of the domains in terms of importance to the BoD. The comments and the rankings were used to narrow down the set of possible domains.

At the February 7, 2018 board and membership meeting, directors and members were introduced to the CAEP framing guidelines. The conventions employed to develop standards were presented to the BoD. The results generated from data collected at the November 2017 meeting were shared and the BoD was asked to review the revised draft domains and make any revisions and add comments.

The feedback was reviewed, and revisions were made accordingly. Possible components that would align with the draft domain areas were developed using the research, theory, and practice literature.

At the November 7, 2018 BoD meeting, steps taken to date for the development of the Administrator of Special Education Advanced Leadership Standards and the conventions used to frame the standards were presented. There was a discussion of the need to create advanced leadership standards and components that were unique to the role of administrators of special

education and to have only minimal overlap with NELP, PSEL, and PSEL for principals working with students with disabilities, were shared prior to the meeting. Draft standards and components were shared, and the BoD was asked for input.

The feedback was used to further revise and refine the draft domains and components. Definitions were then drafted for each of the standards using the identified components.

At the January 30, 2019 meeting of the BoD and membership, an overview of the steps taken to date to create Administrator of Special Education Advanced Leadership Standards, and the guidelines for framing standards, were reviewed. Draft definitions for the standards, as well as a copy of the proposed components that aligned with each standard, were provided. The BoD was asked to review the definitions and make additions, revisions, and suggestions for improvement.

The feedback provided by the board and membership was reviewed, assessed for alignment with the components, and revised accordingly.

Anticipated next steps included rechecking the alignment of the domains and components with the literature review, creating an online survey of key stakeholders, and webinar to introduce the standards and solicit feedback from a broad range of stakeholders.

Workgroup members are:

Gina Scala, Co-Chair, Pennsylvania
Phyllis Wolfram, Co-Chair, Missouri
Mike Asip, Virginia
Pam Baker, Virginia
Julie Bost, North Carolina
Jenifer Cline, Montana
Eric Hoppstock, Michigan
Adam Leckie, Arizona
Erin Maguire, Vermont
Kindel Mason, Idaho
Gary Myrah, Wisconsin
Kevin Rubenstein, Illinois
Carrie Turner, Missouri

Sunday, April 14, 2019

4.0 Call to Order and Official Items

1.1 Call to Order

President Mary Lynn Boscardin called to order the regular meeting of the Council for Exceptional Children Board of Directors at 8:30 a.m.

1.2 Record of Attendance and Determination of Quorum

Board Secretary Alexander T. Graham called the roll. A quorum of the following Directors was present:

Mary Lynn Boscardin, President
Jennifer Lesh, President Elect
Mikki Garcia, Past President
Jim McCormick, Treasurer
Tisa Aceves
Linda Balon-Smith
Julie Bost
Dennis Cavitt
Rafael CdeBaca
Rosalind Hall
Barbara Hong
Laural Jackson
Danielle Kovach
Diana Morales
Charmion Rush
Mitch Yell
Paul Zinni

2.0 Organizational Items

2.5 Committee Recharter Applications Motions

2.5.1 Diversity Committee

Because of the great importance diversity plays within CEC, not only to the board, but its members, a significant amount of time was spent discussing the committee's recharter application. As a professional association of educators dedicated to advancing the success of children with exceptionalities, we seek an organization and membership committed to our core values, especially inclusiveness demonstrated by a commitment to diversity, caring, and respect for the dignity and worth of all individuals that permeates the organization rather than being isolated in one committee.

MOTION: Mitch Yell moved to recharter the Diversity Committee as per the recommendations contained in the attached Committee Recharter Application. Rafael CdeBaca seconded.

Motion failed.

MOTION: Paul Zinni moved to charge board members Tisa Aceves, Dennis Cavitt, Rafael CedBaca, Mikki Garcia and Charmion Rush to develop a set of recommendations as to how to address diversity across the organization, due to the board by June 15 for consideration at its meeting in July. Rafael CdeBaca seconded.

Motion passed.

2.5.2 Canadian Committee

Prior to review of the re-charter application, all members of the Canadian Committee were asked to review and provide feedback prior to it being shared with the Board. At the April 2019 Board meeting, the members considered the re-charter application information provided by the Canadian Committee, as well as information shared verbally by Linda Balon-Smith during her presentation in their deliberations. The long history of Canadian involvement in, and contributions to, CEC were acknowledged and considered by the Board.

MOTION: Mikki Garcia moved to recharter the Canadian Committee as per the recommendations contained in the Committee Recharter Application. Jim McCormick seconded.

Motion failed.

The primary reason for the Board's decision was to ensure equity across all CEC units. CEC does not have a formal committee that supports any other units/geographic groups.

The decision to not re-charter the Canadian Committee will not impact many of the current activities, such as periodic meetings, information sharing, and communicating with Canadian members and provincial units. CEC is committed to providing provincial units with the support currently provided to all units, per policy.

2.6 Chair/Co-Chair Appointment Motions

2.6.1 2020-21 Program Advisory Committee – Piersall

MOTION: Mitch Yell moved to appoint Jolly Piersall to replace Cindy Perras in the position of CEC Convention Program Advisory Committee Co-Chair for the 2020 and 2021 conventions. Paul Zinni seconded.

Motion passed.

2.6.2 2020 Local Arrangements Committee Chair

This item was placed on the agenda as TBD. No motion was submitted.

2.6.3 Student and Early Career Committee Chair Appointment

MOTION: Mikki Garcia moved to appoint Tracy Sinclair to the position of Chairperson of the Student and Early Career Committee for a two-year term commencing July 1, 2019 and ending June 30, 2021. Laural Jackson seconded.

Motion passed.

2.7 Caucuses Clarification Motion

MOTION: Jenn Lesh moved to update CEC's Operational Policies and Procedures manual with the following concerning caucuses within the Council for Exceptional Children. Diana Morales seconded.

Caucuses within CEC are defined as voluntary groups that represent the interests of a specific demographic or socially defined segment of membership supporting the interest of CEC. Caucuses are not official bodies of CEC. They are supported by CEC as a courtesy to both the caucuses and interested members. Caucuses must adhere to CEC's core values and non-discrimination policy.

Caucuses are responsible for providing CEC headquarters staff with a description of their caucus and point of contact for caucus leadership for including on CEC's website.

CEC will provide the following support to caucuses:

- *Six months prior to annual convention, CEC convention and meetings staff will contact caucus leaders on record to verify any on-site needs for meeting space during the annual convention and exposition.*
- *Caucuses will be provided a meeting space, either in the exhibit hall or nearby location, as determined by space availability at the convention venue.*
- *CEC convention and meetings staff will list caucus meetings in the convention app and on-site signage as appropriate.*

Motion passed.

2.8 Non-discrimination Policy Revision Motion

MOTION: Dennis Cavitt moved to adopt the following revised Non-Discrimination Policy to reflect CEC's update definition of diversity and to include professional development and online advertising exhibitors/sponsors. Jenn Lesh seconded.

As a professional association of educators dedicated to advancing the success of children with exceptionalities, CEC is committed to our core values of visionary thinking, inclusiveness and integrity. CEC values and seeks diverse and inclusive participation within the field of special education.

CEC does not and shall not discriminate based on race, ethnicity, culture, language, age, (dis)abilities, family status/composition, gender identity and expression, sexual orientation, socioeconomic status, religious and spiritual values, geographic location, country of origin, or military/veteran status, nor shall it tolerate harassment based on any of the foregoing in any of our activities or operations.

These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, vendors, contractors and clients, and provision of services. CEC is committed to providing an inclusive and welcoming environment to all the aforementioned groups.

CEC encourages and promotes involvement and access to its annual convention and expo and other professional development opportunities consistent with our non-discrimination policy. Exhibitors (defined as company contracting space on CEC's expo floor) and Sponsors (defined as an individual or organization that pays some or all the costs for an item or event in return for advertising) must adhere to CEC's core values and non-discrimination policy.

Further moved, to amend Policy Manual Section 2, Part 4 "Administration of CEC's Programs" to incorporate the revised policy;

Further moved, to amend the Convention Exhibitor and Sponsor and any other professional development opportunity or online advertising prospectus to include non-discrimination language;

Further moved, to include the revised policy on CEC's website and distribute via CEC's communities and other official communication channels (e.g., *Special Education Today*, *CEC Connection in TEC*).

Motion passed.

2.9 Convention Welcome Signage Motion

MOTION: Rafael CdeBaca moved to direct CEC's convention and meetings staff to incorporate CEC's mission statement and core values in convention welcome signage for the 2020 event in Portland, Oregon and for future conventions as follows. Jenn Lesh seconded.

CEC's Mission Statement

The Council for Exceptional Children is a professional association of educators dedicated to advancing the success of children with exceptionalities. We accomplish our mission through advocacy, standards, and professional development.

Our Core Values

Visionary Thinking—demonstrated by forward-thinking and courageous decision making dedicated to excellence and influence in an evolving environment

Integrity—demonstrated by ethical, responsive behavior, transparency, and accountability

Inclusiveness—demonstrated by a commitment to diversity, caring, and respect for the dignity and worth of all individuals

Motion passed.

5.0 Departmental Updates

In the interest of time, President Boscardin asked that Directors provide the Departmental Updates via the board's online community.

5.0 New Business

5.1 CEC Lease Motion

MOTION: Paul Zinni moved to authorize CEC's Executive Director and CEC's chief financial officer to finalize negotiations with Equus Capital Partners, including a termination fee for the 10th floor office space and a renegotiated lease for the Suite 100 office space, including storage space in the parking garage. The final financial commitments will be reviewed with the CEC officers (president, president-elect, treasurer, and past-president) before any agreement is signed by the Executive Director. Laural Jackson seconded.

Motion passed.

5.2 Yes I Can Committee 2018 Year-End Report

Jim McCormick requested that a discussion about the Yes I Can awards program be placed on the November agenda.

Other New Business:

Mikki Garcia requested a discussion about the role of the IDC within CEC as a future agenda item.

6.0 For the Good of the Order and Adjournment

Though they were not present, President Boscardin, on behalf of the board, expressed gratitude to Kathleen Weigel, Dean of the Ross College of Education at Lynn University, who generously approved the board's use of the facilities, and Joy Ruhl, Administrative Assistant and Peggy Peterson, Academic Events and Conference Coordinator, who made the onsite arrangements for the meeting.

President Boscardin also thanked Board Member Jennifer Lesh, Assistant Professor of Exceptional Student Education at Lynn University, for her work to support meeting preparation and implementation.

The meeting adjourned at 11:40 a.m.