**MO-CASE Board of Directors Meeting Minutes**

**Saturday, September 22, 2018**

**Tan Tar A**

Board Members Present: Ashley Krause, Travena Hostetler, Christina Harbour, Cheri Fortney, Amy Wilson, Kari Kraichley, Jeanne Rothermel, Deb Crowder, Missie Evert, Liz Smith, Leigh Gruber, Vicki McNamara, Tami Yates, Laura Smith, Marlena Walley, Amy Chappell, Lisa Robbins, Karla Arnold, Shantel Farnan, Mindy Garrett, and Stacey Reed.

Board Members Absent: Mary Feldkamp, Carrie Turner, Emily Miller, Erica Lembke, Reesha Adamson, Kent Robinson.

Staff Present: Phyllis Wolfram, Steven Beldin & Sara Clime

Vicki McNamara called the meeting to order at 9:34 a.m.

Quorum was established by Vicki McNamara.

Karla Arnold made a motion to approve the agenda. Marlana Walley seconded. Motion carried.

Amy Wilson made a motion to approve the June 4, 2018 minutes. Amy Chappell seconded. Motion carried.

Introductions of current and new Board of Director members.

Vicki McNamara reviewed the MO-CASE Board of Directors Notebook/Binder. She distributed a new cover page, welcome letter, Nine Key Responsibilities of MO-CASE Board Members, Handbook for Board of Directors and Employees, and the Strategic Plan. Once the notebook is updated, an electronic copy will be posted on the website.

Vicki McNamara reviewed the book “The Governing Board: Key Responsibilities for Association Boards and Board Members” by Nancy R. Axelrod. The board split into three groups and reported key points important to this board in the following areas:

* **A Culture of Candor, Respect, and Inquiry**

Individual and collective commitments to decisions, plans of action, and accountability to follow through on the board’s agreements. Take/share and measure completion of board actions. Be willing to explore divergent views in a respectful rather than adversarial manner and embed opportunities to truly discuss.

* **An Appetite for Continuous Learning and Improvement**

Opportunities at each meeting to embed learning opportunities. Share board learning with LASE groups.

* **The Capacity to Think and Act Strategically**

We need to raise awareness/clarity of roles on the board. We need clear end-goals with checks and progress monitoring. We should share a master calendar.

Ashley Krause, President-Elect reviewed the Strategic Plan. The Strategic Plan was developed in 2004 to support local special education administrators.

Phyllis Wolfram clarified the relationship between CEC and MO CASE.

* CEC has divisions: CASE, TED, DEC, and others...
* MO CASE is a subdivision of CASE.
* As board members we need to know the cost to be a CEC member ($65)
* As board members we need to know the cost to be a CASE member ($60).
* Know why you should be a member.

Discussion held regarding the 2 page handout, 2018-2020 Focus to increase membership and support members.

* Increase digital footprint (twitter, facebook, Linkedin, etc…)
* Expand formats for professional learning for members
* Strengthen professional partnerships with other educational organizations and Agencies
* Boost advocacy efforts with focus at the state and local levels
* 2018-2020 Staff Direction and Support

Discussion held regarding engaging board participation. Vicki McNamara reviewed the Nine Key Responsibilities of MO-CASE Board Members. Board members were asked to sign a document of understanding regarding conflict of interest and the MO-CASE constitution, policy and procedures.

Discussion held regarding 2018-2020 Committee Work

* Each committee chair will establish a committee of 4-6 members.
* Application will be posted online.
* Phyllis will receive the applications and will share them with the committee chairs.
* Committee chairs will recommend committee members to the president for approval.
* Meeting with Committee Chairs - 9/23/18 Breakfast at 10:30am in President’s Suite
* Committees: Advocacy & Legislation, Communications, New Directors, Professional Development, Finance, Membership, LASE & ECSE

**Treasurer Report - Cheri Fortney**

Report available online.

Travena Hostetler made a motion to retain the current auditor Elliott, Robinson & Company, LLP. Kari Kraichley seconded. Motion carried.

Liz Smith made a motion to approve a MasterCard Business Credit from Hawthorn Bank with a total credit limit of all accounts not to exceed $15,000. Lisa Robbins seconded. Motion carried.

Audit Review - phone conference 1:15pm The electronic version will be shared to the board.

Discussion about bad debt expense. We had to write off expenses because of billing issues with Wild Apricot. We need to track billing changes for conferences carefully and timely. Cleaning up the A/R is normal for organizations.

**Membership Report - Missie Evert**

Report is available online.

Membership recruitment script is included in the report.

Missie Evert is working with Liz Smith to have a competition to see which LASE group can increase membership to CEC. Ideas for prizes were discussed.

Discussion about talking about CEC and CASE membership and eliminating the supporter fee language.

**Advocacy Report - Karla Arnold**

Report is available online.

Karla is looking at holding a Legislative Summit in Jefferson City**.**

**AMP/New Directors Report - Jeanne Rothermel**

Report is available online.

**Communications Report - Leigh Gruber**

Report is available online.

Discussion regarding November newsletter. Karla Arnold will reach out to Shelly Guin for a legal article.

According to Wild Apricot, 56% of our membership opened the September newsletter and 10% clicked the links.

**Early Childhood Special Education Report - Deb Crowder**

Report is available online.

**LASE Coordinator Report - LIz Smith**

Report is available online.

Discussion regarding getting special education contacts to LASE meetings.

**LASE Representatives - Franklin County Region Board Report - Christina Harbour**

The last LASE meeting included compliance, MAP-A, and hot topics.

**LASE Representatives -** [**Kansas City Region Board Report**](http://mo-case.org/resources/Documents/BOD/BOD%20Mtg%2009-22-18/BOD%20Reports%209-11-18/KC%20LASE%20Region%20BOD%20Report%20-%20Sept%2018.docx) **- Amy Chappell**

Report is available online.

**LASE Representatives -** [**South Central Region Board Report - Stacey Reed**](http://mo-case.org/resources/Documents/BOD/BOD%20Mtg%2009-22-18/BOD%20Reports%209-11-18/South%20Central%20LASE%20Report%20-%20Sept%202018.docx)

[Report is available online.](http://mo-case.org/resources/Documents/BOD/BOD%20Mtg%2009-22-18/BOD%20Reports%209-11-18/South%20Central%20LASE%20Report%20-%20Sept%202018.docx)

**LASE Representatives - Southeast Region Board Report - Mindy Garrett.**

RPDC representative came to the LASE meeting. They will be having Assistive Technology at an upcoming meeting.

**LASE Representatives - St. Louis Region Board Report - Tami Yates**.

They meet 5 times a year. The members collaborate on the agenda.

**Professional Development Report - Marlena Walley**

Discussion regarding the role of the professional development committee.

Marlena Walley and Sara Clilme shared information the Fall Conference. We have 838 registered attendees and we are looking forward to using the app for the conference/program. There are 45 exhibitors (9 more than last year). There are eight sponsors in the showcase.

Board members should meet all the vendors. Introduce yourself and thank them for coming. Ask for feedback regarding the conference. Board members need to meet with vendors who have paid for time in front of the board. Sunday, September 23 in room 64 from 1:00 - 1:30 p.m.

October 10, 2018 is the next collaborative conference planning meeting.

Discussion regarding possible keynote speakers for the 2019 fall conference. Dr. Adolph Brown, Dr. Sharroky Hollie, Dr. Johnny Collett, Ross Green. Steven Beldin will contact potential speakers.

**Executive Director Report - Phyllis Wolfram**

Phyllis discussed upgrades to the resort. She encouraged everyone to walk around to see the changes.

Phyllis has her camera to take pictures for the Board Directory. She is working on updating the directory. She will individually contact you if she needs more information.

Board members were asked to sign a document of understanding regarding conflict of interest and the MO-CASE constitution, policy and procedures.

We are looking at developing a new logo. We will hold off on purchasing shirts. Phyllis suggested keeping the blue color and keeping the outline of the state of Missouri. Phyllis will work with a graphic designer to develop the new logo and will share the design ideas with the Board for approval.

Discussion regarding PSRS and working after retirement. There are some workarounds for the critical shortage requirements. This is impacting Speech Language Pathologist across the state. Phyllis is wanting feedback from districts.

**Director of Innovation and Learning Report - Steven Beldin**

Report is available online.

Discussion about MTSS and the reinvent initiative. There is a lack of guidance and resources at the High School level. There is a meeting from 5pm - 6pm next Sunday prior to the MASSP Conference in Columbia. Encourage your high school administrators with interest in this initiative to attend this meeting.

Very few people are completing the MTSS survey. Board members were encouraged to take the survey back to their district and complete it with district staff input.

Steven reported about the recent State Board Meeting with the newly constituted State Board. They have made changes to 3 areas of certification: Early Childhood, Elementary Teacher and Mild Moderate Special Education. The change involves the requirements for teaching literacy. The State Board accepted the MO-CASE submitted comments regarding the language “systematic and explicit” reading instruction. The State Board also approved the FY20 Budget. There were increases for Early Childhood Special Education, High Needs Fund, and Public Placement.

Legislative and Policy Platform has been updated and is on the website. Board members should carefully read this document. If you have a different view or if you can not support what is written provide your input to Steven prior to November 14.

The Advocacy Training is November 14, 2018. Scott Kimble, Policy Coordinator, will be there to discuss issues for the upcoming legislative session.

We will continue to work on the collaborative conference with a focus on evidenced based practice. Kim Stucky, Dyslexia specialist, is working with RPDC LTRS trainers by Sopris for teaching teachers how to teach reading.

If you have not participated in the ECHO series, you are encouraged to get involved.

**Higher Education- Shantel Farnan**

Discussion regarding the role of the higher education representative on the board. They will continue to submit reports.

Discussion regarding certification. David Kiene, NWMSU has been working with changing certification for administrators. The information stating that Missouri is no longer issuing a Special Education Administration certificate is false. CASE is supporting the work of developing standards to with CEC to submit to CAPE (Accreditation body for higher ed).

Ericia Lemke and Shantel Farnan are student liaisons to CEC for undergraduate students.

A collaboration with NASD, CEC, and CASE is beginning work to develop training modules for administrators that are connected to the standards. The program is modeled after a program in Virginia and Washington. It is intended for states that don’t have Special Education Director prep programs, however will be available to all states.

Lisa Robbins shared information regarding Trauma Informed Care at University of Central Missouri and UM-St. Louis. They are embedding Trauma Informed Services into all courses at the college. In addition, UCM is offering a Masters for BCBA with specialization in Autism.

**CEC Report - Laura Smith**

MO CEC currently has 450 members. MO CEC website dates are incorrect. Laura Smith’s report has the accurate dates.

Any CEC member can nominate for the Yes I Can award.

**President Elect Report - Ashley Krause**

Discussion and activity about how we can blend our role into more than one area for increasing membership support. (Leadership, Education, Support, and Advocacy).

**President Report - Vicki McNamara**

Discussion of the schedule of activities for board members.

* Sunday 10:30 Committee Meeting room 1603
* Sunday 1:00 Meet with Sponsors in room 64
* Sunday 5:15 Attorney Cracker Barrel Round-table
* Sunday 6:30 Awards Banquet
* Sunday 8:30 President’s Reception
* Monday 8:30 General Session
* Monday 11:30 Business Meeting
* Monday 4:00 Sponsor Showcase

We will set time to learn as a professional learning community and we will share hot topics at future board meetings. Steven will present MTSS at the next board meeting.

Discussion regarding how we contributed to the board today. Oversight, Insight, Foresight, and Hindsight.

Travena Hostetler made a motion to raise the capitalization limit to $5,000.00 as recommended by the auditor Elliott, Robinson & Company, LLP. Karla Arnold seconded. Motion carried.

Reminder to sell Charles Cummings Raffle tickets during the conference. The drawing will take place at the Board Meeting.

Dinner after this board meeting will be sponsored by ReThink. Meet in the hotel lobby at 7:00 p.m.

Travena Hostetler made a motion to adjourn the meeting at 5:30 p.m. Laura Smith seconded. Motion carried.

***DATES TO REMEMBER***

*2018*

* *Oct 10 Collaborate Conference Planning Meeting*
* *Nov 7-8, 2018 CASE BOD, Biloxi, MS*
* *Nov 8-10, 2018 CASE Fall Conference, Biloxi, MS*
* *Nov. 14, Advocacy Training, Jefferson City*
* *Dec. 7, MO-CASE Meeting*

*2019*

* *Jan 29-Feb 2, 2019, CEC Convention, Indianapolis, IN*
* *March 5-7, 2019 MO-CASE Law and Collaborative Conference, Holiday Inn Exec Center, Columbia, MO*
* *July 7-10, 2019 Special Education Legislative Summit, Washington DC, Marriott Gateway, Crystal City*
* *Sept 21, 2019 - Mo-CASE Fall Board Meeting*
* *Sept 22-24, 2019 MO-CASE Fall Conference, Tan Tar A*
* *Oct 26-27, 2019, CASE BOD - Galt House, Louisville, KY*
* *Oct 27-29, 2019 CASE/NASDSE (State Directors) Joint Conference, Galt House, Louisville, KY*

*2020*

* *Feb 5-8, 2020 CEC Convention, Portland, OR*
* *March 3-5, 2020, MO-CASE Law and Collaborative Conference, Holiday Inn Exec Center, Columbia, MO*
* *Sept 20-22, 2020 MO-CASE Fall Conference, Tan Tar A*

*2021*

* *March 2-4, 2021 MO-CASE Law and Collaborative Conference, Holiday Inn Exec Center, Columbia, MO*
* *Sept 26-28, 2021 MO-CASE Fall Conference, Tan Tar A*