6/8/18

1. Review last meeting notes and summarize
2. Vote on roles.

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| Note taker: | Jen Katz-Borrin | Time Keeper: |  | Facilitator |

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| **Agenda Item** | **Notes/Task** | **Who** | **Timeline** |
| Norms  1. Speak one at a time.  2. Arrive/Start/Leave on Time.  3. Stay on Topic and have an agenda.  4. Mutual, Professional, and Unconditional Respect. | Follow Meeting Norms | All | Ongoing |
| Summer Conference | What is left to do?   * Food - Lois will get on this instead of Esther * Enrollment - currently at 60 people * Jen can email blast out again (Denise & CEC list) * Buying Ross Greene books - Raffle Lois * Do we want to give out something? Esther will contact CEC to see about swag for conference. * Esther will get candy for the day. * Promotion for joining CEC Esther   Group will meet again for final planning: July 13 at 1pm in Portsmouth | Jen,  Lois,  Esther | Updates to be given on 7/13 |
| NHASEA event at Academcy | Email from Andra Hall: I am the president of New Hampshire Private Special Education Administrators. We usually sponsor an event each year with MSB at the summer academy, but this year, they are doing their own thing. There was one event as of Friday that was still open for sponsorship, the Tuesday dinner. I have reached out to Denise and Jane to get more details. They are looking to do a pizza party. They got a quoted price of $2500. I noticed that CEC isn’t sponsoring anything this year and was wondering if you would like to co-sponsor with us. I have also reached out to Boothby Services to see if they are interested in a co-sponsorship.  Discussion of summer academy -  Decision is no. Kelly will contact Andra.  Esther will look into getting cups with join CEC on them | Kelly  Esther for CEC swag | Soon  By Academy |
| CASE Committee Opportunity | Hello,  I am a local director in Missouri but also serve on the National Council of Administrators of Special Education (CASE) Executive Board in the role of Technology and Communication Chair.  I am looking for additional committee members to support this role. I would love to have a representative on my committee from your state. Is there a member of your state board or leadership team who would be a good addition to this committee? If so, do you mind sharing his/her name and contact information with me?  Esther is interested, Jen will email back and cc Esther  Pat Dowey may possibly interested - Mary recommended - spoke to Pat at NHASEA, she is not interested. | Jen to email and cc Esther | Next week |
| CEC Maltreatment Policy | Does NH have any input?  Jen will email out emails from CEC RA | Jen | NA |
| Other/Next Meeting?  Raffle Basket for Summer Academy | Add to mailing list  Helen  Elaine  Chuck  Jen updated website and will email link to the website.  Create a distribution list for CASE  Bring some things for the basket to be raffled off | Jen  Jen  All | Today/Next Week  Jen  July 13 |