



**NEW
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[CEC Bylaws](#)

October 7, 2024

Attendees: Jen Katz-Borin, Mary Goodell, Amanda Hughlock, Nancy Fournier, Liz Brulotte, Kelly Mask, Carol Kosnitsky, Brianna Connell (left around 4:30), Jodi Gutterman (left around 4:15) and Sarah Camus

Agenda	Discussion	Action
	<p>Sarah discussed the work that they are doing with students and their families. They do 70 hours of course instruction, and then folks work in small groups. One area that they wanted to work on was voters' rights: knowing your rights and making sure they are following.</p> <p>In transition planning, parents and guardians aren't aware that even if they have guardianship of their child, that they still have the ability to vote.</p> <p>Jen Katz-Borin shared that it is a requirement for us to talk about it during the IEP meetings. Jen said that there is always room for improvement.</p> <p>Nancy Fournier shared that students go to another district's high school. In the beginning of the year, they have a conversation with the educating and facilitation conversations around voting as well as</p> <p>All students deserve the right to be able to know how to vote, but Sarah works with students with disabilities. Sarah shared that link to the voter toolkit. Sarah talked about a machine</p>	



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	<p>that is available that can read the ballot to adults who have visual, developmental, or adults who cannot read. The group discussed that this would also benefit from many adults and ELL students. We all have a right to request it.</p> <p>Sarah talked about this toolkit helps team share information,</p> <p>Sarah shared that she will be doing a NHASEA Lunch and Learn on November 18th from 12-1 pm which will be a deeper dive into the toolkit.</p> <p>Nancy asked Sarah what are samples that they live with their families. Sarah typically stated that this comes in the form of a non-drivers state ID.</p> <p>Carol stated that it's a tailored group of students who need to work with this. This is something that teams can work on in 9th and 10th grade and working on what identification is needed for voting so the need of getting an identification</p> <p>Jen asked if they have reached out to Voc Rehab. Jen shared that this would be helpful as they come monthly to work with students who would be additional messages shared with the students.</p>	
<p>Approval of September Minutes</p>	<p>Jen asked if everyone had a chance to review the September meeting minutes. It was Kelly Mask and seconded by Mary Goodell. The board committed and the motion passed unanimously.</p>	



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Google Drive	The team discussed The Google Drive and Brianna stated that she didn't have ac	
Committee Assignments -	Jen stated that this was already shared, but board members should go in to make sure that they are signed up for a committee.	
Financial	<ul style="list-style-type: none"> ● Balances <ul style="list-style-type: none"> ○ Checking: \$8, 4XX.67 ○ CD: \$4,681.18 ● Assurance Form - has this been submitted ● 990-EZ Filing had been submitted and accepted: If they were submitted on paper form, they would have been returned as we would need to do it online. In order to continue as tax exempt then we would need to complete the 1023Z which should be completed by the group who had been part of CEC for a while. Nancy examples that the IRS consultant helped give her tips to help get the tax exemption processed. ● Jen thanked Nancy and Brianna for all the work they are doing. ● Audit Planning: <ul style="list-style-type: none"> ○ Jen has reached out to two people and will nudge them again, because she hasn't heard. ○ Brianna reached out to someone and didn't hear back from them. 	



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	<ul style="list-style-type: none"> ○ Jen stated that she wondered if CEC or Case had someone that could help us. Brianna stated that CEC doesn't. 	
<p>9.26.24 Webinar Update</p>	<p>Carol gave an update on the Webinar. She stated that she recently gave a summary of the feedback that was received. There were 53 people logged on and 42 people completed the feedback sheet.</p> <p>The feedback was very positive. It was asked for a preferred time and day and overwhelmingly it was stated that after school was preferred.</p> <p>Carol stated that there were many topics for additional Professional Development. IEP, case management issues were their top concerns along with a variety of miscellaneous.</p> <p>There were many raffles and in general it went very well. Carol stated that Amanda and Terra did a great job with the presentation.</p> <p>Mary Goodell shared kudos to the Professional Development committee on all they did for the presentation. She shared that having the link in the Google Calendar invite was helpful.</p>	
<p>Membership correspondences</p>	<p>Jen stated that Kelly, Jen, and Amanda received an email and thought it was helpful to share with the team. She shared that CEC sent a link to everyone whose membership is expiring this month and she was able to send an email out to</p>	



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	<p>update their members.</p> <p>Amanda stated that we are at 238 members which is an increase since last year which was close to 180. Amanda stated that our contact list is 286 people.</p> <p>Nancy stated that she ran into a problem when she enrolled in CEC through NHASEA membership. Amanda shared that this year, they send the CEC memberships out in batches which takes a bit of time.</p>	
<p>Communications/Membership</p>	<p>Amanda stated that having consistency with checking the list that they recently learned about.</p> <p>For communication, there is a plan for communication that will be timed with the Webinar. In the previous Newsletters, it talked about reaching out to the head of the committees. It was reviewed on who was in the communication and membership committee.</p> <p>Nancy stated that the newest newsletter is a snapshot of the September webinar and a preview of the October webinar. Nancy stated that it has been difficult with copy and pasting from the PDF. Carol stated that she could find the word document and share that information.</p> <p>It was asked what Jen wanted to be in the newsletter each month. It was discussed that the board's information will be on there and Jen asked that volunteer opportunities be added to the newsletter each month as well as the membership link.</p>	



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	<p>Carol asked if there were going to be features of the newsletters. Mary Goodell stated that we were talking about the progress monitoring without giving away everything from the upcoming webinar.</p> <p>The communication committee meets monthly and meets the third Monday of the month at 3 pm.</p> <p>Kelly stated that Governor Wenworth has 35 members that were added through grants. She stated that the NHED no longer will allow for this activity to be used.</p> <p>Carol discussed that this activity wouldn't be able to be done through federal or state dollars but this could be done through the local budget.</p>	
PD Update	<p>On October 24th is the next webinar. It is in the low 50s right now. Jen stated that Kelly's name came up when the goal of writing professional development came up. Kelly stated that she would be interested in presenting in the winter months. Jen stated that she would be happy to do the training with her. Carol stated that they are looking for the most basic presentation.</p> <p>Jen stated that the logistics would be planned during a PD committee, but agreed that this should be shortened. Jen also talked about</p> <p>When and how much should we be paying for webinars? Jen stated that if people had resources that they wanted to</p>	



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	<p>include with raffles then to communicate with the PD committee.</p> <p>Carol stated that it would be January 30th or February 6th. Carol stated that on April 10th would be the final webinar of the year.</p> <p>Carol asked if the board wants to do a free membership at each of the year's webinars. Carol made the motion, and Amanda seconded the motion. The board voted and it passed unanimously.</p>	
Board of Directors Kudos and Shares	Jen shared kudos to the whole group and thanked each and everyone for the time that they are putting in.	
RA	Amanda asked if anyone was going to go to the CEC convention. If not, she has two teachers going but wanted to check	
Teacher of the Year	Amanda let the NHASEA PR committee know that we didn't have the capacity to do teacher of the year this year but we had great rubrics.	
Other	Carol went back to the discussion around if we wanted to have a payment for the CEC webinar. Carol discussed that the PD committee will be talking about this more deeply and then it would have it come back to the full CEC board.	