



**ITCA Board Conference Call  
March 1, 2004  
Minutes**

Board Members Participating: Mary Jones, Duncan Munn, Stephanie Moss, Terry Harrison, Monica Rutkowski, Ron Benham, Andy Gomm

Contract Staff Participating: Maureen Greer

**Secretary/Treasurer Election**

Terry Harrison has been elected Secretary/Treasurer in the special election. Her term will expire at the end of 2004.

**Governmental Relations Report**

Sharon was not available for the call but sent a message that IDEA legislation may be on the Senate schedule for March 22.

- Recommendations for Representation for Conference of Educational Administrators of Schools and Programs for the Deaf and the American Society for Deaf Children: The meeting will be held in September, 2004. ITCA has been invited to send five representatives to the meeting. Ron urged the Board to establish a policy related to travel support for these types of meetings. Financial support should be linked to the priorities of the Board and should be dealt with on an individual basis. There should also be a process for selection of official representatives that would be approved by the President. Maureen will craft a policy for the Board review. Mary will send out an email to members seeking interest in participation.
- Child Care Meeting: The Board approved Sharon's representation of the Association at a meeting sponsored by the federal Child Care Bureau and the federal Administration on Developmental Disabilities to discuss promising state-level policies that support access to and participation in early care and education settings for children with disabilities.

**Administrative Liaison Report**

- Financial Policies/Forms: The Board reviewed the draft policies and approved both the policies and accompanying forms.
- Officers and Directors Insurance – An application is in process for the insurance. The preliminary quote is for \$1000 annually.
- Email Address – After discussing available options, the Board will utilize [IDEAITCA@aol.com](mailto:IDEAITCA@aol.com) as the email address for the Association.
- Outcomes RFP – The RFP will be tabled until the Board retreat this summer.
- Leadership Academy Update – The date for the Academy has been set for the week of August 16. Applications will be distributed this week.
- Membership – There are six states that have been long time members of the Association that have not renewed. Board members will call these states to follow up.

### **CAPTA Conference Call**

The conference call was to discuss a series of conference calls that will be held to define the issues related to CAPTA. The calls will discuss:

- What are the requirements of CAPTA?
- What are some states doing?
- Who are the partners that need to be at the table?
- What are the supports that states may need as they approach the June deadline?

The Association has agreed to co-sponsor the calls with NECTAC/Community of Practice and the Regional Resource Centers.

### **Mentorship Program**

There were three responses to the solicitation. Stephanie will send an additional email seeking other participants in the program. She will report back at the next call.

### **Legislative Committee Report**

Ron reported that the initial conference call was successful. Members currently include Ron, Sharon Walsh, Monica Rutkowski, David Steele, Jane Atuk, and Sandy Loerch Morris. Calls are scheduled monthly through 2004.

### **Summer Business Meeting**

Mary proposed that the summer Board retreat be held in conjunction with the Data Meeting. Proposed dates are July 30 and 31.

### **Annual Performance Report (APR)**

Andy identified a need for the Association to be more proactive regarding the annual performance report. The Board needs to develop concrete recommendations regarding data points, training, and information gathering. The Board will keep this as a standing agenda item so that comprehensive discussions can be held with OSEP. A major portion of the April call will be dedicated to identifying critical issues related to the APR.

### **Representation for IDEA Partnership and Recommendations for Priorities**

After discussion, the Board recommended that Sharon represent the Association for this project. Board members can participate on the conference calls. Mary will communicate this decision to the Project.

### **Draft Budget/Fiscal Year Decision**

The budget and current expenditure levels were reviewed. The budget has been revised to include expenditure categories that had not been included. The expenditures will be tracked this year to provide better information when drafting next year's budget. While the goal should remain to align the membership year with the fiscal calendar year, the move cannot be made in 2004. The Board agreed the goal will be to have all budgets in alignment by 2006.