MILITARY INTERSTATE CHILDREN'S COMPACT COMMISSION

COMMUNICATIONS & OUTREACH COMMITTEE MINUTES

FISCAL YEAR 2021

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COMMUNICATION AND OUTREACH COMMITTEE AGENDA Wednesday, July 1, 2020 2:00 PM – 3:00 PM ET

Please join my meeting from your computer, tablet or smartphone. <u>https://global.gotomeeting.com/join/713823069</u> **Dial in**: +1 (408) 650-3123, **Access Code**: 713-823-069

- I. Call to Order (Chair Brian Henry)
- II. Roll Call
- III. Approval of the Agenda* #1
- IV. Approval of the Minutes May 6, 2020* #2
- V. Reports (Chair Brian Henry) A. Executive Committee
 - B. 2020-2022 Strategic Plan Progress C&O Committee Goals and Tactics #3
- VI. Old Business
 - A. 2020 ABM
 - a) PSA: Successful Compact Transitions Videos Program Launch?
- VII. New Business A. Ambassador Program Draft #4
 - B. Website Transition to New WordPress Platform (Cherise Imai)
- VIII. Other Business and Announcements A. Impact of the COVID-19 Pandamic
 - B. Items for the Executive Committee
- IX. Adjournment

Next Meeting: Wednesday, August 5, 2020 at 2:00PM ET

Approved June 30, 2020

*Vote required



COMMUNICATION AND OUTREACH COMMITTEE MINUTES Wednesday, August 5, 2020

PRESENT	Brian Henry Steven Bullard Felicia Gonzales Will Hardin Pete LuPiba Shelly Ramos Davis Whitfield	Missouri Commissioner Kentucky Commissioner Nevada Commissioner Georgia Commissioner Ohio Commissioner Texas Commissioner National Federation of High School Assns	Chair Ex-Officio
STAFF	Cherise Imai Lindsey Dablow	Executive Director Training and Operations Associate	Secretary
EXCUSED	Darcy Benway Chris Cmiel Keith Owen Tony Trongone	Illinois Commissioner West Virginia Commissioner Colorado Commissioner New Jersey Commissioner	

ITEM 1 – CALL TO ORDER

1. The meeting was called to order at 2:12 PM ET by Brian Henry, Missouri Commissioner and Committee Chair, and roll call was taken by Cherise Imai, Executive Director.

ITEM 2 – AGENDA AND MINUTES

2. The agenda was motioned for approval by Commissioner William Hardin (GA) and seconded by Commissioner Steven Bullard (KY). Motion carried.

3. The minutes from May 6, 2020 was motioned for approval by Commissioner Bullard, seconded by Commissioner Felicia Gonzales (NV). Motion carried.

ITEM 3 - JULY 1, 2020 MEETING RECAP

4. The July meeting, 2020 did not have quorum, therefore there are no minutes for the committee's approval. Chair Henry stated due to the ongoing COVID-19 pandemic and the fact that most schools ended the school year remotely, members agreed to postpone the summer launch for new *Successful Compact Transitions Program* to the upcoming Annual Business Meeting on October instead. The committee directed staff to modify the timelines to the following:

- a) Oct 1-2, 2020: ABM launch
- b) June 1, 2021: Submittal deadline to State Commissioners
- c) June 15, 2021: Submittal deadline to the National Office

5. The committee determined this timeline alteration would allow commissioners to share information with their respective state councils and stakeholders and allow the committee to obtain submittals for the 2021 Annual Business Meeting.

6. Lastly, due to the ongoing pandemic and state challenges, the committee tabled the Ambassador Program discussion tabled to year 2-3 of the strategic plan.

ITEM 4 – REPORTS

7. **Executive Committee** – Chair Henry provided an Executive Committee (EXCOM) update from the most recent meeting. He stated the Compliance Committee continues to track commissioner vacancies and state council meetings. He added there were two non-compliant states at this time and Compliance is considering options. The National Guard and Reserve Task Force released a survey of the Commission and is compiling the information for their recommendation at the Annual Business Meeting in October. He reminded members the deadline to submit a survey was July 17th.

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8. Chair Henry reported staff continues to work on the logistics and planning for the Annual Business which will be held in a virtual format this year.

9. **Strategic Plan Progress –** Chair Henry reported the committee is on track for Year 1, with the approval the Communication Plan and the new video program. As stated earlier, the committee moved discussion on the Ambassador Program to Year 2. ED Imai commended the committee for their work, and she looked forward to next year's projects such as "utilizing state education conferences to promote the compact" and collecting data on "how member states educate stakeholders on the compact" which will help identify or develop new resources.

ITEM 5 – OLD BUSINESS

10. **PSA: Successful Compact Transitions Videos Program** – In preparation for the ABM, the committee reviewed the presentation slides and finalized the documents for inclusion in the Docket Book which will be released in September.

11. Commissioner Pete LuPiba (OH) asked if one video or multiple videos would be selected by the committee for viewing. ED Imai replied the committee had agreed the new program was not a contest – rather it was an opportunity for states to share the successful compact cases they encountered or assisted with. She added the committee wanted all videos that met the criteria and content approval would be shared, and the approved documents were drafted to meet this intent. The committee concurred with this explanation.

12. Commissioner LuPiba stated he would use the videos throughout the year and post on his social media.

13. **Website Transition to New WordPress Platform Progress** – ED Imai reported staff is working with the vendor, Epic Technologies, on the website transfer which will be launched at the ABM. Once completed, staff will be trained on WordPress and capabilities. She reminded members the new site will be mobile friendly and a benefit for stakeholders.

ITEM 6 – OTHER BUSINESS AND ANNOUNCEMENTS

14. **Items for Executive Committee** – No comments were presented.

15. Impact of the Pandemic – Chair Henry stated the pandemic and opening of schools is a dominating focus for many commissioners at the moment, however he was hoping for the best during these trying times. While his district has worked over the past month to meet reopening guidelines, the biggest concern at the moment is Fall sports and activities. Ex-officio member Mr. Davis Whitfield from the National Federation of State High School Associations (NFHS) noted several states moved the Fall season to Spring, and his organization is tracking the changes.

16. Commissioner Gonzales expressed appreciation for Mr. Whitfield and NFHS for disseminating useful guidance and considerations in this area. She noted the challenges to follow social distancing while maintaining sports and fine arts programs in schools. She noted the summer passed quickly and school is opening in a few weeks.

17. Regarding the postponement of sports seasons, Mr. Whitfield stated NFHS received reports some families have moved and may be trying to participate in sports seasons in both another state and their home state. He noted while this may not be reflective of military families, it is against the rules to plat two seasons in the same sport. He added NFHS conducted a study on aerosol transmission, such as with musical instruments and singing, which will be released later this year. Chair Henry thanked Mr. Whitfield for his comments.

ITEM 7 – ADJOURNMENT

Adjournment – With no further business to conduct, Chair Henry adjourned the meeting at 2:40 18. PM ET.

Respectfully submitted by, Cherise Imai Secretary

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COMMUNICATION AND OUTREACH MINUTES Wednesday, January 6, 2021

PRESENT	Brian Henry Darcy Benway Steven Bullard Teresa Ferenczhalmy Pete LuPiba Keith Owen Tony Trongone Becky Porter	Missouri Commissioner Chair Illinois Commissioner Kentucky Commissioner New Mexico Commissioner Ohio Commissioner Colorado Commissioner New Jersey Commissioner Military Child Education Coalition
EXCUSED	Chris Cmiel Felicia Gonzales William Hardin	West Virginia Commissioner Nevada Commissioner Georgia Commissioner
STAFF	Cherise Imai Lindsey Dablow Mary Pendleton	Executive Director, MIC3 Training and Operations Associate, MIC3 Administrative Assistant, MIC3

ITEM 1 – WELCOME

1. The committee welcomed Mary Pendleton, new Administrative Assistant for MIC3 as well as the new representative for the Ex-officio organization, Military Child Education Coalition (MCEC) Dr. Becky Porter. Chair Henry stated Dr. David Splitek, the MCEC representative since the inception of the commission, retired at the end of 2020.

ITEM 2 – CALL TO ORDER

2 The meeting was called to order at 2:01 PM EST by Commissioner Brian Henry (MO).

ITEM 3 – ROLL CALL

3. Roll call was taken by Cherise Imai, Executive Director. A quorum was established.

ITEM 4 – APPROVAL OF THE AGENDA

4. Commissioner Steven Bullard (KY) motioned to approve the agenda as presented. The motion was seconded by Commissioner Tony Trongone (NJ). Motion carried.

ITEM 5 – APPROVAL OF THE MINUTES

5. Commissioner Bullard motioned to approve the minutes from the August 5, 2020 meeting. The motion was seconded by Commissioner Pete LuPiba (OH). Motion carried.

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ITEM 6 – REPORTS

6. **Executive Committee (EXCOM) –** Commissioner Henry reported on the December 2020 meeting of the EXCOM. Dr. Splitek attended the meeting and the Commission Chair Don Kaminar (AR) presented a special award for his service. The committee received updates on meetings and activities held to date. He reported there was discussion on a Commissioner Recognition Program and members selected facilitators for the Tier Groups. The 2020 ABM Day 1 minutes were approved, and ED Imai reminded members to sign and submit the Code of Conduct and Conflict of Interest forms - due at the end of January.

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2020-2022 Strategic Plan Process – ED Imai discussed the 2020-2022 Strategic Plan 7. as it related to the Communications and Outreach Goals and Tactics. She reminded the committee that the MIC3 ambassador program has been tabled from year one to possibly year two or three. The National Office has resources available to help educate member states on the Compact, ED Imai noted paper resources are available even though trainings been provided virtually. In the End of Year report, questions were asked about training. ED Imai mentioned working with the Training Committee to rewrite the survey questions to gather data on what trainings are being done. She referenced using the Successful Compact Transition video highlights that come in this year for social media promotions. She noted the need to utilize connections with the Ex-officio organizations to maximize the education component of the Compact. She emphasized the sizeable amount of work needed in the years to come but thanked the committee for their good work so far.

ITEM 7 – OLD BUSINESS

Successful Compact Transitions Program – Commissioner Henry said a sample 8. video is being put together from the National Office. The deadline to submit videos to state Commissioners is June 1, 2021 and the deadline to submit to the National Office is by June 15, 2021. Commissioner Henry said they haven't had many cases this year in Missouri, so he suggested reaching out to the School Liaisons for examples of successful transitions. ED Imai encouraged committee members to work with their states to produce a video and said the goal is to have five videos for the 2021 ABM.

9 **Month of the Military Child –** Commissioner Henry wanted to promote this early this year as last year was difficult with the pandemic. He encouraged working with the Governor's office in each state to encourage participation. The National Office has set the date of Purple Up! as Wednesday, April 21, 2021. He stated there are several documents in the Purple Up! Toolkit that need to be approved for use.

10. The committee viewed the Letter from the Commissioner, Letter from the State Superintendent or Commissioner, Letter from the State Council and Purple Up! Ideas. ED Imai encouraged states to send Ms. Dablow the hashtags they use to promote Purple Up!. Commissioner Bullard suggested changing the wording in the ideas document from "Arkansas" to "vour state's" in order to avoid confusion.

11. The committee viewed the Downloadable Poster. Commissioner LuPiba noted the word "interstate" was missing a "t" in the last line. The committee viewed the Sample Approved March 3, 2021

Proclamations for the Executive Office and the State Department of Education. Ed Imai stated the Press Release will go out on February 1, 2021. The template for the Press Release is available to states should they desire.

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12. Commissioner Bullard motioned to approve the Purple Up! Documents reviewed, subject to the corrections mentioned. The motion was seconded by Commissioner LuPiba. Motion carried.

ITEM 8 – NEW BUSINESS

13. The committee had no new business to discuss.

ITEM 9 – OTHER BUSINESS AND ANNOUNCEMENTS

14. **Webinars and Town Halls –** Ms. Dablow said the National Federation of High Schools (NFHS) taped webinar on extracurricular activities for military students, it is downloadable and able to be posted on websites if Commissioners would like the resource. There will be a townhall meeting for Commissioners on January 27, 2021 at 2:00 PM EST. Dr. Keith Mispagel, Superintendent of Fort Leavenworth USD 207 and President of the Military Impacted Schools Association will be presenting *The Pandemic and its Impact on Schools*. Registration is required and a link was provided on the agenda. Chair Henry reported the commissioners and stakeholders need to support military-connected children under the Compact.

15. **Ambassador Program –** ED Imai spoke on the Ambassador Program which gave organizations that are not Ex-officio members a chance to be plugged in with MIC3. ED Imai suggested a formal program may not be necessary to partner with these organizations. She noted the importance of knowing what we can and cannot do and setting parameters as we partner with other organizations. ED Imai said a list will be provided to the Communications Committee Members.

16. **Status of COVID-19 Pandemic –** Commissioner Henry said the military transitions that usually happen during the summer have been more of a steady stream throughout the year. Commissioner Ferenczhalmy said in New Mexico teachers will be given the opportunity to be vaccinated soon and hopefully will allow for a return to hybrid education.

17. **Items for the Executive Committee –** No items were brought forth for the Executive Committee.

ITEM 10 - ADJOURNMENT

18. With no further business to conduct, Commissioner Trongone motioned to adjourn the meeting at 3:05 PM EST. Commissioner Bullard seconded the motion. Motion carried.



COMMUNICATION AND OUTREACH MINUTES Wednesday, March 3, 2021

PRESENT	Brian Henry Darcy Benway Steven Bullard Pete LuPiba Tony Trongone Becky Porter William Hardin Felicia Gonzales	Committee Chair, Missouri Commissioner Illinois Commissioner Kentucky Commissioner Ohio Commissioner New Jersey Commissioner Military Child Education Coalition Georgia Commissioner Nevada Commissioner
EXCUSED	Keith Owen Teresa Ferenczhalmy	Colorado Commissioner New Mexico Commissioner
GUESTS	Cherise Imai Lindsey Dablow	Executive Director, MIC3 Training and Operations Associate, MIC3

ITEM 1 – CALL TO ORDER

1. The meeting was called to order at 2:07 PM EST by Commissioner Brian Henry (MO).

ITEM 2 – ROLL CALL

2. Roll call was taken by Cherise Imai, Executive Director. A quorum was established.

ITEM 3 – APPROVAL OF THE AGENDA

3. Commissioner Steven Bullard (KY) motioned to approve the agenda as presented. The motion was seconded by Commissioner Pete LuPiba (OH). Motion carried.

ITEM 4 – APPROVAL OF THE MINUTES – JANUARY 6, 2021

4. Commissioner Bullard motioned to approve the minutes from the January 6, 2021 meeting. The motion was seconded by Commissioner Darcy Benway (IL). Motion carried.

ITEM 5 – REPORTS

5. **Executive Committee –** Commissioner Henry reported on the February 18, 2021 meeting. He thanked Executive Director Cherise Imai and Training and Operations Associate Lindsey Dablow for their Missouri training. Commissioner Henry gave a brief overview of the

EXCOM meeting. He reported the EXCOM voted to move forward with the Commissioner Recognition Program which will recognize commissioners for their years of service. Commissioner

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6. Commissioner Henry reported updates to the Code of Conduct and Guidelines for Commissioners were discussed and they will be compared with the Council of State Government's policies. Guidance was given on the Purple Star Program, but the MIC3 Commissioners' focus is upholding the Compact. Becky Porter requested a copy of any talking points regarding the Purple Star Program. ED Imai reported she finished the second round of changes and it will be approved by the EXCOM and shared widely with everyone.

7. Commissioner Henry congratulated ED Imai for representing MIC3 on a Joining Forces Collaborative meeting with Dr. Jill Biden.

8. Commissioner Felicia Gonzales (NV) asked a question regarding the guidance that was given to commissioners regarding the National Guard dependents being included in the Compact. She asked about what formula would be used to determine fees should these additional students be included in the Compact. ED Imai responded that they did projections based on \$1.15 per student which is what is charged now and will post the information. She encouraged states to have the conversation regarding dues and their thoughts on the guidance. The Finance Committee will be meeting to review this issue and the desire is not to raise dues but to make an informed decision based on MIC3's finances.

9. **2020-2021 Activities** – ED Imai shared a document that showed the activities of the National Office for the year. Her summary included the number of standing committee meetings, organization committees, State Council meetings staffed, State Council meetings attended, trainings, conferences attended and MIC3 webinars and breakouts.

ITEM 6 – OLD BUSINESS

10 **Successful Compact Transitions Program Timelines -** Commissioner Henry reminded commissioners of the Successful Transitions Video Program with a due date of June 1, 2021 at the state level and June 15, 2021 to the National Office. Commissioner Bullard gave an update on the video he is working on featuring military families in Kentucky.

11. **Month of the Military Child –** April 21, 2021 is Purple Up! day through MIC3, your state can choose another date if necessary. Chair Henry reported some activities Missouri is doing to celebrate Month of the Military Child which will include a video component.

ITEM 7 – NEW BUSINESS (STRATEGIC PLAN ITEMS)

12. **Partnership Update #4 –** ED Imai briefed on the efforts of the National Office to establish new and/or grow partnerships with related organizations. She referenced the Partnership & Collaboration Report. In addition to her meetings with the White House and Joining Forces, she reconnected with the United States Department of Education Military Affairs Director. She noted expanding awareness of the Compact is a continued effort.

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Commissioner LuPiba inquired if the National School Counselor Association was on the list, ED Imai said she would confirm and add them if needed.

13. **Utilize state education conferences to disseminate information about the Compact –** ED Imai stated this item is an action item on the strategic plan and related to the Training Committee's focus. Chair Henry reported Missouri is trying to make a MIC3 training a requirement for all new Superintendents in the state. ED Imai noted the commission has encouraged commissioners to attend or secure a session at their state education conferences to brief on the compact. She added the national office can present, co-present the session as well, though acknowledged the importance of state commissioners to attend to address state specific education policy or rules.

14. **Mid-Year Survey –** ED Imai reported the Training Committee will disseminate a survey on how members states and military services educate stakeholders on the Compact. This information will be shared with the C&O committee.

15. **Develop additional online tools and informative videos for commissioner and stakeholder use –** Ms. Dablow reviewed the MIC3 website and highlighted new areas and information. She referenced video resources and the link to the Parent and School Toolkits. The Commissioner Resources page includes the webinars produced by the Commission. She asked if there were additional videos or resources needed. Members agreed the resources were numerous and stated the need to continually promote to the commission and stakeholders. Ms. Dablow noted the Training Committee is developing a training calendar to focus on topics relative to the school events or PCS at the time of year. Members agreed this would be helpful.

16. ED Imai noted Vice-Chair Laura Anastasio (CT) convened a meeting with Ex-Officio members and discussed opportunities to expand Compact awareness. Opportunities included sharing information through social media, newsletters, webinars, podcasts, and meetings. She stated said once the Communications and/or intern position is filled at the National Office more could be done. ED Imai was complimentary of our Ex-Officio partners promoting information regarding MIC3's resources.

17. Chair Henry mentioned additional items from the Strategic Plan, one was creating a "canned" program and materials that can be distributed to the states to promote the compact. Another was to create a template email that can be sent to all commissioners, and a system to remind and reinforce that the information is available to them. ED Imai asked for clarification on this item. Chair Henry clarified he thought it was to have distribution lists of school superintendents, school liaisons, installations, etc. to coincide with key transitions for families and/or school year start/end. ED Imai said the National Office would work on these templates.

ITEM 8 – OTHER BUSINESS AND ANNOUNCEMENTS

18. **Status of COVID-19 Pandemic** – Chair Henry shared Missouri educators begin vaccinations on the 15th of March.

ITEM 9 – ADJOURNMENT

March 31, 2021



19. With no further business to conduct, Commissioner Bullard motioned to adjourn the meeting. Commissioner Trongone seconded the motion. Motion carried and Chair Henry adjourned the meeting at 2:58 PM ET.



COMMUNICATION AND OUTREACH MINUTES Wednesday, May 5, 2021

PRESENT	Brian Henry Steven Bullard Pete LuPiba William Hardin Felicia Gonzales	Committee Chair, Missouri Commissioner Kentucky Commissioner Ohio Commissioner Georgia Commissioner Nevada Commissioner
EXCUSED	Keith Owen Teresa Ferenczhalmy Tony Trongone Darcy Benway Becky Porter	Colorado Commissioner New Mexico Commissioner New Jersey Commissioner Illinois Commissioner Military Child Education Coalition
GUESTS	Tim Farrell Cherise Imai Lindsey Dablow	Military Child Education Coalition Executive Director, MIC3 Training and Operations Associate, MIC3

ITEM 1 – CALL TO ORDER

The meeting was called to order at 2:04 PM EST by Committee Chair, Commissioner Brian 1. Henry (MO).

ITEM 2 – ROLL CALL

2. Roll call was taken by Cherise Imai, Executive Director. A quorum was established.

ITEM 3 – APPROVAL OF THE AGENDA

3. Commissioner William Hardin (GA) motioned to approve the agenda as presented. The motion was seconded by Commissioner Pete LuPiba (OH). Motion carried.

ITEM 4 – APPROVAL OF THE MINUTES – MARCH 3, 2021

4. Commissioner Steven Bullard (KY) motioned to approve the minutes from the March 3, 2021 meeting. The motion was seconded by Commissioner Felicia Gonzales (NV). Motion carried.

ITEM 5 – REPORTS

Executive Committee – Chair Henry reported on the Executive Committee Meeting on April 5. 15, 2021. He briefed highlights and noted the Annual Business Meeting will be held in-person this year with a virtual option for Commissioners that indicated they would be unable to attend. He stated MIC3 will undergo an Operations Audit later this year under the auspices of the Finance Committee.



The document also included new partnerships established with other organizations such as Partners in Promise. ED Imai noted she has quarterly meetings with the U.S. Department of Education Military Affairs Team.

ITEM 6 – OLD BUSINESS

6.

Month of the Military Child (April – Purple Up!) – Chair Henry thanked everyone for their work 7. on Month of the Military Child. He said a commissioner contacted him regarding the hash tags used, in their opinion, the hash tags utilized by the Commission are too long and inconsistent. He noted it is something the Committee can review for next year.

8. ED Imai noted due to the Committee's work in February to release the information earlier than previous years, the Commission was able to share more communications related to Month of the Military Child. She recommended reviewing the documents in January 2022 to provide additional time for state planning. She praised Commissioner Bullard for the video Kentucky produced celebrating military children in conjunction with the Governor's office.

9. Successful Compact Transitions Program - Chair Henry pointed out the deadlines for submitting videos for the Successful Compact Transitions Program. No videos have been received to date, and he attributed this to the pandemic.

ITEM 7 – NEW BUSINESS

10. **Training Committee Survey Results –** Training and Operations Associate Lindsey Dablow reviewed the responses from the Committee's Training Survey which resulted in 24 responses out of 52 - an average response rate. She noted further research would be conducted on Virginia's George Mason University to develop online learning modules. She noted some states, such as Hawaii and Virginia, have a military liaison position which might be listed as a best practice for disseminating training. Moving forward, The Committee agreed to develop short training videos, with the first to hopefully launch at ABM.

11. ED Imai noted the Commission distributes approximately 21,000 units of training materials each year. She added School Liaison Officers will now be referred to as School Liaisons per an update from Chuck Clymer and the U.S. Department of Defense (USDoD).

Commissioner Toolkit - Under the strategic plan, ED Imai reported the Committee is tasked to 12. assemble information for Commissioners to implement the Compact. She reported the Training Committee had released their Commissioner Toolkit and it made sense to update this resource instead of creating a new product. She reviewed the Commissioner Training Toolkit. The Committee approved the updates, which include new webinars. USDoD resources, and a final draft will be presented at the next meeting for approval.

Draft Letter - The Committee reviewed the template of a letter that can be sent to all State 13. Commissioners with the updated Tookit. The Committee agreed that the two documents fulfill what they requested. ED Imai said the toolkit graphic will be revised and presented at the next meeting for approval.

ITEM 8 – OTHER BUSINESS AND ANNOUNCEMENTS

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14. **2021 ABM** – The 2021 ABM will be held in Little Rock, AR. It will be November 4-5, 2021 with the Friday likely being a half day. ED Imai asked commissioners to plan to arrive on November 3rd. The registration information will be released in June or July.

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15. **State Compact Statute –** ED Imai reminded commissioners that the State Compact Statute must remain as a standalone statute and cannot be combined with other state statute. As it is a contract among states, the legislation must remain identical. An issue recently arose in Arkansas in which a legislator sponsored legislation which rescinded their Compact and combined the compact statute with two other statutes. The state was unaware that this would jeopardize Arkansas' membership. ED Imai worked with General Counsel Rick Masters and a Mr. Fred Knight from the Nurses Licensure Compact to meet and discuss concerns with members of the Arkansas House and Senate Education committees, Governor's office, State Attorney General, and the Department of Education. As a result, the sponsor modified their bill and the Compact statute remained standalone and intact.

16. ED Imai reminded Commissioners that in alignment with the State Coordination Policy 1-2017, agenda, minutes, and end-of-year reports are due at the end of June. The Compliance Committee tracks this information, she advised members to contact staff if assistance is needed.

17. ED Imai reviewed the new School Liaison page on the MIC3 website which includes service branch directories. She said the next phase is for the school liaisons and their contact information to be added to each state's page.

ITEM 9 – ADJOURNMENT

18. With no further business to conduct, Commissioner Hardin motioned to adjourn the meeting. Commissioner Gonzales seconded the motion. Motion carried and Chair Henry adjourned the meeting at 2:47 PM EST.

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