

APPROVED MINUTES

Meeting Place: Virtual Meeting

Address: Microsoft Teams platform

Date: Monday, December 14, 2020 (4:30 p.m. to 7:30 p.m.)

Agenda:

4:30 Call to order

4:30-4:40 Review and Approve Minutes for October and November, Public Comment

4:40-6:10 Training Session #3 & AOE Presentation on LEA Monitoring

6:10-6:15 Update from Unmet Needs Subcommittee and possible vote

6:15-6:30 Update from Bylaws & Membership Subcommittee

6:30-6:45 Update from Evaluations & Reporting Subcommittee and possible vote on endorsing committee's recommendations

6:45-7:00 Executive Board Election

7:00-7:06 Other Items

7:06 Adjourn

Present: Carrie Lutz, Crista Yagjian, Tara Howe, Jamie Crenshaw, Joy Wilcox, Julie Regimbal, Karen Price, Katie Ballard, Jacqui Kelleher, Kristen Bigelow, Kathleen Pfannenstiel, Ann Louise Thompson, Robin Hood, Sandra Chittenden, Sara Kruk, Scarlett Duncan, Rachel Seelig, Sarah Fabrizio, John Spinney, Susan Comerford, Mary Lundeen

Call to order:

The Panel was called to order with a virtual ice breaker amongst the group.

Review and Approve Minutes for October and November:

The minutes from November and October were posted on the AOE website for the Panel to review. There were no questions or discussion around the October or November minutes. Jamie Crenshaw moved to approve the minutes, Carrie Lutz seconds. Minutes for October and November were approved.

Training Session #3:

Kathleen and Anne Louise used a guided consensus strategy to finalize group norms which were agreed upon by the group using a guided consensus strategy. Kathleen and Anne Louise presented on how to build trust within the panel. Kathleen and Anne Louise proposed an idea for group members to get to know each other with a one-minute elevator speech. The panel agreed that this would be a great idea, and several council members agreed to present at the next meeting.

AOE Presentation on LEA Monitoring:

Tonya Rutkowski presented from the AOE. The monitoring system made changes based on feedback given to the AOE. Tonya reported on changes that have been made to the monitoring system from feedback from the panel and other stakeholders. Some of the changes the monitoring program has been making are

intended to break down silos, increase the number of LEA's being monitored, create fewer (two) due dates, and take a more proactive approach.

On the AOE website the LEA Special Education Determinations (LSED) are now posted for review. The LSED reports the status of a school district. The AOE looks at the data that is reported. Based on what is reported, school districts are placed the supervisory unions in different categories (meets, needs assistance, needs intervention, or needs substantial intervention). Based on the category the supervisory union is in, certain corrective actions are required. Overall, the AOE philosophy is to use corrective actions to improve outcomes for students. Corrective actions may include technical assistance, funding models, and corrective action plans.

Monitoring activities from the AOE include reviewing annual dates, triennial reviews, adverse effect criteria, discipline policies, school handbooks, how schools are using and training paraprofessionals, and child find activities.

Within the monitoring activities there are four different categories. Cyclic, selective monitoring, targets, and on-site visits. Cyclic monitoring is a three-year cycle for each designated to every supervisory union. Selective monitoring was added as a catch all for certain areas such as indicator 13 (Post-Secondary plans). and can also occur for a Supervisory Union if there are stakeholder concerns. Targeted monitoring activities address triangulating data to create a deeper dive into data. Lastly there are onsite visits which includes surveys of staff, and family input.

Discussion:

How much input comes from families?

- Families are given opportunity for input within their school districts.

How are you staffing for this more robust system?

- There has been a push to streamline data and to work smarter to create clean data. There has also been training at the special education administrator level on how the AOE collects data and how it is used. Supervisory unions are understanding the importance of this data, and how to use it.

How long will it take to see significant changes from the new system?

- It will take 3 to 5 years to see improvement.

Who picks the families?

- Families aren't chosen, they volunteer.

Can we request improvement plans?

- If you notice your district is in the needs improvement section and you want a copy you should request a copy from your school district special director.

Feedback:

was given that the current monitoring system has been helpful in improving student IEPs specifically around Indicator 13. It is also administratively heavy and tends to be focused on due dates. The school districts are hopeful that the monitoring system will create stronger IEP documents for students that will trickle down to increase students' academics.

Update from Unmet Needs Subcommittee and possible vote:

The Unmet Needs Subcommittee had scheduling issues and there is nothing to report on tonight.

Update from Bylaws & Membership Subcommittee:

A draft of proposed changes to the current Bylaws will be given via email to the panel. Review the document in preparation for discussion on the January 19th meeting. Some proposed changes to the Bylaws include changing the wording from council to panel, membership numbers to be in compliance with federal requirement, increasing quorum from seven to a majority of fifty percent plus one.

The Bylaws and membership subcommittee requested feedback from the panel about adding a component around expectations and responsibilities. The subcommittee would like to add wording into the Bylaws around expectations for being an active member.

The subcommittee also requested feedback from the panel about the expectations of subcommittee membership. The subcommittee recommends that council members are highly encouraged to and should join sub committees.

Discussion:

Can we change the Bylaws from a should or a must for subcommittee participation? A must is something that councils' members have seen on other panels and committees they have been on. Overall, the panel felt that the wording should stay as should. It was recommended that schedules become regular for panel members to join. The overall hope is the committees are balanced. The email will be sent out before December 20th it will be posted for 30-day notice.

Update from Evaluations & Reporting Subcommittee and possible vote on endorsing committee's recommendations:

The Evaluations and Reporting Subcommittee met with the AOE twice, with another meeting scheduled to discuss changes to the current parent survey.

The Evaluations Subcommittee recommends:

- To decrease the number of ratings from six to four
- To decrease the number of survey questions
- Use the Colorado parent survey, which sees participation rates of 20%.
- Add a two-part comment section where comments would go to the supervisory union and a second comment section that would go the AOE
- In state return address
- Provide a clear definition of who is considered part of an IEP team
- Provide paper and online options
- Create a focus group pilot program
- To increase participation, encourage LEA's to connect with parents to educate parents about the survey
- Use social media to promote the survey
- Connect with local agencies and pediatrician's offices to promote the survey

The subcommittee meetings have been very positive and collaborative experience for all stakeholders.

Feedback:

The questions should be an odd number not even, along with the rating systems.

Executive Board Election A few items were sent back to the group:

There are four openings for a yearlong commitment on the executive board. Panel members were asked if they would like to run for a position on the board. The following people are running for Executive Board membership:

Katie Ballard
Robin Hood
Jamie Crenshaw
Scarlett Duncan
Crista Yagijan
Kaiya Andrews

Robin, Jamie, Scarlett, Crista, and Katie explained to the panel why they want to be on the executive board.

Voting will take place via google forms. An email will be sent out to all members. The form will be sent back to John Spinney to stay anonymous. The voting will close at 8:00 pm on 12/15/20.

Other Items:

Jacqui has requested that if a subcommittee would like data from the AOE to use of a data request form that will be sent out by Rachel.

Jacqui is looking for a volunteer to be a part of CEEDAR. CEEDAR works towards attracting, recruiting, and retaining special educators. Jacqui would like one person from the panel to be engaged in the work from the beginning. Two members expressed interest. Rachel will reach out to both of them to decide who our designee will be.

Karen Price has applied to rejoin the panel as a representative of the PTI. She shared with everyone why she wants to continue being on the panel. At the next meeting she attends, the panel will vote on recommending her application to the governor, per our membership by-laws.

The AOE works on a calendar year, and this year will be a big one for everyone. Targets will need to be set for the performance plan. These targets will apply for the next six years. From April to November the work will look at the performance indicators, and if the targets are right for Vermont. Once the targets are set the work will begin.

Should this work around target setting be done as a panel or as a subcommittee?

Discussion:

None as of right now, the executive board will discuss and decide how to accomplish this work.

Katie Ballard makes a motion to adjourn, Kristen seconds meeting ends at 7:06pm.

7:06 pm: Meeting was adjourned.

Meeting Schedule (Hold the Dates):

January 19, 2021 4:30-7:30 (Tuesday)

February 17, 2021 4:30-7:30 (Wednesday)

March 18, 2021 4:30-7:30 (Thursday)

April 19, 2021 4:30-7:30 (Monday)

May 18, 2021 4:30-7:30 (Tuesday)

June 23, 2021 4:30-7:30 (Wednesday)

July – TBD

August – TBD

September 23, 2021 4:30-7:30 (Thursday)