

DRAFT MINUTES

Meeting Place: Virtual Meeting

Address: Microsoft Teams platform

Date: Thursday, November 19, 2020 (4:30 p.m. to 7:30 p.m.)

Present: Katie Ballard, Rachel Seelig, Sarah Fabrizio, Jamie Crenshaw, Molly McFaun, Anne Louise Thompson, Jacqui Kelleher, Kathleen Pfannenstiel, Tonya Rutkowski, Sara Kruk, Joy Wilcox, Robin Hood, Mary Barton, Kaiya Andrews, Crista Yagjian, John Spinney, Susan Aranoff, Sandra Chittenden, Mary Lundeen, Kristen Bigelow, Julie Regimbal, Carrie Lutz

Agenda:

4:35-4:40 Begin Session, Approve Minutes, Public Comment

4:40-5:40 Training Session # 2

- Establishing Norms and Using Virtual Tools
- Application of Virtual Tools with AOE presentation on Monitoring System LEA's

5:40-6:10 Open Meeting Law Training, by Emily Simmons

6:10-6:40 Membership & By-Laws Committee By-Law Amendments Recommendation and Vote

6:40-7:10 Rules and Regulations Committee Public Comment Recommendation and Vote Rules & Regulations

7:10-7:30 Unmet Needs Committee Public Comment Recommendation and Vote

7:30 Adjourn

Approve Minutes

The October minutes were not posted to the AOE website. The council was not able to review the minutes ahead of time. Crista motions to table the meeting minute minutes for the December meeting, Katie seconds. The minutes from the 10/19 meeting will be tabled until the December meeting.

Public Comment

None

NCSI State Advisory Panel Training Session #2:

Group Norms: There are two norm functions for a group. The first group norm is tasks, technical, and operational. The second group norm is maintenance, adaptive, and social. Norms can be both formal or informal. Suggested group norms for the council were placed on sticky notes within jamboard. Norms were grouped together and voted on for highest priority within the panel. The council started to draft their group norms; the draft of group norms will be sent to the executive council for further discussion.

Application of virtual tools with AOE presentation on Monitoring System LEA's presentation was modified due to time constraints. The panel was directed to the near pod website to complete a survey for the AOE to

use for feedback and for future presentations. The panel was also asked to provide questions to the AOE around monitoring to be presented on during a future meeting.

Open Meeting Law Training, by Emily Simmons

The council is a public body. Public body has warned, open meetings, access to public records, follow rules of order, and avoid conflicts of interest. The panel needs to be aware if there is a quorum that they do not discuss the work of the panel, this includes email communication. Executive sessions can be used under specific circumstances. When a council is in executive session it is important: the panel needs to be aware if there is a quorum that they do not discuss the work of the panel, this includes email communication. Executive sessions can be used under specific circumstances. When a council is in executive session it is important to keep confidentiality. Meeting minutes are required to be kept for all meetings, including subcommittee meetings. Minutes can be verbatim or brief, it depends on the panel. All information shared within the council is accessed by public meeting laws. It is important that the panel is aware of any conflicts of interest. If an issue occurs a member should state a brief reason why there is a conflict and then recuse them from themselves from the discussion.

Membership & By-Laws Committee By-Law Amendments Recommendation and Vote

Membership and By-Laws committee updated the panel on their current recommendations. The Membership and By- Law subcommittee recommends the following,

- That members who meet the criteria for multiple roles, identify which stakeholders group they are representing on the panel. Members who are in two roles ie: a teacher and a parent would need to choose which role or “hat” they would wear within the council
- Currently in the By-Laws the Quorum is set at seven. The subcommittee is recommending a quorum shall consist of a majority of the filled positions or more members of the council attending any appropriately announced meeting.
- Active members: the subcommittee would like to add a definition of responsibilities and expectations for members. There are some prior members that have not been active. The subcommittee has reached out to individuals to inquire about their status within the panel.

A letter was drafted to recruit new members that can be sent to various stakeholders across the state. This letter will be shared with the council at the next meeting.

Discussion:

Some concerns given to the subcommittee

- Breaking down roles will increase the overall number of people on the panel.
- Discussion of defining majority suggested the language should state specifically half plus one.
- The panel might not have the ability to remove a person who is inactive on the council as this is a governor appointed position.

Rules and Regulations Committee Public Comment Recommendation and Vote Rules & Regulations

A few items were sent back to the group.

The subcommittee discussed parent participation within the IEP. The subcommittee created an IEP comment input form that would be provided to the parent after the IEP along with the 7a form. The parent can use the IEP comment input form to provide their feedback to the IEP team.

A concern was raised around the wording within the public comment letter. The letter states, the purpose of the document would be to reconvene the IEP team to discuss these concerns. This is one potential outcome of the IEP comment form; however, it is not the sole purpose of this document. There could be other outcomes for example a phone call from the case manager.

The subcommittee also discussed the re-evaluation process. The subcommittee recommended an amendment to the rule to provide clarity that an IEP team can agree to being a re-evaluation process before the three year process.

A concern was raised around the wording of the IEP team should convene to consider moving the up the three-year re-evaluation date. Because this is a re-evaluation it would be the EPT, not the IEP team. The panel agreed to add both the EPT/IEP team into the document.

Lastly the subcommittee discussed Data Collection and Sharing. The subcommittee recommends a new requirement that parents be offered documents that will be considered at the IEP meeting at least five days in advance of team meetings. We also recommend that when data is shared, whether at an IEP or EPT meeting the source of the data needs to be identified and documented.

In addition, when a method (or methods) is selected to measure progress in IEP goals, teams need to ensure, and document, how the method(s) are appropriate to the goal, and to the area(s) of need for the student.

A concern was raised around the wording of requiring documenting the methods appropriate to the goal. How would this be interpreted by the BOE and other stakeholders? If all methods need to be documented on all goals of a student's IEP this could create a significant amount of paperwork for the special educator. However, it was discussed the parental right to understand what methods are being used to teach your child and how they align with their child's goals.

It is unclear as to how the BOE would interpret this proposed rule change. It could be a simple box that the special educator has to check.

Crista makes a motion to vote on sending the public comment letter on the Special Education Rules to the State Board of Education, Katie seconds. A strong majority was in favor of sending the public comments with the minor changes made to the letter (changing the sole purpose of the parent form and including EPT to the reevaluation timeline) One person was opposed.

Unmet Needs Committee Public Comment Recommendation and Vote

Has started to work on their list and prioritize their area of needs. There are a significant amount of unmet needs that have been given to the group. They have requested 30 minutes for the next meeting to discuss.

Public Comment: Sue is hoping to find either a current or former child who was affected by adverse effect and requests that the student submits their testimony to the Board of Education while the rules are open for public comment. Sue is hoping that comments can come from their students perspective.

Sandra makes a motion to adjourn, Kaiya seconds meeting ends at 7:30pm

7:30 pm: Meeting was adjourned

Meeting Schedule (Hold the Dates):

December 14, 2020 (4:30pm - 7:30pm) Virtual