



# Special Education Advisory Panel Evaluations and Reporting Subcommittee

## DRAFT MINUTES

**Meeting Place:** Virtual Meeting

**Address:** Microsoft Teams Meeting

**Date:** November 3, 2020

**Present:** Rachel Seelig, Sara Kruk, Jamie Crenshaw, Crista Yagjian

### Agenda:

4:15-4:55 Review and make suggestive comments

- Parent Survey Grades K-12
- Parent Survey Preschool
- Letter to parent
- Follow-up letter to parent

4:55-5:05 Ways to increase parent participation

5:05-5:15 Other Suggestions for Data Administration & Reporting Team

5:15

### Review and make suggestive comments:

- Went to go over questions in the Parent Survey and someone suggested that it would be helpful to see what the AOE was looking for prior to going through questions.
- It's important to have information regarding what we are advising the AOE on prior to preceding
- One suggestion was to have a couple of members from AOE come and speak to the committee.
- Another member suggested that we provide some basic comments in regards to the survey that were discussed at the last meeting. Examples included clarification on some categories/question, how the survey is filled out, and making it more accessible to everyone.
- Further discussion focused on specific things that need to be addressed with the survey.

### Ways to increase parent participation:

- Discussion around ways to have parent participation and how that information is relayed to districts. Current outcomes are not valid since not many people are filling them out.
- One suggestion that was made at the panel was for districts to be notified when the surveys were being distributed.
- Having a Vermont PO box for return was also mentioned.

### Other Suggestions for Data Administration & Reporting Team:

- Invite AOE to a meeting to receive clarification regarding feedback they are looking for.
- Need more clarification regarding the data that is collected and how it used.
- Sara will follow up with AOE regarding a future meeting.

**Adjourn:**

- Meeting Adjourned 5:15

**Meeting Schedule (Hold the Dates):**

November 12, 2020

November 24, 2020

December 2, 2020