



# Special Education Advisory Panel Executive Board Meeting

## DRAFT MINUTES

**Meeting Place:** Virtual Meeting

**Address:** Microsoft Teams platform

**Date:** Monday, April 5, 2021 (4:30 p.m. to 6:30 p.m.)

**Present:** Robin Hood, Sarah Fabrizio, Carrie Lutz, Jamie Crenshaw, Rachel Seelig, Katie Ballard, Crista Yagijan, John Spinney

### Agenda:

- 4:30 Come to Order
- 4:30-4:35 Review and approve minutes
- 4:35-5:05 April Agenda Planning
- 5:05-5:35 Needs for July/August Meetings
- 5:55-5:45 Corrective Actions & Coordination of Services Subcommittees
- 5:45-6:25 September Retreat
- 6:25-6:30 Public Comment
- 6:30 Adjourn

### Come to Order:

### Review and approve minutes:

Carrie motions to approve the minutes, Robin seconds March minutes were approved.

### April Agenda Planning:

The unmet needs will be moved to the beginning of the meeting, which will provide for more focus from the panel. The executive board talked about the importance of moving items sporadically within the agenda so all items on the agenda receive the same amount of focus. Carrie will be working with the unmet needs chair to do some modeling ahead of the full panel meeting. Carrie stated most likely material will be sent out ahead of time to review. During the meeting an activity will be provided to give feedback for the unmet needs committee. Jamie will be out of town for the next meeting and will not be able to send out the information the panel needs three days ahead of time, due to this all items will need to be sent to Rachel by the 14th for the meeting on the 19th.

The executive board also discussed the current work with the AOE regarding SSIP indicators. It was requested that the indicators be sent out ahead of the meeting for the panel to review. A concern was raised around how the indicators were presented at the last meeting. The panel has received the current data collected around the indicators and based on the information presented provided questions to the AOE that they would like to be answered. However, the people presenting on the indicators did not answer the questions asked by the panel and instead presented the already known data to the panel. It is unsure where the miscommunication is, however, the panel is requesting that the indicator stewards provide answers to

the questions asked during the Jam board presentation when presenting on their specific indicators. The hope is that answering the questions will provide the panel with more information to provide advice on how to set the data target. The executive board greatly appreciates the transparency within this new process. John Spinney requested to receive a copy of the meeting notes and our concerns. John will bring our concerns back to the AOE.

An executive board member mentioned that there will be some people who will be coming to give public comments. In the discussion it was suggested that the public comment time be moved to the beginning of the meeting to provide people an opportunity to speak without having to attend the entire meeting. It was decided to keep public comment at the end, however, to notify the people who would like to speak to join the virtual meeting at 7:25pm if they would like to refrain from attending the entire meeting.

### **Needs for July/August Meetings:**

To keep up with the indicator work meetings will be added to July and August. The meeting will be kept for the third meeting of the month. Carrie will be chairing the July meeting as Rachel will be out of town. Rachel will be able to chair the August meeting. The meetings will be shortened to two hours and public comment will be put first on the agenda for these meetings.

### **Corrective Actions & Coordination of Services Subcommittees:**

It is unsure when we will need to have an active corrective actions subcommittee, John will bring this issue to the AOE. With this information being unknown this agenda item will be moved to the next executive meeting to discuss once we know more information.

### **September Retreat:**

Rachel has been thinking about what the retreat can look like and would like other panel members to join her with the planning process. The goal of the retreat will be to getting to know each other, strengths/weaknesses of the group, and improving communication.

It was mentioned that we should review the data that the bylaws did surveying panel members. Part of the data collected is that a majority of panel members answered that they wouldn't be able to make a long-term whole day meeting, however the data might not be accurate. The bylaws committee felt that there might be some confusion with this question and panel members might have thought that the in-person meeting would happen more frequently than is planned. The in-person meetings would happen twice in the year, once in the fall as a kickoff and once in the spring as a closure.

A discussion occurred on how we could make it easier for more people to attend. The ideas that were given were to provide notice ahead of time and the understanding that it would only be one day, providing food, a hybrid model for people who can't join but would like to participate, running the in person meeting more like a conference. The idea of a September retreat will be presented at the full panel meeting in May to elicit everyone's input.

### **Other:**

The Bylaws subcommittee has been contacted by two teachers about joining the panel once after there was a posting and the AOE has received a couple of inquiries as well. The process to join the panel has not

changed. The process is a potential applicant needs to attend a meeting, then the person should apply to be on the panel, lastly the applicant needs to attend a second meeting to be voted on by the panel.

One piece of data collected by the Bylaws subcommittee survey is that some of the new members continued to not identify for a subcommittee. This will take additional time to tease out why some, particularly newer members aren't comfortable joining a committee.

**Public Comment:**

None

**Adjourn:**

All agenda items were discussed and finished before the agenda's scheduled end time of 6:30pm. Jamie makes a motion to adjourn, Katie seconds meeting ends at 5:23pm.

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

May 4, 2021 (4:30pm – 6:30pm) Virtual

June 9, 2021 (4:30pm – 6:30pm) Virtual

July – TBD

August – TBD

September 9, 2021 (4:30pm – 6:30pm) Virtual