



Special Education Advisory Panel Executive Board Meeting

APPROVED MINUTES

Meeting Place: Virtual Meeting

Address: Microsoft Teams platform

Date: Tuesday, January 5, 2021 (4:30 p.m. to 6:30 p.m.)

Present: Crista Yagijan, Robin Hood, Jacqui Kelleher, John Spinney, Rachel Seelig, Jamie Crenshaw, Joy Wilcox, Katie Ballard, Carrie Lutz, Sarah Fabrizio

Agenda:

4:30-4:35 Come to Order

4:35-4:40 Approve December Minutes

4:40-4:50 Welcome New Members and Discussion of Work of Executive Board

4:50-5:15 Review and plan for January Full Panel agenda

5:15-5:40 Discussion of and Plan for SPP/APR Target Setting / Indicator Work

5:40-6:15 Discussion of Subcommittee Structure Strengths and Possible Need for Adjustment

6:15-6:25 Public Comment

6:30 Adjourn

Come to Order:

Approve December Minutes:

Katie Ballard motions to approve the December minutes, Robin Hood seconds. December minutes approved.

Welcome New Members and Discussion of Work of Executive Board:

All new members were welcomed to the executive Board. Rachel explained the purpose of the executive board and our charge as an executive board.

Review and plan for January Full Panel agenda:

The January meeting will start with panel members sharing their individual experiences and why they joined the SEAP. Originally it was planned to have five members share their stories. It was suggested and changed to have only two members present at the January meeting. The following meetings will continue with additional panel members presenting. Rachel will reach out to Kate and Ann Louise for a template on how to present. The goal with sharing personal stories is to learn more about the person's why and to continue our work to create a positive, welcoming, and including culture for the panel.

Crista recommended that we expand roles within the council, this method is used with the VTDDC and has been successful within their group. The expanded roles include a jargon buster, keeper of the list, rudder, processor reflects at the end of the meeting. Within the VTDDC the roles rotate within the group. For the January full panel meeting the executive board members volunteered to be one of the expanded roles. The

executive board members will model each role. After the January meeting the full panel will volunteer for the expanded roles for future meetings.

There are two items the AOE will be presenting to the panel:

Item one: SPP/APR

Jackie will share data on the target goals from the prior SPP/APR and the data that was collected. The panel will be given the opportunity to ask questions and provide personal insights to provide clarification on why some goals were met and others were not. The data however cannot be changed. This presentation on the current SPP/APR targets and data collection will set the stage for the panel on how to move forward to create new SPP/APR target goals.

Item two:

Indicator 8 Parent involvement survey. Betty and Cassidy will be presenting, and updates will be given. The AOE is looking for their final round of advice and feedback from the panel before putting the survey out to bid.

There will be updates from two subcommittees By-Laws / Membership and Unmet Needs.

The By-Laws / Membership committee will be putting forth their proposed changes to the council, which will go to a vote. Two thirds of the panel need to be present for a vote to occur based on our current By-Laws. We anticipate that this can be a voice vote, and we will not need to set up another election.

Unmet Needs will present their current status, if available.

Additional items needed for future meetings:

Jacqui suggested set aside time in the February meeting for Microsoft teams training.

Discussion of and Plan for SPP/APR Target Setting / Indicator Work:

The AOE will be working on creating new requirements for target setting for the SPP/APR, Jacqui's vision would be to discuss two indicators during each panel meeting this year. The goal would be to go further into the current data and use these discussions to create new requirements and targets for the next SPP/APR. The discussions taken place throughout the year would lead to an overall vote on the targets for the SPP/APR.

The idea of keeping the SPP/APR work at the panel level was agreed upon. The executive board suggested that all panel members receive the data that will be discussed ahead of the meeting. This will give panel members time to review the data and prepare for the conversation. The executive board in addition suggested that the evaluations and subcommittee be responsible for preparing questions ahead of the meeting. The work of analyzing current data and making informed suggestions is complex and in depth, it is important that there is facilitation to help structure this work.

Discussion of Subcommittee Structure Strengths and Possible Need for Adjustment:

The board members enjoyed working in smaller groups and felt that the subcommittees were able to complete tasks to increase the effectiveness of the panel.

Some concerns about the subcommittees are scheduling and lack of training for subcommittee chairs. The executive board suggests creating a calendar for subcommittees that will occur on either the second or fourth week of every month and providing training for subcommittee chairs. This schedule will ensure that subcommittees are not meeting the same days and times and are not meeting the same weeks as the full panel or the executive board.

Katie and Carrie will work on creating a training for all subcommittee chairs. Membership and Bylaws will create a welcome packet, like a handbook for new members.

It was suggested that we also look deeper into putting forth best practices to ensure that all panel members are able to attend and participate in meetings. A survey will be created by Katie that will go out to all panel members on what accommodations are needed for panel members.

Public Comment:

None

Adjourn:

Crista Yagjian motions to end the meeting, Katie Ballard seconds the meeting adjourned at 6:17pm.

Meeting Schedule (Hold the Dates):

February 3, 2021 (4:30pm – 6:30pm) Virtual

March 4, 2021 (4:30pm – 6:30pm) Virtual

April 5, 2021 (4:30pm – 6:30pm) Virtual

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