



Special Education Advisory Panel Executive Board Meeting

DRAFT MINUTES

Meeting Place: Virtual Meeting

Address: Microsoft Teams platform

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

Present: Sarah Fabrizio, Rachel Seelig, John Spinney, Jacqui Kelleher, Robin Hood, Katie Ballard, Crista Yagijan

Agenda:

4:30 Come to Order

4:30-4:35 Review and approve minutes

4:35-5:35 Agenda Revisions and Meeting Planning

5:35-5:55 Discussion: Alternating Full Panel Subcommittee Reports / Subcommittee Reports to Exec Board

5:55-6:25 Work Plan Development for 21/22

6:25-6:30 Public Comment

6:30 Adjourn

Come to Order:

Review and approve minutes:

Robin made a motion to approve the February minutes, Crista seconds approval of the February meeting minutes. February meeting minutes were approved.

Agenda Revisions and Meeting Planning:

Rachel shared the proposed agenda for the 3/18/21 meeting full panel meeting. There are five items from the AOE for this meeting. The AOE would like to discuss SSIP report, IDEA Part B, Fiscal Process, SPP/APR target setting, and critical shortage areas. There was a discussion around how much time is required for the education of the panel on these topics, along with how much time is necessary for the panel to process/comment on the five items. It was suggested prioritizing the SSP with a goal of time frame of thirty minutes, allotting an hour of time for target setting, and using thirty minutes of the meeting to discuss critical shortage. If there is time 15 minutes will be allotted for an IDEA Part B intro and the panel will delay the fiscal process for the April meeting. Delaying the fiscal process until the April meeting will also provide Jacqui additional time as she has not currently received updated information regarding the 2021/2022 budget.

The Unmet needs subcommittee has been working very hard and Rachel would like to prioritize time for this subcommittee to report out their work during the March full panel meeting. There was discussion regarding how much time is needed for an update for the evaluations/reporting, and rules/regulations subcommittee. Executive board members who also sit on these sub committees expressed only a minimal amount of time is needed to update the panel.

It was discussed that Jamboard was an efficient way to acquire feedback from the panel, and to continue the use of Jamboard when soliciting feedback from the panel regarding the target setting process.

Carrie requested for a longer time frame on the agenda for the unmet needs committee at the April full panel meeting to support their continued work.

Discussion: Alternating Full Panel Subcommittee Reports / Subcommittee Reports to Exec Board Work Plan Development for 21/22:

Rachel is looking to start the development process of the 21/22 work plan. It was suggested that some items from the unmet needs committee should drive agenda items for the upcoming 21/22 work plan. Robin suggested surveying the panel to poll agenda items that the full panel would like to see. Other items that were discussed to have added to the 21/22 work plan are, AOE efforts to implement new revised rules (July 1st 2022) to make recommendations on the rules professional development and training, strengthening the administrator complaint process which has led to a need for a dispute resolution manual, the outcome of Vermont's 1st experience on significant disproportionality and the work being done as a result of the process, and Act 173. Katie would like to add items around once something gets passed for example the upcoming literacy bill in the legislation and to have a comment about the implementation, not the legislation itself. Carrie wants to ensure that the agenda items align with the charge of the panel and the panel doesn't get distracted from its charge

This will not be the last time that we will be talking about long term planning, we will continue this process throughout the year.

Rachel is concerned that she has been shortchanging the subcommittees with packed agendas and opened a discussion around this concern. Rachel made a few suggestions to the board, including having the subcommittees report the executive panel, rotating the subcommittees on the monthly meeting agenda for example two subcommittee would report out during the meeting, reaching out to the chairs of the subcommittee ahead of time to see if there is a need to report out. It was decided to keep the subcommittees as a brief report out, unless the subcommittee feels that they need more time, if this is the case then the chair will need to request their item to be placed on the agenda.

Jacqui raised a question on how panel meetings will be held moving forward in person vs online. There are benefits to both - in person meetings can be for a longer time frame and people can get to know each other face to face, virtual meetings have had a high turnout due to less restrictions (time off, travel, and childcare). Robin suggested surveying the panel to see how they feel. Carrie offered putting this question on the membership survey, and this question will be added to the survey. A possibility was discussed that there could be two in person meetings with the remainder of the meetings being virtual. Rachel suggested an annual retreat, with the first meeting being all day in person and then continued the work virtually. At this time we are not anticipating any of the next few meetings to be in person, however the panel would be interested in looking for a place for an in person meeting in September to start off the year and an in person meeting in June for a ending of the year.

John suggested a conference center in Middlebury and will give the information to Rachel. Randolph was also suggested as a neutral VT location for meetings.

A concern was mentioned about the organization of one of the sub committees. There have been pieces put in place to help support and improve the organization of the subcommittee however this has not been completely effective, and we do not want our subcommittees to lose momentum. A discussion ensued on how to improve the operations of the subcommittee, and Rachel and Carrie were tasked with follow up.

Public Comment:

None

Adjourn:

Katie made a motion to adjourn the meeting, Crista seconds the motion meeting adjourned at 6:03pm.

Meeting Schedule (Hold the Dates):

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