



# Special Education Advisory Panel Executive Board Meeting

## DRAFT MINUTES

**Meeting Place:** Virtual Meeting

**Address:** Microsoft Teams platform

**Date:** Friday, November 13, 2020 (4:30 p.m. to 6:30 p.m.)

**Present:** Sarah Fabrizio, Anne Louise Thompson (NCSI), Jacqui Kelleher, Kathleen Pfannenstiel (NCSI), Robin Hood, Sandra Chittenden, Sara Kruk, Rachel Seelig

### Agenda:

- 4:30-4:40 Welcome, Feedback on October Training
- 4:40-5:40 NCSI Training Session # 2 Planning
- 5:40-5:45 Review and Approve Agenda and Minutes
- 5:45-6:20 Subcommittee updates
- 6:20-6:30 Public Comment
- 6:30 Adjourn

### Welcome, Feedback on October Training

The executive board welcomed back Kat and Ann Louise from NCSI. The board provided feedback to NCSI. The board has found the training and direction provided by NCSI very helpful to date.

### NCSI Training Session # 2:

Different examples of working Group Norms were provided to the executive council. There are two types of group norms. The first norm is for meetings. The second norm is for being a member of the group, these are also referred to as group guidelines or operating procedures. Meeting norms will set the culture for the council.

The executive board will work with NCSI to create a framework of meeting norms for the panel.

The council asked for strategies for decision-making. There are three types of decision-making strategies. Consensus: quick consensus, show of hands to get a reading of the group, modified consensus, achieving consensus. If consensus can't be achieved some examples of way to achieve consensus were given

- Modifying the proposal
- Withdrawing proposal
- Resolving blocks - Why don't you agree, what are you against?

Prioritizing: to show breadth of ideas, looking to offer a variety of recommendations, narrowing a large list of ideas/ recommendations, determining group support on many individual people's ideas.

### Vote:

When something is highly controversial, quick decisions, political context warrants a showing of strength of support (ie this was an overwhelming / middle etc. vote given)

Facilitation examples and strategies were shared to the executive board.

**Next training:**

Content training on how to serve on a group, team building, and new member mentoring program. An emphasis was put on team building and building trust within the group. The team discussed the need for a warmup, break out rooms to get to know team members, and a warmup to shift people's mind frame.

**Review and Approve Agenda and Minutes**

Executive board meeting minutes were not placed on the website. The council deferred approving the meeting until the next meeting.

**Subcommittee Updates:**

Unmet needs felt that the jamboard tool would be helpful for the subcommittee to prioritize their work. This group has one more meeting before the panel meets as a whole.

Bylaws and meeting felt getting a read for people to get a quick consensus would be helpful. This group has one more meeting before the panel meets as a whole. Robin requested the slides from the training to help facilitate their meeting.

Rules and regulations updated that providing a vote is important for the group, which we all agreed upon. Rachel asked for two people from the subcommittee to present it to the panel and then ask for a vote.

**Public Comment**

None

Sarah Kruk motions to adjourn at 6:30pm, Robin Hood seconds.

Meeting ended at 6:30pm

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

November 30, 2020 (4:30pm – 6:30pm) Virtual