
Special Education Advisory Panel Executive Committee

Draft Meeting Minutes

Meeting Place: Virtual Teams meeting

Date: September 17, 2024

Present: Katie Ballard, Teagen Comeau (depart 5:00), Heather Willis-Doxsee, Cammie Naylor, Crista Yagjian, Lindsey Wells, Rene Sanchez

Agenda:

- 4:30 – 4:35 Call to order, minutes, agenda changes
- 4:35 – 4:40 Public comment
- 4:40 – 4:55 Review meeting schedule for year Purpose: to clarify full schedule and review for conflict or changes
- 4:55 – 5:15 Update on membership and create action steps for outreach Purpose: to discuss and assign action steps
- 5:15 – 5:40 Discuss and finalized agenda for full panel September meeting Purpose: finalize agenda
- 5:40 – 6:00 Discuss planning for Oct 1 in person meeting. Purpose: begin to develop agenda and identify areas of follow up for AOE topics
- 6:00 – 6:25 Continue working on Annual Report as group Purpose: draft/update draft of Annual report
- 6:25 – 6:30 Public comment
- 6:30 Adjourn

Call to order, minutes, agenda changes:

Called to Order 4:37.

Agenda Changes: (Moved by CN, Second by RS – Motion to Update Agenda Passed)

AOE Update

Schedule

Membership Discussion

October Agenda

Panel Strategic Plan

Annual Report (if time permits)

Public comment:

No public comment.

AOE Update

AOE public report, and State of the State Report Update from AOE. Deliver on Sept 26, State SPED Directors. Update will also be shared to the State Board of Education (tomorrow). KB made request for AOE to share to full panel.

Heather Willis-Doxsee will be departing State SPED Director Position effective September 30th. Heather recommends Chris Kane to attend meeting. Heather will make the request for a presentation to panel. Discussion of continuation of support from AOE to panel. Will also present on prioritizing/call to action re: closing the performance gap. (Under accountability standards, if gap is not closed, in 8 years – schools could be taken over by the State)

AOE Working to Fill Open Positions: Alt Assessment Coordinator, Inclusive Practices Coordinator, Monitoring Position, State Director of Special Education

Question re: Literacy Initiative, READ Vermont, Emily Lesh, also RFP out for additional support.

Commission on the future of public education: Discussion of inclusion of Special Education Voice (Katie will reach out to Chair to invite)

Discussion of Panel Schedule for Upcoming Year:

Switched to Tuesdays. Did not send October 1st date to all panel members. Realistic, engagement is likely to balance out. Recommend virtual option (?) still phone number for accessibility purposes. Discussion of reschedule/reorganize. AOE capacity to support.

Vote – Oct 1st, or other day? Katie - Oct 1st, Crista - remote; Rene – Oct 1 remote for afternoon, Cammie – Oct 1st.

Membership:

Not confirmed June, vote for Amy Knight to join panel as higher ed rep. Once confirm vote, will go for gubernatorial review and approval, Administrator Larua Nugent, Erica Smith parent, Regina Cooper Vermont Department of Health Children with Special Needs, Ashley Converse DOC replacing former rep, Megan Phagan Parent, Gabrielle Stebens Teacher), Danielle Weber VFN Board.

Approximately 5 or so other seats open. Panel is seeking to delegate to a membership coordinator.

Clean up: appointed and active members who have not attended in some time. Recommend executive committee send email to please inform us, otherwise will keep them on roster. Seeking to solidify engagement.

Email reminders, please respond to invites. Katie sharing SEAP 2024-2025 to Executive Committee.

Discuss planning for Oct. 1 in person meeting. Purpose: begin to develop agenda and identify areas of follow up for AOE topics:

Maintain October 1 In Person Meeting, scheduled 10-4 (anticipate, likely end earlier)

Introduction, Review of Group Norms, Conversation around Consensus building

Role of the Panel

AOE (dependent on staff availability) Update, State of the State Presentation/Discussion/Updates, Discuss/Review of OSEP Determination Letter (needs assistance), Transition Questions (current staff can do or need to wait until John Spinney available) or, if AOE Staff not available, High Level Special Education Law Training.

P2P Grant Update

(Frame – Students with significant disabilities are often placed in specialized independent schools – the Panel is working to better understand these placements) - Part 1 of ongoing conversation - What is the AOE Oversight and approval of Independent Schools? How does it work what does that process look like? (Ongoing conversation – next step, Nov- continuum of availability of LRE placements (HWD recommend Chris Kane), Dec - VCSEA, Jan -Parent input, Feb – Panel discussion advisement to AOE)

PM annual report letter.

Strategic Plan/Annual Needs:

Oct. – OSEP Determination (response and plan)

Nov. - Open meeting law training

Nov. - Parent Satisfaction Survey

Nov./Dec. - CPAC- parent engagement

Dec. – SSIP

Dec./Jan. - LEA Determination and Monitoring Cycles

Feb. – Due process/Admin complaint

Feb. - Assessment Results/Data From AOE

April - Budget Presentation, panel requesting – (Presentation in April – the provide feedback)

April – begin drafting annual report

May – elections

June – SWOT Activity; Self-Assessment/Check-in

Requested AOE provide explanation of Advisement Needed from Panel to AOE –
Indicator 3, 4, 17

Public Comment

CY provided information about upcoming conferences on inclusive practices.

Adjourn:

6:32.

Meeting Schedule (hold the dates):

October 15, 2024

November 19, 2024

December 17, 2024

January 21, 2025

February 18, 2025

March 18, 2025

April 15, 2025

May 20, 2025

June 24, 2025