



# Special Education Advisory Panel: Executive Board Meeting

## DRAFT MINUTES

**Meeting Place:** Microsoft Teams platform (Virtual Meeting)

**Date:** Tuesday, May 3, 2022 – 4:30pm to 6:30pm

**Present:** Rachel Seelig, Katie Ballard, Crista Yagjian, Jacqui Kelleher

### Agenda:

|           |   |
|-----------|---|
| 4:30-4:40 | Come to Order, Review and Approve minutes |
| 4:40-5:00 | Membership & Bylaws update and next steps |
| 5:00-6:00 | Plan May and June agendas                 |
| 6:00-6:20 | Other Business                            |
| 6:20-6:30 | Public Comment                            |
| 6:30      | Adjourn                                   |

### Come to Order, Review and Approve minutes:

Rachel called the meeting to order at 4:30. Minutes were reviewed and approved.

### Membership & Bylaws update and next steps:

Katie provided an update on membership. Next steps include moving forward additional applicants at the next meeting, and recruiting for more members, as we are in need of new members to fill some professional roles, as well as parent and person with a disability roles.

### Plan May and June agendas:

Rachel presented draft agendas for May and June. Discussion ensued regarding these agendas, and Rachel amended the agendas to reflect the discussion. Election for all officers will occur in May to fill the secretary and vice chair vacancies, the chair-elect will be identified, but Rachel will serve out her term which ends in September. Rachel will send the agendas to Sabine to post on the SEAP website.

### Other Business:

Discussion of need for new member orientation or offering prior to the first September meeting an orientation to allow orientation for new members, but also a chance for current members to brush up on technology needs, open meetings requirements, and panel purpose and role. Committee decided it would make sense in September to offer this as a morning session, followed by a welcome back lunch for networking and getting to know one another followed by a panel meeting in the afternoon.

### Public Comment:

There was no public comment.

### Adjourn:

The meeting adjourned at 6:30

**Meeting Schedule (hold the date):**

**June 1, 2022 (4:30pm-6:30p.m.)**