



# Special Education Advisory Panel Executive Board Meeting

## DRAFT MINUTES

**Meeting Place:** Virtual Meeting

**Address:** Microsoft Teams platform

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

**Present:** Sarah Fabrizio, Jamie Crenshaw, Robin Hood, Katie Ballard, Rachel Seelig, John Spinney, Jacqui Kelleher, Crista Yagjian

### Agenda:

4:30 Come to Order

4:30-4:35 Review and approve minutes

4:35-5:00 Review Membership Survey results, Discuss September Retreat

5:00-5:30 Policy Items:

- Endorsing applications when competition exists
- Frequency for Reviewing Norms and Public Meeting Requirements/Muting Request

5:30-6:00 Work Plan development for 2021-22

6:00-6:25 Review and plan logistics for Full Panel Meeting

6:25-6:30 Public Comment

6:30 Adjourn

### Come to Order:

### Review and approve minutes:

There was no discussion about the April minutes, Jamie motioned to approve the minutes. Katie seconded to approve the minutes. The April minutes were approved.

### Review Membership Survey results, Discuss September Retreat:

Katie provided an update on the membership survey. 17 members of the panel completed the survey, the survey provided information on the location of panel members with most of the members residing in Chittenden County. As we move forward within the pandemic, members were asked what type of meetings would be preferred, six people responded they could only make virtual meetings and eleven responded they would be able to attend a combination of in person and virtual meetings. In addition, the majority of members preferred evening meetings. Members were also asked what role or "hat" they will represent on the panel. The panel continues to have roles that need to be filled including two teacher roles, a representative of independent schools, individuals with disabilities, McKinney - Vento representative, and a representative from the state child welfare department responsible for foster care. There are currently a few potential teachers that have applied to be a part of the panel.

Additional feedback that was given via the survey was shortening the meeting length and having a five-minute break. A discussion ensued about having a break and it was decided to place a five-minute break during the meeting.

The last piece of feedback that was given on the survey was directed to presenters from the AOE. There were two concerns raised, the first concern was about presenters reading PowerPoints and reciting information that the panel has already been given to the panel which prohibits hire level conversations. The second concern that was raised is the AOE presentations tend to take a significant amount of time during the panel meetings and it feels as if the panel isn't leading the agenda.

### **Discuss September Retreat:**

More than half of the respondents said they would be willing to attend a September retreat. The executive board agreed based on the results of the survey that we should move forward with the retreat. Rachel presented some of her ideas for the retreat which include food, team building activities, following up on the survey, analysis strengths / weaknesses of the panel, communication, substantive training, and acronym education. Board members offered additional ideas which included using small groups, training on Roberts Rules, and implicit bias. The goal of the retreat is to provide panel members to get to know each other better, increase the panels ability to communicate, build trust, and align the mission of the panel. It was agreed that a small group of executive board members will work on the retreat, those members are Rachel, Katie, Crista, and Jamie.

### **Policy Items:**

#### **Endorsing applications when competition exists:**

There are currently more applicants for the role of teacher than spots available. In addition, we are also starting to reach capacity for parent members as well. The panel started to discuss what the process should be for choosing between different applicants. When it comes to teacher applicants the process should include diversifying the grade levels that the teachers teach. While we aren't at capacity yet for the parent role it was discussed to use various types of diversity such as geography and the type of disability that the child has. This conversation will continue moving forward and needs more clarity. In the meantime, the panel will not be making any recommendations until the process is clear.

#### **Frequency for Reviewing Norms and Public Meeting Requirements/Muting Request:**

The executive board discussed how to improve meeting norms while providing a meaningful place for members of the public to provide their input. Moving forward on the agenda there will be a disclaimer stating the expectations of the meeting. In addition, Rachel will give a verbal reminder at the start of the meeting regarding norms and expectations. If someone during the meeting is not meeting the norms of the meeting Rachel can mute the person or give redirection based on her discretion.

There will also be changes made to the initial application process. During the onboarding process John will forward the potential applicant to the memberships and bylaws subcommittee. The membership and bylaws subcommittee will send the potential applicant an invite to attend the meeting. Along with the invite the membership and bylaws subcommittee will explain the role of the panel, expectations, and time commitment.

It was also mentioned that a Google file is needed to organize resources for the panel. Rachel will talk to Sabine about the best way to create a google file for the panel.

## **Work Plan development for 2021-22:**

The work plan for the 2021 - 2022 year will not be as content heavy from the AOE. Potential ideas were discussed on items which can be added to the 21-22 work plan. Some ideas that were mentioned included, guest speakers, advising agency on the new rules, strengthening the admin complaint process, act 173, literacy, S16 discipline, SEPACS for school districts, unmet needs, seclusion and restraint, improving parent knowledge, highlighting the positives that are currently available or are coming from the AOE to help special education directors and deciding how do we use the panels page on the AOE website,.

## **Accessibility to meetings:**

There have been multiple occasions where people haven't been able to share their screens, allow people into the meetings, or start a meeting without Rachel or Carrie present. The AOE is working on fixing these issues and John will work on getting an update.

## **Review and plan logistics for Full Panel Meeting:**

Rachel reviewed the current agenda and asked the representatives from AOE if there are any additional needs from the panel. Jacqui did not feel the AOE needed anything at this time from the panel. Katie requested 10 more minutes for the Unmet Needs Subcommittee. To create space for additional time, Jamie requested to take her story share off the district. A change to the agenda will be decided after the unmet needs meeting meets to see if the additional time is needed.

A lengthy discussion ensued regarding the current format of the indicator presentations from the AOE. Panel members discussed their concerns that indicators are presented by giving information on what the indicator is, the current data that is collected, and what the potential scenario would look like based on hypothetical targets. However, what the panel is missing is the analysis of the data collected and what the data is currently telling us. Without this information it is challenging for the panel to advise on what the target number should be. In addition, presenters haven't been using the Jamboard questions or have expressed they do not understand the questions asked. The answers to these questions are important to the panel to provide additional insight to advise on specific target setting. Due to the concerns Rachel will ask the full panel what their thoughts are on the current work regarding the indicators.

The indicators will continue to September with voting on something in October into November. Jacqui provided her thoughts on the indicator work. Her thoughts included that a six-year outlook is challenging when we really want to be problem solving. Jacqui also mentioned that data hasn't been on people's radar and that the AOE is just beginning steps of looking at the data. Lastly, Jacqui mentioned that OSEP doesn't care about Vermont's improvement actions. At the federal level the message is all about the number, numerical quantitative number for the state.

## **Public Comment:**

None

## **Adjourn:**

Crista motions to adjourn the meeting, Robin seconds meeting ends at 6:39pm.

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

June 9, 2021 (4:30pm – 6:30pm) Virtual

July – TBD

August – TBD

September 9, 2021 (4:30pm – 6:30pm) Virtual