



# Special Education Advisory Panel Executive Board Meeting

## DRAFT MINUTES

**Meeting Place:** Virtual Meeting

**Address:** Microsoft Teams platform

**Date:** Wednesday, June 9, 2021 (4:30 p.m. to 6:30 p.m.)

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

### **Agenda:**

- 4:30 Come to Order
- 4:30-4:35 Review and Approve May Minutes
- 4:35-4:45 Review and Plan for Full Panel Meeting
- 4:45-5:00 Updates on September Retreat Planning
- 5:00-6:15 Proposed Policies
- 6:15-6:25 Annual Panel Report
- 6:25-6:30 Public Comment
- 6:30 Adjourn

### **Come to Order:**

### **Review and approve minutes:**

Jamie made a motion to approve the May minutes, Crista seconded. May meeting minutes were approved.

### **Review and Plan for Full Panel Meeting:**

The June meeting agenda was presented to the board. The board reviewed the agenda for the June full panel meeting which included Sarah Fabrizio volunteering if needed to tell her story share, what subcommittees will be updating the panel, the process of the executive board election which will be organized by Rachel, an update from the unmet needs committee after meeting with the AOE, continuing the conversation around target setting which will look different this time and more of a check in, what does this mean and how do we get there, ESSER funds which are the 10% that is given to the State of Vermont for State wide use, executive board policies, and public comment.

### **Updates on September Retreat Planning:**

A few of the panel members got together and created an agenda for the September retreat. The goal of this retreat is to connect panel members in person, continue to build communication and trust, and to create a framework for the panel's work for the year. To complete these goals the retreat will start with an ice breaker which will focus on increasing communication and working together, the panel will complete a SWOT analysis, there will be a presentation on the disability landscape, and lastly a wrap up activity for the September. The retreat will be from 9:00 to 3:00.

## **Proposed Policies:**

Rachel present 3 proposed policies to the board.

### **Policy # 1 Accessibilities to meeting:**

This policy included providing materials ahead of time; sized, large print, another necessary accommodations so all panel members can fully participate within the panel.

### **Policy # 2 Legislation:**

If a panel member testifies on a legislative issue, it needs to be clear that they are testifying as an individual and not as a representative speaking for the panel.

### **Policy # 3 Competition between members:**

As we are filling more positions there is a possibility that competition would exist between two potential members. For example, the panel is allowed two spots for teachers and if three teachers apply only two can be on the panel. If this occurs the panel will receive information regarding the candidate and will vote. A concern was raised that as a panel, we are looking for diversity within our candidates and instead having each panel member vote on who they feel is best candidate for the panel a priority should be given to potential members within the BIPOC community. This discussion needed additional time and will be discussed further.

It was also discussed the roles of policies and the difference between policies and Bylaws. Bylaws are the rules that are in place, while policies are more along with the lines of the group norms. Both policies and Bylaws are companion documents to the panel's work.

Some of the subcommittees have very low numbers, this will be mentioned at the full panel meeting requesting that additional panel members especially newer panel members join a subcommittee. The subcommittee process was a bit of a trial and error and while it has worked to complete additional work of the panel, there are some concerns. While we don't want to change the format yet, there was an idea suggested that the panel forms special committees moving forward instead of standing subcommittees. This could provide more flexibility within the work and allow people to join for shorter amounts of time.

## **Annual Panel Report:**

Rachel presented the idea of an annual report. The annual report will allow for a review of the work that was completed during the year and help give information for prospective panel members. This was very well received by the board. The board decided to send the annual report to subcommittee members to review their work and once approved by the subcommittees the annual report will be brought to the panel.

## **Public Comment:**

Jacqui provided an update on the request to post recordings of the full panel meetings, the barrier on posting recorded meetings has been the requirement of closed captioning. Jacqui has recently found a feature on teams that is called stream which will provide closed captioning of audio. Sabine would receive the transcript and have to edit it; this is still a work in progress however is possible moving forward. Sarah volunteered if needed to help with the editing.

Jacqui requested more information about sharing the work the full panel has completed to other groups for example the unmet needs recommendations. The board agreed that these unmet needs can be shared amongst a variety groups and highly encourages this work to be spread across the State. In addition to spreading the unmet needs work, Jacqui requested that the work the panel has done will be added to her annual report, the executive board was appreciative that Jacqui would include this information in her report.

Jacqui is requesting that the rules and regs committee provides feedback to the AOE regarding training the AOE will be providing on the new rules and regulations. The board agreed that the rules and regulation subcommittee should continue to be involved in this process. This means that July and August work dates will be required, Jamie will connect with Sabine to create dates for this work.

**Adjourn:**

Jamie makes a motion to adjourn the meeting, Crista seconds meeting adjourned at 6:21pm.

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

July – TBD

August – TBD

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