



## Special Education Advisory Panel: Executive Board Meeting

### DRAFT MINUTES

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

**Physical Location:** Vermont Developmental Disabilities Council, Capitol Plaza - Suite 342 100 State Street  
Montpelier, VT 05602

**Date:** Thursday, December 2, 2021 – 4:30pm to 6:30pm

**Present:** Sarah Fabrizio, Rachel Seelig, Jamie Crenshaw, Susan Aranoff, Crista Yagjian

#### Agenda:

- 4:30 Come to Order
- 4:30-4:35 Review and Approve October Minutes
- 4:35-4:45 Review Purpose of Executive Committee
- 4:35-5:15 Membership & By-Laws Discussion
- 5:15-5:45 Review and Approve December full panel agenda
- 5:45-6:00 Discussion of meeting schedule and changes
- 6:00-6:25 Other Business
- 6:25-6:30 Public Comment
- 6:30 Adjourn

#### Come to Order:

#### Review and Approve October Minutes:

From the special meeting notes Chris Kane's name was misspelled. Rachel will correct the proper spelling on his name. Crista Yagjian's name was absent from the executive board October minutes and will be added. Crista motioned to approve the minutes with the changes described and Jamie seconded.

#### Review Purpose of Executive Committee, Review and Approve December full panel agenda and Discussion of meeting schedule and changes:

A discussion occurred regarding meeting roles. There are limited volunteers for these roles along with less diverse conversations occurring during the full panel meetings. When there are items that can be attached to the minutes, the secretary will include attachments to the meeting notes. For the full panel meeting there will be a discussion regarding [SEPAAC's](#). The linked information will be used to guide the discussion. Additional materials will be sent ahead of the meeting by Jamie. There is concern about the transition between night to daytime meetings and the time of the meeting. We want everyone to be included, if you can attend you join in for any amount of time virtual or in person.

#### Membership & By-Laws Discussion:

Rachel will not be running for re-election for chair in September. She will continue to be a panel member. Rachel suggested in preparation of her leaving, that we add in the role of a chair elect. This person would be mentored by Rachel in preparation of becoming the board president in Fall of 2022. Jamie suggested to make a flyer to request new members and to continue the work towards creating a kit for onboarding new members.

Jamie will reach out to Rachel and Katie regarding the status of the onboarding materials. A question was asked regarding compensation for the chair of the board, which currently doesn't happen. Rachel will look into seeing about the possibility of a stipend along with easing the task of the secretary writing notes during the meeting which could be possibly done by the AOE representative.

**Other Business:**

Crista shared that the DD is looking for testimonies from people who were impacted with a loss of transition services during COVID. If you have anything you want to share with her please contact Crista.

**Public Comment:**

Sue suggested to invite the S16, Literacy Panel, and to invite the ACT173 work group as we are all discussing similar topics.

**Adjourn:**

Crista motions to adjourn the meeting, Jamie seconds the meeting adjourned at 5:56 p.m.

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

February 9, 2022 (4:30 p.m. - 6:30 p.m.)

April 4, 2022 (4:30 p.m. - 6:30 p.m.)

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