Special Education Advisory Panel Executive Board Meeting

DRAFT MINUTES

Meeting Place: Virtual Meeting
Address: Microsoft Teams platform
Date: Tuesday, October 13, 2020 (4:30 p.m. to 6:30 p.m.)

Present: Kaiya Andrews, Anne Louise Thompson (NCSI), Carrie Lutz, Jacqui Kelleher, Kathleen Pfannenstiel (NCSI), Rachel Seelig, Robin Hood, Sandra Chittenden, Sara Kruk, John Spinney, and Sarah Fabrizio

Agenda:

4:30-4:40   Introduction
4:40-5:00   Feedback to NCSI on training recommendations
5:00-5:15   Meeting norms
5:15-5:20   Decision Making
5:20-5:30   Facilitating meetings
5:30-5:45   Long term planning
5:45-5:50   Subcommittee updates
5:50-5:55   Other items
5:55-6:00   Public comment
6:00   Adjourn

Introduction:

The members present on the video call introduced themselves to the presenters from NCIS.

Feedback to NCSI on training recommendations:

Anne Louise Thompson asked the group about any thoughts that they would like addressed through the NCSI training for the panel and the executive board.

Discussion:

There were many concerns and questions asked to Anne and Kat on how to improve the panel. The council requested training on the following items

- Understanding the purpose of the panel, and to increase focus on what we need to accomplish.
- How do you come to the panel with both personal experiences and also for the greater good to represent a larger constituent group?
- How to run efficient meetings?
- How to take meeting notes?
- How do we make sure that all stakeholders are heard?

Anne and Kat listened to the panel's concerns and initially addressed some concerns. Their suggestions included future training on facilitation so everyone gets heard, an acronym chart for new members to

understand information that is being presented, setting group norms/ ground rules, writing brief notes, and additional training on the roles of a council and how to behave as a member of this council.

Meeting norms:
Discussion:
Anne and Kat presented some common meeting norms for panels. Some common norms for panels include not using jargon, participating fully and ensuring equitable participation, mute mics, turn cameras on, ask questions, be flexible, start and end of time, be a community of learners, use of a parking lot, and polling council members.

Decision Making
Discussion:
The council often has great conversations however struggles to come to a place of moving from discussion to a decision. The council often doesn't know the process of what type advice we are supposed to be offering? Is this simple feedback given directly to the group reporting to us, something we should vote on, or a formal statement?

Advice from NCIS was given to break decision making into three categories.

Vote
Conversations, which things you will take to an official motion with a second and a vote. Not everything will rise to this level. These items are things to think about when you look at your calendar. The AOE can also request feedback on what they would like to receive in this manner.

Brainstorm
Some items might be brainstorming.

Prioritize
Prioritizing, what are the priorities, what are the top five things that you want to tell the state department.

Next Steps for NCIS:
NCIS will provide at the next meeting a list of recommended group norms. Strategies for the three different types of decision making, facilitation fools and advice on when you should use them and a list of free virtual facilitating tools for the council.

Long Term Planning:
Rachel shared the calendar plan for the year. The calendar might be shifted after the NCIS training. It is important that the council knows what is the most useful way for the AOE to hear from the group about the topics requested on the work plan. It is encouraging that the AOE wants our feedback to this level, however it also requires a significant amount of work. The calendar is designed to figure out our focus and lane for this group. It also will help keep members of the group engaged if they know the purpose of our work and what it is being used for.

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(Revised: November 19, 2020)

VERMONT
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Discussion:

Knowing what the AOE wants ahead of time so the correct facilitation is in place to get to the point of what is needed. It would be helpful to add a box decision making or discussion column into the calendar for the action steps for the council.

Sub committees update:

Chair or vice chair sits on each of the committees. The AOE asked if they wanted a representative to be a part of the sub committees, the council chose for the AOE representative to be a part of only the full council meetings.

Rules regs subcommittee: will be come back with a revised draft or close to it
Unmet needs: meeting this week
By-Laws: meeting this week
Corrective actions: on hold
Coordination of services: on hold, needs more members for this committee, however, doesn't have any urgent work.

Other items:
Discussion:

Overall, the executive board felt that the council as a whole has made positive gains and it's really nice to see. We are looking forward to continuing our work with NCIS.

Jacqui wanted to thank the panel for their time and dedication. Jacqui informed the group that the Intent for the ESP presentation is to inform and to solicit feedback. The state systematic improvement plan is a top priority for the AOE. AOE is trying to grow the ESP into a framework and eventually into a movement. Jacqui requested feedback for the presentation to be given in multiple perspectives based on personal experiences.

Public Comment:

None

Motion to adjourn early was made by Robin Hood, Sara Kruk seconded it. Meeting adjourned at 5:56.

5:56 pm: Meeting was adjourned

Meeting Schedule (Hold the Dates):

November 13, 2020 (4:30pm – 6:00pm) Virtual