



Special Education Advisory Panel

Membership & By-Laws Subcommittee

APPROVED MINUTES

Meeting Place: Virtual Meeting

Address: Microsoft Teams Meeting

Date: Wednesday, November 11, 2020 – 4:00pm to 5:00pm

Present: Carrie Lutz, Katie Ballard, Robin Hood and Sara Kruk.

Agenda:

4:00-4:05 Review Agenda and Purpose

4:05-4:55 Discuss revision of By-Laws to present to full Panel

4:55-5:00 Public Comment

5:00 Adjourn

Review Agenda and Purpose:

- Discussion around roles/stakeholders that members

Discuss revision of By-Laws to present to full Panel:

- Info from training and Jackie our recommendation is that the panel is made up of stakeholders and there needs to be representation from stakeholders' group.
- Therefore, everyone has to be assigned a role to play on this panel.
- Make sure that everyone is in the appropriate role that they want to be in. Do they get to choose, does the panel choose, do we look at what they came in on?
- Be confident that they will be able to separate from that role. Be realistic to be choosing a hat
- Decision making vs discussion- how can we balance that if someone has several hats.
- Delineate the stakeholders, we all have the same purpose here.
- Importance to have equal voices
- Have points around stakeholders which will drive quorum, majority plus one of the council
- Looked at membership roles and possibly sending a letter out.
- Need to appoint someone if we are missing someone
- Discussion around expectations around attendance
- Amendment section of the by-laws, has to be voted not less than $\frac{2}{3}$ of membership.
- Look at amendments and come up with bi-law changes prior to drafting something for December
- What about new laws, were those accounted for? Thought is that yes, Rachel changed those. Carrie will check with that.
- Think it will be voted on in January
- Looked at changes, memberships, hats, and quorum. Want feedback about attendance policy-is that a bylaw or just best practice.
- Discussed how large panel is divided but we are moving in the right direction. More that we are able to talk in a smaller group, it is changing the dynamics and making things easier.
- Having a coming task and working in smaller groups seems to bring more cohesiveness.
- Draft a letter to present to panel by next meeting (November 17th).

- It's important to understand that professionals and parents acknowledge that everyone's role is valuable.
- This is to make sure that every voice is heard.
- Important to communicate and collectively work together as a panel.
- Stakeholder and look at language and make sure that the statement we want to present to them and make final determination on the 17th.
- Language around quorum, 50% plus 1 of our total membership equals a quorum. We would change by-laws to make sure it's not a number. We ask the panel if that is something that we want.
- Need to have draft for by-laws by December.

Items to Prepare for Nov 19th Full Panel Meeting:

Draft Statement regarding Stakeholder representation

As a panel that by definition is a representative stakeholder panel, we recommend that members who meet the criteria for multiple roles, identify which stakeholders group they are representing on the panel. We understand and appreciate that members bring with them multiple perspectives, and at times can reflect on those perspectives, however for matters of voting and consensus building they will need to act individually using the perspective of their identified stakeholder group.

Rationale for position

Panel is a representative group

Wanting all voices and categories to be heard

Training for panel members identified the importance of representation

Jacqui's testimony to Senate Ed Committee highlighted the representative nature of the panel

Draft Language regarding Quorum

A quorum shall consist of ~~seven (7)~~ a majority of the filled positions or more members of the Council attending any appropriately announced meeting.

Summary of Bylaw Changes to discuss with full panel

Under Membership Article

Add Responsibilities/Expectations

Active Members

Membership Update:

Current Dual Roles

Carrie Lutz-parent and admin

Karen Price-parent and rep from parent training center

Sarah Fabrizio-parent and teacher

Mary Lundeen-admin and higher ed

Robin Hood-Admin and McKinney Vento

Mary Barton-admin and McKinney Vento

2 Members not yet Appointed

Allie Gringas-teacher

Molly McFaun-parent

Required by Statute and not Currently Filled

Rep of Adult and Child Corrections- 1 Required

Rep from an Independent School-1 required

Individuals with Disabilities-2 Required

Rep of State Agencies involved in Financing or Delivery of Related Services-2 Required. **(Danielle Howes from CDD is identified but hasn't attended since June 23rd)**

Rep from VocRehab or transition agency-1 required **(Tara Howes is identified but hasn't attend since May)**

Child Welfare Agency Rep-1 required **(Barbara Joyal from DCF is identified but hasn't attended in 2020)**

We used the minutes posted currently on the AOE website, but some months may be missing.

Depending on the decision of the members with dual hats we may also have more required roles not filled.

Currently list 23 members including the 2 waiting appointment and the three non-active agency reps.

Meeting Schedule (Hold the Dates):

November 17, 2020