



# Special Education Advisory Panel

## Membership & By-Laws Subcommittee

### DRAFT MINUTES

**Meeting Place:** Virtual Meeting

**Address:** Microsoft Teams Meeting

**Date:** Wednesday, February 10, 2021 – 4:30pm to 6:30pm

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

#### **Agenda:**

4:30-6:25 Discuss membership and brainstorm recruitment

6:25-6:30 Public Comment

6:30 Adjourn

#### **Review Agenda and Purpose:**

- Discussed agenda for meeting and prioritized topics.

#### **Discuss membership and brainstorm recruitment:**

- Carrie shared that the executive committee discussed ways members could take on a more hands-on advocacy approach related to policy efforts. Need to review bylaws and consider drafting talking points for members related to representing the SEAP.
- Reviewed current subcommittee member rosters and structure- identified members not listed and committees that might need other stakeholders to be balanced. Carrie will draft a survey to send out to the full panel after next week's update to choose stakeholder "hat", subcommittee selection as well as any accessibility needs.
- Discussed reviewing bylaws and procedures to address membership expectations related to full panel, subcommittee participation and special considerations related to chair roles.
- Reviewed current panel membership. Identified open required roles and how we can fill them
  - are the individual with disability roles age specific? Can these be students?
  - non active members identified, and Katie will contact
  - post membership letter as courtesy post on AOE weekly field memo. Katie will send using letter for language
  - discussed the need to diversify panel with members from non-represented areas.
- Carrie will include county question on survey
- Discussed full panel update- frame questions around representation not exclusion of voices.
- Each member chose specific roles to reach out to:
  - Robin: teachers
  - Sara: independent schools
  - Katie: corrections
- Discussed action steps and agenda for meeting on 3/10/21.

**Public Comment:**

- No members of public in attendance

**Adjourn:**

- Ended meeting at 5:49

**Agenda for next month:**

1-Membership Outreach Update and Discussion

2-Review survey information from current membership

3-Discuss onboarding and brainstorm next steps for developing system

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

March 10, 2021

April 14, 2021

May 12, 2021

June 16, 2021

July 14, 2021

August 11, 2021

September 8, 2021