



Special Education Advisory Panel

Rules and Regulations Subcommittee

APPROVED MINUTES

Meeting Place: Virtual Meeting

Address: Microsoft Teams Meeting

Date: Thursday, September 2, 2021 – (4:30pm to 6:30pm)

Present: Sandra Chittenden; Crista Yagjian; Jamie Crenshaw; Joy Wilcox; Sarah Fabrizio. AOE Personnel in Attendance-Christopher Kane - Assistant State Director of Special Education

Agenda:

4:30-4:35 Welcome

4:35-4:40 Assign Roles: Notetaker, Timekeeper, Track Keeper (Rudder)

The Notetaker: The Note Taker writes down group decisions and answers. The note taker should be as detailed as possible when writing down any discussions that occur in the meeting so that those who are absent can read the meeting minutes and have a clear picture of what was discussed at the meeting.

Timekeeper: The timekeeper essentially helps the facilitator move the group through the agenda, reducing the amount of stress on the facilitator or leader who is managing the discussion. They monitor the time allotted for each agenda item to make sure that the meeting moves along. If time is running out on an agenda item and the discussion is still going strong, the timekeeper should inform the team that there are ___ minute(s) on the clock. At this time the team will decide to either negotiate more time or end the agenda item until the next meeting.

Track Keeper (Rudder): The Track Keeper or the Rudder keeps the group on track, focused, and sticking to the agenda topic that the team is currently tackling.

4:40-4:50 Discussion and Approval of Draft Meeting Minute(s): 10.07.20; 10.15.20; 10.27.20; 5.27.21

[5.27.21 Draft Mtg. Minutes](#)

[10.27.20 Draft Mtg. Minutes](#)

[10.15.20 Draft Mtg. Minutes](#)

[10.7.20 Draft Mtg. Minutes](#)

4:50-5:10 Discussion on Changing Quarterly Mtgs. to Monthly Meetings

5:10-6:10 Rule Change 2360 Discussion

Quick review and discussion on the Proposed Amendments to Rule 2360.

[Proposed Amendments to Rule 2360](#)

Possible Discussion on Parent Input

6:10-6:20 Next Steps

6:20-6:25 Public Comment

6:25-6:30 Subcommittee Comments

6:30 Adjourn

Welcome:

The meeting began at 4:30 p.m.

Assign Roles: Notetaker, Timekeeper, Track Keeper (Rudder):

Notetaker: Jamie Crenshaw volunteered to be the notetaker.

Timekeeper: Sandra Chittenden volunteered to be the timekeeper.

Track Keeper (Rudder): Sarah Fabrizio volunteered to be the rudder.

Discussion and Approval of Draft Meeting Minute(s): 10.07.20; 10.15.20; 10.27.20; 5.27.21:

Unanimous approval of all the draft meeting minutes.

Discussion on Changing Quarterly Mtgs. to Monthly Meetings:

Due to the increase in responsibilities, the Rules & Regulations subcommittee will begin meeting monthly moving forward. Our next scheduled meeting will be held on Oct. 28th at 4:30 p.m.

Rule Change 2360 Discussion**Quick review and discussion on the Proposed Amendments to Rule 2360.****Proposed Amendments to Rule 2360****Possible Discussion on Parent Input:**

Chris Kane shared an anticipated AOE special education rule changes professional development and information sessions schedule. Providing feedback for the implementation will be ongoing work for this subcommittee this coming year.

The subcommittee did not have a discussion on Parent Input. This will be added to October agenda.

Next Steps:

Chris will send the subcommittee information on Parent Input and Goal Writing.

Public Comment:

No public comments were given.

Subcommittee Comments:

No subcommittees comments were given.

Adjourn:

Sara Fabrizio made a motion, seconded by Joy Wilcox to adjourn the meeting.

All in Favor.

The meeting adjourned at 6:30 p.m.

Meeting Schedule (Hold the Dates):

September 30, 2021

October 28, 2021

November 18, 2021

December 14, 2021

January 27, 2022