

**APPROVED MINUTES**

**Meeting Place:** Virtual Meeting

**Address:** Microsoft Teams platform

**Date:** Monday, October 19, 2020 (4:30 p.m. to 7:30 p.m.)

**Present:** Sarah Fabrizio, Anne Louis Thompson (NCSI), Carrie Lutz, Jamie Crenshaw, Joy Wilcox, Julie Regimbal, Jacqui Kelleher, Kathleen Pfannenstiel (NCSI) Mary Lundeen, Rachel Seelig, Robin Hood, Sandra Chittenden, Sara Kruk, John Spinney, Scarlett Duncan, Susan Aranoff, Crista Yagijan, Kristen Bigelow, Betty Roy, Ryan Parkman

**Agenda:**

4:35-4:40 Welcome, Review and Approve March, April, May Special Meeting, and September Minutes

4:40-4:50 Public Comment

4:50-5:50 NCSI State Advisory Panel Training Session #1

5:50-6:30 SSIP Presentation by Betty Roy

6:30-7:30 Subcommittee Updates (15 minutes each)

- Rules & Regulations
- Membership & By-Laws
- Unmet Needs
- Evaluations & Reporting

7:30 Adjourn

\*Technical issues delayed the start of the meeting. It was decided that NCSI would complete their training first and approve meeting notes second.

**NCSI State Advisory Panel Training Session #1:**

Panel members were taught how to turn on and off their mics, turn on their video cameras, and learn the chat feature. Additional training for the VT SEAP is needed for the use of microsoft teams. The panel received training about the history of the panel, special education acronyms, and purpose of the panel. The panel advises the AOE and the BOE. The duties of the VT SEAP is to advise the state of unmet needs, comment publicly on any rules, provide advice to the State Staff in developing evaluations, advice the state in developing corrective action plans, advise the state in developing and implementing policies relating to the coordination of services for children with disabilities, and review all final due process officer findings and decisions.

Memberships for the VT SEAP is decided from Act 97. Members are to be appointed the Governor, with the advice of the Secretary of Education. The total number of members on the Panel shall not exceed 37 members. In addition, a majority of the members are individuals with disabilities or parents of children with disabilities. There are many roles that are required for the panel and some members wear two hats, ie: a teacher who also has a child with a disability. Panel members were asked to provide what role they think

they fill within the council. It is important that the panel member understands their role and what voice you were selected to provide to the panel.

Representation, how do you reach out to other groups?

You can reach out to other groups via conferences, professional organizations, committees, and individuals.

The role of the council is to advise not to advocate. Our role is to give advice, inform, council, recommend, and suggest. Advocacy is to support something, favor a position, plead your case or position, to argue or guide.

How do you prioritize meetings and stay on topic?

Our panel follows open meeting laws. Managing your agenda is very important to stay focused and on topic. A guidance was mentioned to follow the BOE use their meetings and agenda to share the same culture within the panel. If you need more additional information you should take additional notes for yourself.

November 19th NCIS will be back for an additional training. They will provide additional training on roles, bylaws, roles within a meeting, scheduled activities, and functions. What does the panel look like for VT?

### **Discussion:**

Where are the due processes cases decisions posted online? Rachel shared the link in the chat and explained that most cases in Vermont do not go to decision, they are often decided in mediation or other processes.

We are missing people to fill roles and the membership committee has some ideas they will share with the group later tonight.

How do I switch from an advocate to an advice mindset?

It depends on how the question needs to be answered, be respectful of others' experiences, not argue your point, you are the only one who's had that experience.

How to make a decision as a group?

You might vote on what you want to send forward, consensus, prioritize a list of things. Change your advocacy into an experience.

When there is a report presented to the AOE it needs to be clear as to what our role is within the process. There have been times where the AOE hasn't been clear, however the training with NCIS is helping with this situation. Moving forward it is important to know what type of feedback the AOE would like. The AOE and the advisory panel are learning and moving forward together.

A suggestion to create more defined roles (like jargon-buster, summarizer in addition to note - taker) etc for meetings.

### **Approval of minutes**

Minutes from March, April, June and from September were posted on the website. Julie makes a motion to approve all of the minutes as presented. Scarlett seconded it. No discussion.

Minutes were approved unanimously.

### **SSIP Presentation by Betty Roy and Ryan Parkman:**

The AOE is looking for feedback on the State Systemic Improvement Plan (SSIP) which is going to be implemented in November. Part of indicator of B17. Betty and Ryan shared with the panel the SSIP overview, actions since visit in March, and Report Actions. Betty came to the panel in March and requested to expand the SiMr. Based on the feedback of the group the goal was increased from only collecting data on students with behavioral needs to all students with disabilities. The new SiMr goal is to improve outcomes in mathematics proficiency levels for all students with disabilities in grades 3, 4 and 5.

To make improvements the AOE is providing coaching support, facilitating professional learning via Ed Camps discussing current topics of need, VTmtss tools, and communication.

The feedback requested from the SSIP: What are strengths of the logic model? What might the SSIP might want to consider? Do you think we need additional stakeholders? How often would you like updates? What information do you need to provide feedback? Is anyone interested in attending the state wide quarterly team meetings?

### **Discussion:**

The following questions were asked.

#### **How many schools are participating in the SSIP?**

There are currently 4 supervisory unions that are participating in the SSIP. The SSIP is open for school districts to join.

#### **The council asked why there is such a low number of participants?**

There is a significant amount of work to be part of the SSIP. The AOE is communicating with school districts that a significant amount of resources are available for schools to use. The messaging in the past was also soft, and significant changes have been made to the process to improve SSIP. Some improvements have been to bring together different groups within the AOE and expanded to include more disabilities. In the past some school districts opted not to join when the goal was a very narrow focus and it was challenging for school districts to be a part to meet such a small subset of students.

#### **Will this stay within the 3rd, 4th, and 5th grade level or be expanded out?**

The goal is to gain momentum and buy within these levels and then expand out. It is also hoped that the SSIP will include a focus on reading moving in the future.

#### **The last time SSIP presented to the council there was a concern around data collection can this data be provided?**

Betty will provide the council with the current data, there are some continual issues with low N size and data collection.

#### **Is there going to be any training on how to identify the difference between struggling children or children with disabilities. Is there going to be data about this?**

The MTTTS team is considering it.

Any additional feedback can be given to Betty and Ryan. The AOE would also like the panel to promote the SSIP to their community.

### **Rules and Regulation Update:**

The rules and regulation subcommittee meet three times from the last meeting. Jamie updated the group on changes made to the comment on public rules.

Additions to be added about the importance of “gate 3” need for specialized learning, parent and parent signs the IEP.

Robin motions to move it back to the committee, Sandra seconds.

### **Membership and Bylaws:**

Looked at membership and roles, it was chartered out however additional time is needed to figure out roles of members. The quorum is set at seven which is low. Once the committee number is set then a quorum can be set. One idea is a majority plus one vote. Membership in some areas are low. It was asked of the panel if there is a listserv that we can target to broaden our membership? This would be helpful for not word of mouth and increase statewide representation. The subcommittee needs more time and requests thirty minutes at the next meeting to discuss roles within the committee.

Motion to send member rec back by Crista, Jamie seconded.

### **Unmet Needs:**

Had trouble connecting with Microsoft Teams, and then didn't end up meeting.

Evaluations and reporting:

Waiting for reports from John Spinney for the AOE. John isn't allowed to send the data and he doesn't know how to work around this issue. The evaluations subcommittee went through the parent questionnaire, questions and concerns.

The Corrective Action Plan and the Coordination of Services didn't meet. Coordination of Services only includes one-member additional members are needed. The coordination of services subcommittee works on improving the coordination from Part B to C transition and the coordination of services of students who have special needs and mental health issues.

Karen Price sent an application to be appointed as the representative for the Parent Training and Information center. She was not able to be a part of the meeting tonight, when she is next available, she will explain to the panel her reason for joining the council.

### **Public Comment:**

None

Carrie moves to adjourn, seconded by Krista. Meeting ends at 7:26 pm

7:26 pm: Meeting was adjourned

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

November 19, 2020 (4:30pm – 7:30pm) Virtual

December 14, 2020 (4:30pm - 7:30pm) Virtual