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## Special Education Advisory Panel

### Draft Meeting Minutes

**Meeting Place:** Virtual Teams meeting

**Date:** October 12, 2023

**Present:** Alison, Scarlett, Katie, Crista, Kim, Rene, Sandra, Teagen, Dana, Kristen AOE attendees: John Spinney and Ana Ruso

**Agenda:**

4:30 – 4:35	Call to order, review agenda, approve outstanding minutes
4:35 – 4:40	Public comment
4:40 – 5:45	Discuss tentative agenda planning for transition discussion of year (invited John Spinney)
5:45 – 6:00	Discuss timeline and priorities for indicator reports (invite Ana Ruso if time allows)
6:00 – 6:40	Discuss Sept meeting/workgroup debrief and planning
6:40 – 6:55	Election of vice chair and executive committee
6:55 – 7:20	Discussion on Quorum, potential bylaw amendment and membership
7:20 – 7:25	Review of action items for next meeting
7:25 – 7:30	Public comment
7:30	Adjourn

#### **Call to order, review agenda, approve outstanding minutes:**

Katie called the meeting to order, reviewed the agenda and discussed with the group that we will be approving all outstanding minutes asap. Jaqui and Katie are working to get everything caught up and keep up until a new Secretary is elected.

#### **Public comment:**

No Public comment

#### **Discuss tentative agenda planning for transition discussion of year (invited John Spinney):**

- 1) Transition and our focus for this year. And how to do we weave the workgroup into aligning or supporting the VT P2P work that builds on the subcommittee work.

- a. Monitoring- how? What components? Effective? Availability of meaningful access for 18'
- b. What is available and where? Specific qualities.
- c. Maybe regionally based.
- d. Review of transitional goals every year.
- e. Doc of what is available.
- f. Staffing issues impacting transition.
- g. SEAP can weigh in on resource mapping.
- h. What's on the resource map.
- i. Not every school has a transition counselor.
- j. John: 8 elements of a transition plan.
- k. 2023 unprecedented era in monitoring. Jacqui helped with robustness. 22 districts came out 100% after corrections. Districts are learning to correct their issues. Quality of plans is improving. Never seen. Alignment, appropriations, accuracy which is exciting for VT.

John showed the Transition Plan Resource and link provided. Know the 8 critical components.

Assessment and what they are interested in to help with long term plan.

John described monitoring process.

Teagen brought up the need for driving goals and supports in a small, rural state.

Katie, transition plans can be great on paper but do not reflect the reality- AOE monitoring may be missing these details.

Panel can advise modifications to monitoring system.

Scarlett- Perfect document and discrepancy with what student is doing.

ED Benefit w/ transition age youth to get a sense of how we do this.

Panel leverage and DD Services kick in too late. The transition to new people is not coordinated and not a great hand off. Avoid the anxiety.

Ana is interested in piloting ED Benefit with Panel. Advice AOE on problems of practice/questions the panel has to be supported by data.

## **Discuss timeline and priorities for indicator reports (invite Ana Russo if time allows):**

Indicators

Transition theme across the indicators

November: 13-14

December: 1-2

January: 5

February: 3

March: 11

April: 4b

## **Discuss Sept meeting/workgroup debrief and planning:**

Excellent interaction with AOE- Thank you!

Sabine resend shared drive link.

Workforce Shortage Area Presentation.

Next meeting- go over recommendations in November.

Scarlett wants to amend: Training and ask for clear para curriculum for training.

Approve recommendations at the November meeting. Executive Committee will decide how to disseminate.

Do we want para rec on this panel?

Send document to Suzy for feedback and representativeness.

## **Election of vice chair and executive committee:**

Administration

Crista

Dawn's Vice Chair open

Kate nominated Jacqui as Vice Chair. But would need new Secretary.

Katie nominated Jacqui/Sandra seconded. JK as Vice Chair. Votes: Unanimous

## **Discussion on Quorum, potential bylaw amendment and membership:**

Secretary position is open.

Open position Crista nominated.

Teagan was nominated

Scarlett seconded. Vote: unanimous

Bylaws:

Can we have an absentee ballot?

Can we send a designee?

Quorum- do more work with less. 1/3 BOD or 1/2 of simple majority. What's a better way to ensure we can conduct business when we have last minute quorum issues? Review bylaws. 1/3 Panel present should help if we get agreement. Do revised Bylaws need to go elsewhere besides Panel for approval?

Membership is disconnected with appointment process and getting appointments, we need to recruit.

Parents/people w/ disabilities.

JK could get a flyer for recruitment to share out through VFN.

Attendance is key.

No longer 1 app. Per position is key.

We will need a group to look at this.

Draft & Present bylaw changes

Move items to EC.

Jacqui, Christa, Unanimous will cover at next meeting.

### **Review of action items for next meeting:**

Action

Fred

Ind 13/14 (Nov)

Bylaw & Mentorship

Critical short paper/recs

Elect Secretary

### **Public comment:**

No public comment

### **Adjourn:**

Katie adjourned the meeting without objection.