



# Special Education Advisory Panel Executive Board Meeting

## APPROVED MINUTES

**Meeting Place:** Virtual Meeting

**Address:** Microsoft Teams Meeting

**Date:** Monday, November 30, 2020 (4:30 p.m. to 6:30 p.m.)

**Present:** Rachel Seelig, Jacqui Kelleher, Carrie Lutz, Sandra Chittenden, Kathleen Pfannenstiel, Ann Louise Thompson, John Spinney, Sara Kruk, Robin Hood, Susan Aranoff

### Agenda:

4:30-4:40 Review and approve minutes

4:40-5:40 Follow up from November full panel training, and plan for December training

5:40-6:20 Plan for election, schedule meetings January through September

6:20-6:30 Public Comment

6:30 Adjourn

### Review and Approve Minutes:

Motion to approve October Executive Board Minutes made by Sandra, Seconded by Carrie. No discussion, Motion approved.

### Follow up from November Full Panel Training, and Plan for December:

Presentation by Kathleen and Ann Louise covered areas of Building Trust and Engaging in the Work. Building Trust focused on three areas we can work on: Defining purposes and roles, valuing everyone's perspectives, and knowing people personally. Engaging in the Work focused on moving from debate and discussion to dialogue.

At the December Meeting, Kat and Ann Louise are allocated 1 hour of time, and there is a ½ hour allocated for an AOE presentation. We will finish the AOE presentation on the Monitoring System, as that fulfills a promise the AOE made to the SEAP when this material was first presented a year ago. The other planned AOE topics will be addressed at future meetings (critical workforce shortage, website feedback, and Improvement Activities). Executive Board members will work to model strategies discussed or building trust and engaging in work throughout the meeting.

### Plan for Election, Schedule Meetings January Through September

#### Election

Reviewed by-laws on elections and executive board. Discussion regarding Carrie's role on executive board. By-laws have seat for chair, past chair, and secretary, but currently SEAP has no immediate past chair, so Carrie is filling this role. Agreement this should continue. By-laws require a majority of the executive board to be made up of parents or people with disabilities. 4 seats will be open. In order to meet our by-laws, determination of which hat each member fills, for the purpose of the full panel, and for the executive board, will need to be complete. Carrie sits on the Membership & By-Laws subcommittee and will work with that

group to finish that work, and will send an email to the full panel regarding the election and solicitation for nominations. Carrie reports she will select the LEA hat, rather than the parent hat.

Agreement that nominations can be made before or at the meeting, then voting will be completed after the meeting. Candidates will have an opportunity to explain why they want to serve on the executive board during the part of the agenda set for the election. The amount of time available will depend upon how many candidates there are. John Spinney, as a non-voting member, will receive and tally the votes.

### **Meeting Schedule**

Full panel will continue to meet monthly - more frequent meetings would give people meeting fatigue, as we also already have many subcommittees. Meetings will be held on the 3rd week of the month, and will rotate between Monday, Tuesday, Wednesday, and Thursday. No meetings will be set for July and August at this time but will be listed as TBD.

### **Public Comment:**

None

### **Adjourn:**

Carrie motioned to adjourn meeting, Sandra seconded motion. No Discussion. Motion approved. Meeting adjourned at 6:27.