

DRAFT MINUTES

Meeting Place: Microsoft Teams platform (Virtual Meeting)

Date: Tuesday, June 7, 2022 (4:30 p.m. to 7:35 p.m.)

Present: Rachel Seeing, Katie Ballard, Sandra Chittenden, Molly McFaun, Dawn Campbell, Alison Amidon, Rene Sanchez, Kristen Bigelow, Crista Yagjian, Kimberly McNamara, Lisa Johnson, Jacqui Kelleher. Guests: Susan Aranoff, Christine Johnson, Richard S. Reardon.

Agenda:

4:30-4:35	Come to Order, Review Group Expectations, Review and Approve Minutes
4:35-4:45	Public Comment
4:45-5:30	AOE Update on Restraint & Seclusion and Exclusionary Discipline Work
5:30-6:00	End of Program Year Activity
6:00-6:45	SWOT Analysis
6:45-6:50	Break
6:50-7:20	Planning for 22-23 Program Year
7:30	Adjourn

Come to Order, Review Meeting Expectations, Approve Minutes:

Rachel brought the meeting to order and reviewed meeting expectations. Meetings should start and end on time. Panel members should turn their camera on if able, all members are valid contributors, respectful conversations, be curious and ask questions.

Molly McFaun moves to approve May's meeting minutes, Katie Ballard 2nds, all members voted to approve May's minutes.

Public Comment:

Sue Aranoff shared that the DD Council will be holding a debriefing of the adverse effect rule, contact her for more information. Christine Curtis- parent in Burlington, child with a specific learning disability who is now 17, she's interested in being on the panel.

Richard Reardon- Introduced himself as the director of Castleton Center for Schools. He detailed other positions he has held within the field of special education. It was acknowledged that the Panel is in need of representation from higher education.

AOE Update on Restraint & Seclusion and Exclusionary Discipline Work:

Areas of Unmet Need. Tracy Harris will address this in a meeting in the fall. AOE members unavailable during this meeting due to sickness.

End of Program Year Activity:

End of year team activity reviewing strengths, opportunities, weaknesses, and threats. Each member will share a Rose (something good), a thorn (something hard) and a bud (something excited about). All members shared and guests were invited to as well.

SWOT Analysis:

Rachel began by explaining the purpose of the SWOT (Strength, weakness, opportunities, and threat) activity and how the panel would break into break out rooms for 20 minutes discuss as a small group and return for a full group discussion. Rachel split the group into break out rooms. Group came back together after 20 minutes and each shared their ideas, creating a list for each section. Rachel shared her screen and the panel worked through all the feedback and turned it into action items for the next year, Rachel and Katie will incorporate action items and ideas from list for planning next year. Here is the full list: To play to our strengths we will.

- Stay focused on our mission.
- Identifying a new membership coordinator and keeping that as a standing agenda item for the executive committee with updates to the full panel to continue to expand membership and think about outreach and maintain accountability to move that forward.
- Dawn Campbell + Lisa Johnson + Molly McFaun
- Listen and consider all the diverse opinions from the members.
- Continue to create opportunities to get to know one another personally to continue developing safety and trust.
- Check and change: check on the ones that are working well, while you change what needs to be changed; periodically in the year, check to make sure what is working is still working (thumbs up, thumb sideways, thumbs down) – e.g., in March – participation; April – attendance.
- To address our weaknesses, we will _____.
- Use more breakout rooms in meetings, when possible.
- Specifically incorporate general education representation from the AOE.
- Membership coordinators will work on bringing on general educators.
- Bring general education representatives for relevant topics (Jacqui) – not requiring someone to attend full meetings every month.
- Breaking things down when we first started talking about them so everyone in the room understands what is going on (level setting to get equity and understanding).
- Revisit with AOE whether we can get approval to use a new platform (Zoom).
- Use our collective voice more effectively to make bigger changes to our education system, as a place where parents and professionals come together, a unique position to be able to bring to policy initiatives.
- Raise awareness of the panel at the school level (such as through school newsletters).
- Lisa will do a monthly newsletter / blurb for other newsletters to send to the schools and The Nuggets – monthly update to the field – summary of what we are working on and soliciting feedback on. Sabine organizes these.
- Messaging tour at director / co-director meetings on Fridays to discuss panel, purpose, and connections with the field. Jacqui will help facilitate this. – schedule in conjunction within person meetings, schedule around the state. (Katie).
- Councils across the state who have something to do with the school-aged population – have Sabine pull the list of these together (e.g., Council of Deaf/Hard of Hearing/Deaf Blindness) – to do outreach to invite to meetings, engage in conversation, partner on key issues, attend meetings.
- Use additional time up front to identify objectives, tasks, timeline, resources needed (action planning process). Not every challenge needs an action plan but if we prioritize a few things that are most important, that cycle may be helpful.
- Executive Committee
- To take advantage of our opportunities we will _____.
- Solidify the practice of onboarding for new members, by the executive panel. (Dawn, Lisa, and Molly)

- Inform the AOE as they look to move forward with Act 173 guidance and support for the districts (without making Act 173 seem like a special education initiative).
- Work with AOE to do whatever needs to happen on SLD and Adverse Effect to ensure needs are met to pre-empt any concerns about further delay.
- Advise the State Board of Education in addition to the AOE, such as getting on the board agenda, providing annual reports, sending copies of our recommendations to them, to maximize the work we do. (Katie).
- Continue to work with Sabine at AOE on the appointment process and updating membership information on the website. (Dawn, Lisa, and Molly).
- For communication and planning, revisit discussion of using the SharePoint drive for the full panel as a place to keep all information and videos in one place. Is that in the works? Is it still helpful? (Executive Committee).
- Communicate more effectively as a panel for those who have to step away or miss meetings to stay up to date with panel work.
- To face or pre-empt our threats, we will _____.
- Using AOE liaisons/ex officio members to outreach for desired positions that may be missing (having Jacqui help us).
- Creating cheat sheets to break things down. (Alison)
- Connect agenda items to cheat sheets.
- Resume practice of email in advance of meetings with agenda, resources, copies of documents to be discussed. (Executive Committee)
- Re-engaging with AOE related to using a different platform (Zoom). (Executive Committee)
- Having at least a couple of in person meetings.

Break

Public Comment:

Suzy shared how much she appreciates the panel and what is has accomplished. She feels there has been exceptional leadership on the panel side and with the agency. Congratulations to all.

Planning for 22-23 Program Year:

Panel viewed potential topics for the year, the schedule for the year. In addition to:

- (1) What topics would you like the panel to discuss / advise on next year?
- (2) What training or support does the panel need next year?
- (3) Are there other agenda items or approaches to our meetings you would like to see next year (e.g., guest speakers, small group break out sessions)?

Adjourn:

The meeting adjourned at 7:31.

Meeting Schedule (hold the date):

September 8, 2022, [National Life](#)- AOE Office Room N513 10:00am - 4:00pm

October 6, 2022 (Virtual, 4:30pm-7:35pm)

November 3, 2022 (Virtual, 4:30pm-7:35pm)

December 1, 2022 (Virtual, 1:00pm-4:05pm)

January 5, 2023 (Virtual, 4:30pm-7:35pm)