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## Special Education Advisory Panel:

### Executive Committee Approved Meeting Minutes

**Meeting Place:** Hybrid Meeting - Microsoft Teams platform (Virtual Meeting)

**Address:** Physical location option: The Classroom at UVM Extension, 327 US-302, Barre Montpelier Rd. Barre, VT 05641

**Date:** Thursday, July 27, 2023 – 2:00 p.m. to 4:30 p.m.

**Present:** Molly, Katie, Rachel, Jacqui, Dawn, Dana, Teagan

#### Agenda:

2:00-2:10	Call to Order, Approve Any Outstanding Minutes, Agenda Changes
2:10-2:15	Updates from the Chair
2:15-2:20	Public Comment
2:20-3:00	Critical Staff Shortage Review and Discussion
3:00-3:40	Independent Schools
3:40-4:05	September Agenda Planning
4:05-4:20	Strategic Planning/Training Discussion
4:20-4:25	Action Steps for Next Meeting
4:25-4:30	Public Comment
4:30	Adjourn

#### Call to Order, Approve Any Outstanding Minutes, Agenda Changes:

#### Updates from the Chair:

SEAP Budget

- Where are we with the budgeting?
- How do we get a read on expenditures? Can we get info on where the money has gone? Flexibility?

Stipend set by state statute- likely no flexibility?

Are members able to get sole source contracts or small grant contracts for \$1k/year for extra panel work? Does this fit within the scope of the AOE reaching out quarterly to have people sign up for the \$1,000 per year stipend? Can we send someone to OSEP? Need Meg/Finance.

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Contact Information: If you have questions about this document or would like additional information, please contact: Katie Ballard, Chair, at [Katie.ballard@vermont.gov](mailto:Katie.ballard@vermont.gov)

Katie to send an email to the full panel on a debrief of where things stand and meetings for 23-23.

Katie will write May minutes.

Jacqui sent the July minutes - Sabine has not posted.

Jacqui asked for a meeting with Katie and Sabine – will send email but Katie will meet with Meg and Heather first.

Katie presented to SBE on Panel 22-23 efforts. Asked we sent info to AOE to SBE so well workgroup on Ind. Schools – interested in SEAP involvement.

Cammie Nayer appointment sent to Governor's Office.

Sept meeting vote on parent rep to complete membership of Executive Council.

### **Public Comment:**

None

### **Critical Staff Shortage Review and Discussion:**

Dawn: Critical Shortage and Identification of need. What did we learn from CMSEE and CEEDAR work?

Cassie Sano/Sienna Tuinei, also para pathways -support the momentum- we need an update.

We need to review the 2021 teacher retention policy data- Does Sienna have access to the data.

Lack of staffing leads to denial of FAPE and/or remaining in tutorial programs.

Dawn and Jacqui will draft a report on unmet needs for the September meeting, with a draft by August 24th.

Trends/unmet needs/ concerns.

### **Independent Schools:**

Dana: Independent School Work, IS schools need more support, See Dana's Meeting Discussion document

Have a report prepared by August 24th.

### **September Agenda Planning:**

- Full day, in-person, phone # for access (need space/food) – Heather will support getting AOE staff available.
- Update on AOE Leadership
- Put Heather on agenda
- Intro to Cammie Nayer

- Books of special ed law (Rachel and Jacqui)
- Consensus building – Kat/ALT
- OSEP Determinations: VT score and approaches toward improvement and relationship w/ SPP-APR (Specifically Indicates 4,9,10,11,12,13)
- Guy/Discipline/Restraint and Seclusion (?)
- Focus for Year: Transition
- SWOT Discussion
- SPP/APR-how did we do on the new targets we helped set? Forecast and follow up in Oct.

### **Strategic Planning/Training Discussion:**

Discussion around what topics we want to cover at the in-person meeting to help us wrap up our work groups. The group also discussed the plan to make transitions to our overarching theme for the year. Next EC meeting will discuss more in depth and start to pull out specific monthly topic timeline.

### **Action Steps for Next Meeting:**

- Katie will be meeting with interim secretary and Meg. Will follow up after
- Request documents related to budget for SEAP (current and past)
- Request documents related to Independent Schools
- Request data related to exit interviews and mentoring initiatives
- Work on inviting folks for Sept meeting

### **Public Comment:**

None

### **Adjourn:**

### **Meeting Schedule (hold the dates):**

[August 24, 2023](#) 4:30 p.m. - 6:35 p.m. Executive Council (Virtual meeting)  
[September 28, 2023](#) 4:30 p.m. - 6:35 p.m. Executive Council (Virtual meeting)  
[October 26, 2023](#) 4:30 p.m. - 6:35 p.m. Executive Council (Virtual meeting)  
[November 30, 2023](#) 4:30 p.m. - 6:35 p.m. Executive Council (Virtual meeting)  
[December 21, 2023](#) 4:30 p.m. - 6:35 p.m. Executive Council (Virtual meeting)  
[January 25, 2024](#) 4:30 p.m. - 6:35 p.m. Executive Council (Virtual meeting)  
[February 22, 2024](#) 4:30 p.m. - 6:35 p.m. Executive Council (Virtual meeting)  
[March 28, 2024](#) 4:30 p.m. - 6:35 p.m. Executive Council (Virtual meeting)  
[April 25, 2024](#) 4:30 p.m. - 6:35 p.m. Executive Council (Virtual meeting)  
[May 23, 2024](#) 4:30 p.m. - 6:35 p.m. Executive Council (Virtual meeting)  
[June 27, 2024](#) 4:30 p.m. - 6:35 p.m. Executive Council (Virtual meeting)