
Special Education Advisory Panel Executive Committee

Approved Meeting Minutes

Meeting Place: Microsoft Teams platform (Virtual Meeting)

Date: Thursday, August 24, 2023, 4:30 p.m. - 6:30 p.m.

Present: Rene, Katie, Jacqui, Teagen, Scarlett AOE- Meg Porcella, Ana Russo

Agenda:

4:30-4:35	Call to Order, Review Agenda/Changes, Approve Any Outstanding Minutes
4:35-4:40	Welcome and Updates from the Chair
4:40-4:45	Public Comment
4:45-5:15	Beginning of Year Conversations/Review
5:15-5:45	September Agenda Planning
5:45-6:20	Strategic Planning for 2023-2034
6:20-6:30	Public Comment
6:30	Adjourn

Call to Order, Review Agenda/Changes, Approve Any Outstanding Minute:

- No quorum. Ana here until 5:15 for planning our timeline SPP/APR.
- ACTION: Scarlett motion to move Ana to front of Agenda/Rene second. All approved. We got April and July minutes are done.
- ACTION: Rene motion to approve April and July minutes/Jacqui seconds. All approved.

Welcome and Updates from the Chair:

- Welcome to the official school year – welcome to Rene.
- Dawn can no longer stay on the panel. Will need election to fill vice-chair vacancy.
- Dana has a new project – not resigning but will not be able to produce report for September meeting.

Public Comment:

No one present.

Beginning of Year Conversations/Review:

- State Director or designee to discuss OSEP Determination letter.
- Build off of last meeting and identify indicators that we want to prioritize or focus on.
- Compliance indicators: 4, 9, 10, 11, 12, 13 – lead to OSEP Determinations; Panel did not weigh in on Target – OSEP sets Target.
- Ana went through indicators for EC to determine which to select for September meeting.
- Drop out indicator we met target, but too close – may want to explore further.
- Indicator 8 dropped from participation and percentage.
- Indicator 13 – Transition: 61% - did not meet target. Focus of Panel in 23-24. AOE open to brainstorming and conversation on this one. John Spinney/Tristan McNamara.
- Also need to recognize the progress over three years – gone from 10% - over 60%.
- Did not meet Child Find and Indicator 11 – relates to Unmet Needs work,
- Overview and then a deep dive on what EC determines to be critical for deep dive, such as 11, 12, 13.
- Teagen would like to know indicator data.
- Rene brought up participation rates in assessment as something to unpack.
- Panel conversations will lead the direction to what we want to focus on.
- Wait on conversations with AOE partnerships until new AOE State Director in place.
- Secretary Search underway – 8 weeks.
- Positive collaboration with Panel and State Board – interested in any feedback we give on priorities and Unmet Needs. Focus is Rule 2200 series – ties in with our work on Independent Schools.
- Beginning of the year – no repeat training, but number of requests of basic special ed law – Rachel and Jacqui – and Kat P will help with conversations on consensus building.

September Agenda Planning:

- Jacqui needs Critical Shortage draft which Katie will get so Jacqui can finish for the In-person September meeting.
- Most is the Kat/ Jacqui/Rachel training on basics of special education law, OSEP Determinations, and wrap of the work groups.
- Working lunch with work groups.
- Interim Secretary invited to share priorities.
- Rachel will share brief SWOT and check in what worked and what did not to help with strategic planning and moving back to active conversations.
- Election for vice chair and parent rep need to occur.

- Recognizing accomplishments from previous year.
- EC can debrief after this meeting with all new and returning members.

Strategic Planning for 2023-2034:

- Build off of the calendar from the last few years and set up a calendar of musts and wants.
- Ensure work does not fall on 1-2 people; identify who can do what so does not fall on one person.
- Indicators will drive focus for Panel and/or EC.
- If transition grant awarded, Panel will have a role.
- Jacqui will give Katie some names for IHE potential representatives.

Public Comment:

No one present.

Adjourn:

Meeting adjourn 6:21.

Meeting Schedule (hold the dates):

[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)