
Special Education Advisory Panel Executive Committee

Draft Meeting Minutes

Meeting Place: Virtual Teams meeting

Date: November 30, 2023

Present: Katie Ballard, Jacqui Kelleher, Teagan Comeau, Mollie Creagen (VFN Intern), Scarlett Duncan, Cammie Naylor

Agenda:

- 4:30 – 4:35 Call to order, agenda changes, approval of outstanding minutes
- 4:35 – 4:40 Public comment
- 4:40 – 4:50 Updates from the AOE on staffing
- 4:50 – 5:40 Discussion around updating bylaws
- 5:40 – 6:00 Updates from membership discussion
- 6:00 – 6:25 Discuss and finalize December full panel agenda
- 6:25 – 6:30 Public Comment
- 6:30 – 6:30 Action items
- 6:35 Adjourn

Call to order, agenda changes, approval of outstanding minutes:

Meeting proceeds without AOE representative. By prior agreement, the Executive Committee Meeting will proceed without quorum so long as no voting. Unapproved meeting minutes are not yet available (September/October/November). Notes were submitted to AOE, KB will circle back. JK confirmed whole panel September (in-person meeting) notes are fair and accurate – will await posting.

Public comment:

None.

Updates from the AOE on staffing:

Katie received an update from Meg Porcella, AOE hired State Director, anticipated start date December 4, 2023. Committee interested in resume, anticipate introduction meeting prior to first SEAP meeting.

Discussion around updating bylaws:

The Executive Committee seeks to make changes to SEAP bylaws in order to enable Panel to meet federal mandated function while reducing certain identified barriers. Committee anticipates proposing changes to full panel in areas of Quorum, Designee, and Voting. Katie to consult with AOE Legal regarding voting opportunities (i.e. members vote by email on certain warned items, designee voting by proxy).

Full Panel will get update from AOE Legal on Open Meeting Laws at next meeting. ExCom sees updating bylaws as an interactive process while committee grows and develops into its intended functions.

Will present draft to Full Panel for December 14th Meeting. Executive Committee anticipate final draft for 12/21 meeting. Warn for voting at February 2024 full panel meeting.

Updates from membership discussion

Barriers to appointment of members, collaboration with Governor's office to identify barriers. Some members' applications were approved within weeks while others, for legally required members, have been pending for extended period of time. The Governor's office does not have a record of applications, Katie will have applications reforwarded directly to Gov. Scott's appointee manager. One identified barrier and strength is that Gov. Scott personally vets each proposed appointee.

Some discussion of panel recent historical context – Discussed need to grow membership. Once current members are approved, anticipate engaging in recruitment effort. JK, TC, and MC will collaborate to develop recruitment strategy. Hope to roll out Jan/Feb.

Identify need for greater diversity on panel, discussed reviewing GMSA Diversity, Equity, Inclusion, and Belonging self-assessment tool.

Discuss and finalize December full panel agenda:

(in no particular order)

1. Bylaws
2. AOE Staffing Updates
3. Open Meeting Law Review from AOE Legal
4. Review/Discussion of Indicator 1 (graduation rates for students with disabilities) and 2 (dropout rates for students with disabilities)
5. Transition and Post Secondary Planning Overview and Discussion Opportunity
6. Warn Executive Committee Secretary Election

Public comment:

None.

Action items:

None

Adjourn:

6:22

Meeting Schedule (hold the dates):

[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)