



Special Education Advisory Panel Unmet Needs Subcommittee

DRAFT MINUTES

Meeting Place: Virtual Meeting

Address: Microsoft Teams platform

Date: Thursday, May 25, 2021 (4:30 p.m. to 6:30 p.m.)

Agenda:

4:30-4:35 Welcome

4:35-4:40 Assign roles

4:40-4:50 Review 4/27/2021 Meeting notes

4:50-5:20 Go over feedback from survey and Special education Advisory meeting

5:20-6:25 Make adjust and review next steps

6:25-6:30 Public Comment

6:30 Adjourn

Present: Kaiya Andrews; Sandra Chittenden; Crista Yagjian; Carrie Lutz; Scarlett Duncan

Welcome:

Assign roles:

To ensure a successful and organized meeting the subcommittee members in attendance agreed to create and add to future agendas four standing key roles. The Facilitator of the meeting will always be the Chair unless they are unable to attend. The remaining roles will be filled by volunteer subcommittee members.

Facilitator(s): Chair and/or Co-Chair.

- The Facilitator Guides the team meeting to cover the agenda and to ease the accomplishment of agenda item tasks, while encouraging each member to take part in the interactions, establishes and maintains a comfortable, inclusive tone and feeling in the session, and maintains the group functioning as a working team.

The Notetaker: Jamie Crenshaw volunteered to be the Notetaker for this meeting.

- The Note Taker writes down group decisions and answers. It is important that the note taker be as detailed as possible when writing down any discussions that occur in the meeting so that those who are absent can read the meeting minutes and have a clear picture of what was discussed at the meeting.

Timekeeper: Carrie Lutz volunteered to be the Timekeeper for this meeting.

- The timekeeper essentially helps the facilitator move the group through the agenda, reducing the amount of stress on the facilitator or leader who is managing the discussion. They monitor time allotted for each agenda item to make sure that the meeting moves along. If time is running out on an agenda item and the discussion is still going pretty strong, it is the timekeeper's job to inform the team that there is ___ minute(s) on the clock. At this time the team will decide to either negotiate more time or end the agenda item until the next meeting.

Track Keeper (Rudder): Crista Yagjian volunteered to be the Track Keeper for this meeting.

- The Track Keeper or the Rudder keeps the group on track, focused, and sticking to the agenda topic that the team is currently tackling.

Review 4/27/2021 Meeting notes:

The subcommittee members decided to table the review until the next meeting.

Go over feedback from survey and Special education Advisory meeting:

Sandra Chittenden updated the subcommittee on the 5 unmet needs priority list and presentation that was sent to Jacqui Kelleher, Vermont Agency of Education (AOE) Special Education Director. As discussed in the May 18th full panel meeting, members of the subcommittee will attend one of the AOE's Wednesday meetings to review and/or discuss the 5 unmet needs list and presentation. They will also determine what additional information the AOE would like from the subcommittee. Crista Yagjian and Jamie Crenshaw volunteered to attend the upcoming June 2nd meeting. Sandra Chittenden will email Jacqui to let her know who will be attending the meeting. A Jamboard page was created and shared with all subcommittee members to capture any questions they may have for the AOE. Crista and Jamie are going to review the questions before their meeting with the AOE.

The subcommittee discussed the unmet needs document and its current set-up. It was suggested that a new column be added to the document to aid in capturing any follow through by the AOE on our recommendations. The subcommittee agreed to the suggestion.

Make adjust and review next steps:

The subcommittee discussed the next steps. The following is what was decided.

- To aid in organization, the subcommittee decided to create a standing agenda. The agenda will contain the following items:
 - Welcome
 - Agenda Adjustments or Additions
 - Assign Roles
 - Review and Approve Meeting Minutes Drafts
 - Discussion Items, Next Steps, and Subcommittee Tasks
 - Future Agenda Items
 - Public Comment
 - Adjourn
- In order to differentiate an unmet need vs. a negative experience the committee determined that it first must define what represents an unmet need. Two more pages were created in the Jamboard and shared with all subcommittee members. The first page is for members to share how they define an unmet need. The second page is where members share their thoughts on what they feel are the criteria for determining an unmet need. The subcommittee will review the two pages during the upcoming June 22nd meeting and agree upon a definition and the criteria.
- An additional page was added to the Jamboard as a 'parking lot' for unmet needs. This will be a standing page where members may share their new unmet need ideas. Each meeting the committee will review any new unmet need ideas and, using the criteria, determine if the idea is truly an unmet need. If it is a new unmet need then it will be added to the official unmet need document.
- A last page was added to the Jamboard to obtain full panel perspective for additional unmet needs. Periodically, the subcommittee provides an update to the full board. Sandra will be giving the

update at the June meeting. Included in the update will be a presentation on the new Jamboard page and instructions for the full panel on its use. The page will then be shared with the full panel.

- The subcommittee will continue to work towards completing the unmet needs document. Specifically, any unmet needs that have blank columns. These will be reviewed during the June 22nd meeting.
- The subcommittee needs to complete past meeting minutes. Members will review their notes and send any information to Kaiya before the upcoming June 22nd meeting.

Subcommittee Tasks

- Sandra Chittenden will email Jacqui to let her know who will be attending the meeting.
- Crista Yagjian and Jamie Crenshaw will attend the upcoming June 2nd AOE meeting.
- Before June 1st, members will capture any questions they may have for the AOE on the Jamboard. Crista and Jamie will review the questions before the June 2nd meeting.
- Members will work on providing their definition of an unmet need and the criteria for determining an unmet need on the Jamboard.
- The subcommittee will continue to work towards completing the unmet needs document.
- The subcommittee needs to complete past meeting minutes. Members will review their notes and send any information to Kaiya before the upcoming June 22nd meeting.

Future Agenda Items

- Review and approve Meeting Minutes: 4/27/21 and 5/25/21
- Update from Crista Yagjian and Jamie Crenshaw on the AOE meeting
- Review and discuss Jamboard pages
- Review and edit unmet needs document

Public Comment:

No public comment.

Adjourn:

6:30 pm: Meeting was adjourned.

Meeting Schedule (Hold the Dates):

Unmet Needs: 4th Tuesday of the month, from 4:30-6:30.

June 29, 2021

July 27, 2021

August 24, 2021

September 28, 2021