

State Advisory Council on Special Education

STATE DEPARTMENT OF EDUCATION • 165 CAPITOL AVENUE, HARTFORD, CT



DRAFT Meeting Minutes

Date: 12/14/10

Location: State Office Building, Hartford

Attendees: Members: Ana Acevedo, Michelle Bidwell, John Burke, Donna Cambria, Catherine Foley-Geib, Beth Hart, Stephanie Johnson, Uswah Khan, Katherine Musto, Kelly Neyra, Charlyne Olko, Marcus Rivera, Brenda Sullivan, Benjamin Strong, Julie Swanson, Nancy L. Taylor, Fernando M. Tiago
SERC Support: Nikki Hendry
Guests: Anne Louise Thompson, Sheila Crocker, Daniel Murphy, Tom Hennick
Informed Absence: Ron Tamura and Ann Marie Cullinan

Welcome, Introductions, and Agenda- Anne Louise Thompson, Bureau Chief, Bureau of Special Education

Discussion: Anne Louise called the meeting to order.

2:00 Pm

- Marcus Rivera will be the State Department of Education Rep.
- State Advisory Council was written into Federal Law (IDEA). During 2009-2010 SAC did not have enough members to form a quorum for meetings and proposed new membership to the legislature. It is legislated that SAC needs to be representative of the cultural diversity and range of disabilities.
- Legislature approved a smaller SAC for 2010-11
- Since this is a special meeting, there will be no public comments, but members of the public are invited to attend and speak during the public comments section of each meeting.
- Currently there are no elected officers or an executive board; Anne Louise Thompson will host today's meeting since there are not elected officers.
- The members introduced themselves.

Overview of SAC

Roles of the SAC:

- Each state has a SAC for children ages 3-21; CT SAC represents Part B, Students from ages 3-21.
- State legislation and Bylaws outline roles for the CT SAC.
- Advise CT General Assembly and State Board of Education on Policies around Special Education and Unmet needs. Identify unmet needs around children with disabilities.
- Make public comment on legislative proposals.
- Advise State Department on State Performance Plan, Application for Federal Funding, corrective action on federal monitoring reports; members seated on stakeholder group committees..
- The only change for SAC legislation is the membership clause. SAC will operate by amendments to CGS 10-76i found in PA 10-1 and 10-175..
- Typically, the SAC has met once a month every month. SAC can hold special meetings when the need arises.
- The only topics for discussion today are the items listed on the agenda. Members can add items to agendas at regular meetings with a 2/3 vote.
- Executive board is Chair, vice-chair, Secretary-Marcus Rivera (appointed by Commissioner of Education) and two members appointed by the chair. The former chair is also included on the Executive Board.
- At the end of today's meeting the group of the last elected executive board will set the agenda for January.
- SAC agreed to provide training on the Freedom of Information Act (FOIA) as a result of a settlement from a complaint that was filed against the SAC. Members of the SAC who are not present will be able to receive the FOIA Training at another time.
- Members thanked the Department of Education for supporting SAC during the FOIA complaint

resolution process.

Nomination of Officers for the 2010-2011 Year

- Michelle Bidwell nominated John Burke for Chair of the SAC. Charlyne Olko seconded the motion. All in favor, motion carried unanimously, No abstentions.

Stephanie Johnson nominated Beth Hart for Vice-Chair. Kathy Musto seconded the Motion. All in favor save one abstention, Donna Cambria. None opposed. Motion passed.
- Elections will occur at the January 2011 meeting.

Discussion:

Meeting Dates, Times, Locations

- SAC is required to have at least one meeting per quarter. Meetings have been held at a variety of locations. For most of 2009-2010 meetings were held at the State Office Building in Hartford.
- Council has input regarding where the meetings may be held. SAC used to meet monthly, from 2:30-5 pm.
- Meetings must be posted by January 31, for the year.
- Meeting dates, agendas, and minutes must be posted with the Secretary of the State.
- If you are considered a branch of the Government, you must operate under FOIA. SAC is considered an extension of the Department of Education.
- Ben Strong motioned we accept the proposed meetings. Brenda Sullivan seconded the motion.

Discussion:

- Is it possible to move the meeting from 2-4:30? Teaching members of the SAC have classes in session at 2 pm.
- Can we discuss pros and cons of location-some members like Hartford for security, ability to meet with legislators and state department consultants.
- Times can be changed, but if it less than 30 days out, it becomes a special meeting.
- What was the expectation of the time commitment that was set for incoming members?
- Can the information about time commitments be explained to new members?
- Council can set the meeting time discussion as an agenda item.

Ben Strong motioned to vote on the proposed meeting dates. Michelle Bidwell seconded the motion. All were in favor save, 2 opposed (Ana Acevedo and Charlyne Olko) and 2 abstentions- Julie Swanson and Fernando Tiago. Motion moved that SAC will go with the proposed times, but can propose this item for discussion on future meeting agendas.

Proposed Meeting Dates, 3rd Wednesday of Every Month from 2:30-5:00 PM at State Office Building in Hartford

January 19, 2011

February 16, 2011

March 16, 2011

April 20, 2011

May 18, 2011

June 15, 2011

July 2011-No Meeting

August 2011-No Meeting

September 21, 2011

October 19, 2011

November 16, 2011

December 21, 2011

Freedom of Information Act Training: Tom Hennick, FOIA Commission

**Discussion:
3:00-4:30 pm**

Tom Hennick from the FOIA commission. Members who are not in attendance are expected to attend this training at another date.

- There are obligations and rights under Freedom of Information ACT. SAC is a public agency and susceptible to the FOIA.
- Access to public meetings and access to public records, does not guarantee flow of information.
- FOIA is 35 years old.
- Meetings- anytime you gather to deliberate, is considered a meeting.
- Do not deliberate via email.
- Subcommittee meetings need to be noticed.
- Permissible to distribute information-send information for read ahead of meeting and discussion at the meeting.
- Records: any recorded data or information that is retained.
- All records maintained by a public agency.
- Is there an FOIA cheat sheet?
- People have a right to access the meeting and record the meeting. Law does not give people the right to speak at a meeting. The SAC can set ground rules about this.
- Regular meeting-registered with Secretary of the State, scheduled at regular intervals like the third Tuesday of the month.
- Special meeting can be held anytime, noticed 24 hours before the meeting. Agendas should specify what should be discussed. Group cannot add additional items to the agenda.
- Items can be dropped from the agendas.
- Emergency meeting-disasters and catastrophes.
- From a public meeting a group can vote by 2/3 majority to go into Executive Session, and must discuss only that issue, and end Executive Session. Discussion only; no action; take and record the vote in public meeting.
- Members present, unanimous, put the few.
- Executive Session topics include personnel issues, pending claims or litigation, security matter, sale lease or purchase of property, or documents that are exempt from disclosure. (example discussion of student records).
- Tom will ask people who have additional questions to email or call him.
- Create minutes, must be available within 7 days, record of votes in 48hrs; can indicate that it is draft.
- Votes need to be recorded.
- Amending minutes, can add language the minutes are draft, "check next month's minutes"
- Subcommittee minutes can be very brief, but must be noticed and have minutes posted.
- Agenda setting is not a meeting.
- Notice of special meeting is 24 hours.
- Keep a record of meetings, one in your own office, and one with secretary of the state
- Subcommittee meetings or questions should be directed to Marcus Rivera.
- Subcommittee meetings will be considered special meetings.

4:30 pm Motion to Adjourn

John Burke motioned to Adjourn the meeting, Michelle Bidwell seconded the motion. Motion carried unanimously.

December 14, 2010 Special SAC Meeting

Members: Ana Acevedo, Michelle Bidwell, John Burke, Donna Cambria, Catherine Foley-Geib, Beth Hart Stephanie Johnson, Uswah Khan, Katherine Musto, Kelly Neyra, Charlyne Olko, Marcus Rivera, Brenda Sullivan, Benjamin Strong, Julie Swanson, Nancy L. Taylor, Fernando M. Tiago
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Action Items Summary	Motion	Second	Vote
Nomination of Officers-Chair person	Michelle Bidwell	Charlyne Olko	Motion carried unanimously
Nomination of Vice-Chair person	Stephanie Johnson	Kathy Musto	All in favor save one abstention, Donna Cambria. None opposed. Motion carried.
Vote to accept proposed meetings	Ben Strong	Michelle Bidwell	All in favor save two opposed Ana Acevedo and Charlyne Olko, and two abstentions, Fernando Tiago and, Julie Swanson., Motion carried.

Meeting Adjourned officially at 4:30 p.m.

Respectfully Submitted,
Nikki Hendry
All handouts available via Nikki Hendry