

**Utah Special Education Advisory Panel  
Minutes  
Summer Workshop  
July 13, 2010**

**Present:** Rebecca Turley, Karla Stoker, Mark Thompson, Leonard Dunn, Connie Crosby, Taryn Nicksic-Springer, Heather Read, Lanae Stout, Kay Clark, Mary Kehn, Amy Weyrich, Neesha Rutledge, Melanie Hatch, Shelly Martin, Leslie Buchanan, RaeAnne Thayne, Roz Welch, Kris Rice, Eden Gillespie, Eric Stoker, Glenna Gallo, Rebecca Donovan

**Guests:** John Copenhaver, Marty Blair, Donny Martin, Sam Weyrich

**Welcome and Introductions:** Mark Thompson, Chair, welcomed everyone and thanked them for attending.

**USOE Update:** Glenna Gallo, new State Director of Special Education, updated the panel on the following:

- SPP/APR – was submitted 2/1/2010, Utah’s Determination was “Meets Requirements”. We are starting the FY 2009 APR now.
- OSEP Verification Visit – The Office of Special Education Programs will be coming to Utah the week of October 12, 2010, to meet with Part B and Part C staff.
- Common Core Curriculum – Adoption of the Common Core is being discussed by the Utah State Board of Education on August 6, 2010.

Glenna introduced the USOE staff with the aid of a PowerPoint presentation, giving a little insight into their qualifications and their position on the special education staff.

**Advisory Panel Training:** John Copenhaver of Mountain Plains Regional Resource Center reported on the role of the advisory panel. There are six regional resources centers nationwide funded by the Office of Special Education Programs. Mountain Plains serves Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Utah, Wyoming and the Bureau of Indian Affairs. Among other things, Mountain Plains facilitates a teleconference with the advisory panels in its service region. Utah’s State Director of Special Education and the USEAP Chair participate in these teleconferences.

John briefly listed the functions of the advisory panel:

- Advise the SEA of unmet needs within the state in the education of children with disabilities
- Comment publicly on any rules or regulations proposed by the state regarding the education of children with disabilities (Check USEAP Operating Procedures before making public comment.)
- Advise the SEA in developing evaluations and reporting on data to the Secretary under Section 618 of the Act.
- Advise the SEA in developing corrective action plans to address findings identified in Federal monitoring reports under Part B of the Act.

- Advise the SEA in developing and implementing policies relating to the coordination of services for children with disabilities.
- Advise on eligible students with disabilities in adult prisons. The advisory panel also shall advise on the education of eligible students with disabilities who have been convicted as adults and incarcerated in adult prisons.

John also gave a listing of effective practices of successful advisory panels which includes:

- New member orientation
- Annual meeting to set goals and priorities
- Close working relationship with the state director
- Established by-laws (called operating procedures in Utah) for the panel operations
- Meetings at least every two months
- Collaborate on agenda building
- Awareness brochures
- User-friendly annual report (some states have adapted Utah's annual report)
- Advisory, not advocacy, in nature

John pointed out that an advisory panel should be proactive rather than reactive. The panel should be looking at current and emerging issues. He advises focusing in on three or four priority issues for the year.

Techniques for providing advice include:

- Communicate advice to director (John recommends that minutes show bullets for issues that need to go to the State's Special Education Director.)
- Compose a letter to State Director that clearly states the issue and suggested solutions and strategies for solving the problem.

John also discussed the importance of the OSEP Verification Visit in October and how the panel would be looked to as an important part Utah's special education decision making process.

**Roberts Rules of Order:** Karla Stoker presented a brief overview of Robert's Rules of Order and gave a short account of Henry Martyn Robert. Henry Robert was a member of the US Military who had an early interest in the rules of parliamentary procedure and later prepared and published (privately) what is known today as Robert's Rules of Order.

**Focus Topics 2010-2011:** Mark and Glenna opened the discussion for possible focus topics for the coming school year. The following areas were proposed and discussed:

- Restraint/Seclusion
- RtI (implementations & Coordination with general education) (Tiered reading & math)
- YIC (in/out of state)
- Common CORE
- Fiscal Accountability
- Utah Alternative Assessment (UAA-II)
- Preschool LRE

- External CORE
- School to Post School (plans & outcomes)
- IEP Goals – link to CORE (individual & progress monitoring)
- Increasing Public Input
- Budget Cuts & FAPE
- Training of LEA School Administrators (re: special education)
- Confidentiality (volunteers, paras, subs) Training of Subs
- Grants proposals (with others such as IHE)
- OSEP Verification Visit

After discussion of the above list, panel members voted and the following areas were identified as focus topics for the 2010-1011 school year:

- Transition (Susan Loving)
- RtI (Janet Gibbs & Peggy Milligan)
- Restraint/Seclusion (Carol Anderson & Glenn Dyke)

The panel also determined that Youth In Custody and Preschool LRE would also be topics of interest for discussion at panel meetings.

**Motion to Adjourn:** Mark asked for a motion to adjourn.

**Motion:** Eden Gillespie – Move we adjourn.

**Second:**

Motion Passed.

**Meeting Adjourned**

**Next Regular Meeting: September 28, 2010  
Jones Center – 382 E 3605 S, Salt Lake City, UT**