

Utah Special Education Advisory Panel
Minutes
Summer Workshop
July 28, 2011

Present: Amy Weyrich, BillieJo Petersen, Caralee Earl, Celeste Forman, Christine Evans, Echo Cunningham, Elizabeth Banner, Eric Stoker, Gordon Swensen, Heather Read, Jessica Kerr, Karla Stoker, Kay Clark, Lanae Stout, Leslie Buchanan, Linda Stalliviere, Max Lang, Michelle Hendrickson, Natalie Williams, Neesha Rutledge, Roz Welch, Tyler Jolley, Glenna Gallo, Rebecca Donovan

Guests: JC Vazquez, Peggy Milligan, Leah Voorhies, Robert Hendrickson

Welcome and Introductions: Roz Welch, Mentor Coordinator, welcomed everyone and thanked them for attending. Roz explained that the Chair was unavoidably detained and would join the meeting later.

Advisory Panel Training: JC Vazquez 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.

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.
- Review and comment on completed due process hearing findings.

Effective practices of successful advisory panels include:

- 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
- Advisory, not advocacy, in nature

An advisory panel should be proactive rather than reactive. The panel should be looking at current and emerging issues; focusing in on three or four priority issues for the year.

Techniques for providing advice include:

- Communicate advice to State Director
- Compose a letter to State Director that clearly states the issue and suggested solutions and strategies for solving the problem.

Determinations: Glenna reported that Utah’s determination letter from the Office of Special Education Programs (OSEP) found “. . . Utah needs intervention in implementing the requirements of Part B of IDEA”. As our office examined their findings, we determined that they were based on what was a “typo” in the data Utah submitted to OSEP on April 15, 2011. We have replied to OSEP’s letter of determination, clarifying the information and typographical error that led to the finding. We further explained that, if our clarification is not determined as sufficient to resolve the issue, we are willing to go to formal hearing. As of the date of this meeting, the USOE is waiting for a response from OSEP.

Roberts Rules of Order: Neesha Rutledge gave a brief overview Robert’s Rules of Order.

USOE Update: USOE, special education staff updated panel on the following:

- Glenna Gallo 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.
- Utah Common Core – Glenna reported that the Common Core State Standards (CCSS) are a framework of common goals and expectations of what students need to be successful in their post-secondary life. Standards are changing in literacy and math. Special education is trying to build on the CCSS and will continue to work on addressing the needs of students with disabilities in relation to the common core by incorporating appropriate supports and accommodations for each student with disabilities through the individual education program (IEP). More information on the Common Core can be found on the USOE website (www.schools.utah.gov), choose the “departments” tab, then choose “curriculum and instruction.

Utah’s New Mathematics Core was briefly discussed and a handout that was sent out to parents was provided. You can access the handout at: <http://www.schools.utah.gov/core/DOCS/MathematicsCoreStandardsInformationforParents.aspx>

- SPP/APR – Peggy Milligan reported that the original State Performance Plan (SPP) was originally a six-year plan beginning in 2005 and has now been extended two years through 2013. Revisions have been made annually to the SPP indicators based on the Annual Performance Report (APR) and stakeholder input following implementation of improvement activities and analysis of progress and/or slippage on each indicator.

OSEP requires states to monitor for the following priority areas:

- Free Appropriate Public Education (FAPE)
- Least Restrictive Environment (LRE)
- Disproportionality
- Effective General Supervision

The APR addresses the four priority areas through twenty different indicators.

Utah APR can be found at: <http://www.schools.utah.gov/sars/Quick-Links/Performance-Plan.aspx>

- Dispute Resolution Data: Leah Voorhies reported 2010 – 2011 dispute resolution data:
 - Nine due process hearing requests were received by USOE for seven local education agencies (LEAs)
 - Eight were withdrawn
 - One was dismissed by the hearing officer
 - Twenty State complaints were received for twelve LEAs
 - Six were completed with findings
 - Fourteen were completed with no findings

Additional information on Utah dispute resolution can be found at: <http://www.schools.utah.gov/sars/Laws,-State-Rules-and-Policies/Dispute.aspx>

Establishing 2011-2012 Priorities: Karla Stoker and Glenna Gallo opened the floor for discussion of possible priorities for the 2011-2012 school year. The following areas were proposed and discussed:

- Inclusion
 - Academic
 - Non Academic (what and how)
- Bullying/Tolerance
- Peer Tutoring
 - What does it look like (general education expectation)
 - Define/Common Language
 - Who can be a peer tutor
 - Support system
- Transition
 - Best Practices
 - Education of Parents/Students
 - Rural/Urban
 - College/Career Ready
 - Life Skills
 - Core
 - Timing of discussion for life mapping

After discussion of the above list, a motion was made by Tyler Jolley to vote on the priorities, seconded by Leslie Buchanan and passed. Panel members voted and the following areas were identified as priority topics for the 2011-1012 school year:

- Transition

- Peer Tutoring
- Inclusion

USEAP Business:

- **UEAP Operating Procedures** - Proposed changes to the USEAP Operating Procedures were briefly discussed. They will be posted on line prior to the September meeting and proposed changes voted on at that time.
- **Annual Report 2010-2011** – The annual report was presented to the panel.
Motion: Linda Stalliviere – Made a motion to accept the Annual Report as submitted.
Second: Neesha Rutledge
 Motion Passed. Annual Report was posted online.
- **Minutes of April 13, 2011** – The minutes from the April meeting were presented for approval.
Motion: Leslie Buchanan – Made a motion to accept the minutes of April 13, 2011, as presented.
Second: Heather Read
 Motion Passed. Minutes were posted online.
- **Draft Letter of Recommendation** – Karla Stoker led a discussion on possible recommendations to the USOE regarding training for resource officers and others who are called upon to deal with students with disabilities when behavior becomes an issue.
 - There is concern that when disabilities are not visible, the situation might not be handled appropriately and perhaps additional training would be an option to explore. Other possibilities might be for school personnel and others to access existing video presentations; or compile and disseminate a resource list. The letter will be revised and considered again at the next meeting.

Utah Parent Center: Amy Weyrich gave a brief overview of the Utah Parent Center (UPC). The Parent Center is training and information center for parents of students with disabilities. The main facility is located in Salt Lake City. However, they also have placed some of their parent consultants in the Davis, Salt Lake, Granite, and Canyons School Districts. They provide training workshops on various topics of interests to parents. The UPC is a non-profit organization which started in 1984 and it is about information, training, advocacy, and parents helping parents face the challenges of raising a child with disabilities.

Motion to Adjourn: Karla asked for a motion to adjourn.

Motion: Echo Cunningham – Made a motion to adjourn.

Second: Tyler Jolley

Motion Passed.

Meeting Adjourned

**Next Regular Meeting: September 22, 2011
 Jones Center – 382 E 3605 S, Salt Lake City, UT**