

Utah Special Education Advisory Panel
Minutes
Summer Workshop
July 17, 2012

Present: Neesha Killpack, Tyler Jolley, Heather Read, Rebecca Turley, Jennifer Adams, Rebecca Boucher, Christine Evans, Amy Weyrich, Natalie Williams, Max Lang, Connie Crosby, Kay Clark, Elizabeth Banner, Celeste Forman, Roz Welch, BillieJo Petersen, Jessica Kerr, Glenna Gallo, Rebecca Donovan

Guests: John Copenhaver, TAESE

Welcome and Introductions: Neesha Killpack, Chair, welcomed everyone and thanked them for attending. Panel members introduced themselves.

Public Comment: Roz Welch raised a question regarding extracurricular activities and what the school is required to do/provide for students with disabilities.

Rebecca Turley reported that there is a concern with the way IEPs are done. Online IEPs don't seem to drive what is required to make a student succeed.

Advisory Panel Training: John Copenhaver 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 holding a new member orientation such as Utah's Summer Workshop. Utah also uses the Summer Workshop to establish focus topics/priorities for the school year. The panel should establish a close working relationship with the State Director of Special Education. By-laws should be in place to guide panel operations (Utah calls these their Operating Procedures). Advisory panels should meet at least every two months and collaborate on agenda building with the state office. Other best practices include having an awareness brochure for the panel and a user-friendly annual report.

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.

John provided members with a packet of information designed for advisory panels. You will also find information of advisory panel members posted on the USEAP website along with USEAP's annual report, agendas, minutes of meetings, and other USEAP information.

Robert's Rules of Order: Tyler Jolley gave a brief overview of Robert's Rules of Order.

USOE Updates: Glenna Gallo

- **Meet the Staff:** 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.
- **Determinations:** Glenna reported that Utah received the FFY 10 determination from OSEP which states Utah "Needs Intervention". Glenna has written a letter to the U. S. Department of Education appealing OSEP's determination and will take it to hearing, if necessary.
Motion: Kay Clark made a motion to support the State Office of Education in pursuing a hearing on OSEP's determination.
Second: Connie Crosby
Motion passed.
- **APR Summary:** The summary table from Utah's Annual Performance Report (APR) for FFY 2010 (2010-2011) was presented and discussed.

Establishing Priorities for 2012 2013: Tyler Jolley and Glenna Gallo led a discussion of possible priorities and a list was compiled.

Motion: BillieJo Petersen made a motion the panel take a break and consider the list of proposed priorities and vote on the priorities.

Second: Rebecca Boucher

Motion passed.

After the break the results of the voting were tabulated and the following is the list of USEAP Priority areas for 2012 – 2013:

- 1.) Completion of the Part C to Part B MOU
- 2.) Extended Core and SB IEPS
- 3.) PD for SWD for all Educators
- 4.) Bullying/Intolerance

USEAP Business:

- **Approval of Minutes of April 26, 2012.**
Motion: Elizabeth Banner made a motion to approve the minutes as presented

Second: Rebecca Boucher

Motion passed.

- **Year In Review:** The Year In Review for 2011-2102 was presented to panel members for approval. It was noted that the paragraph on September 22, 2011 need to have the words “would be” removed from line eight of the paragraph and insert the word “changes” in line eleven after the word “proposed”. The paragraph on December 1, 2011 needs a comma inserted in the second line between the words “disabilities (and) presented”. The paragraph on April 26, 2012 needs the word “the” (at the end of the line) replaced with the word “to”.

Motion: BillieJo Petersen made a motion to approve the Year in Review with the changes indicated.

Second: Connie Crosby

Motion passed.

There being no further business, the meeting adjourned.

**Next Regular Meeting: September 20, 2012
USOE – 250 E 500 S, Salt Lake City, UT**