

Utah Special Education Advisory Panel
Minutes
Summer Workshop
July 11, 2013

Present: Karen Cleveland, Heather Read, Leslie Buchanan, Lanae Stout, Eric Stoker, Kay Clark
Connie Crosby, Rebecca Boucher, Janell Locke, Judy Hall, Julie Ledford, Margret Crockett, Sundie
Goulding, Tyler Jolley, Rebecca Turley, Curtis Craig, Christine Evans, Echo Cunningham, Glenna
Gallo, Rebecca Donovan

Guests: John Copenhaver, TAESE; Dave Forbush, TAESE

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

Public Comment: None

Advisory Panel Training: John Copenhaver reported on the role of the advisory panel. The panel was
given an overview of advisory panel functions and the responsibilities of a state advisory panel.

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.

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 on advisory panel membership posted on the USEAP website along with USEAP's agendas, minutes of meetings, and other USEAP information.

Robert's Rules of Order: Rebecca Turley 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 discussed the process which is driven by the indicators set by the Office of Special Education Programs (OSEP) and the goals written by the State for each indicator. Just as Utah is given a determination by OSEP for each year's performance, local education agencies (LEAs) are also given a determination based upon the indicators and data collected on each indicator from each LEA. Determination given to Utah is publicly posted on the USOE website, however, LEA determinations are not publicly posted, but the data are available online.
- **APR Summary:** The summary table from Utah's Annual Performance Report (APR) for FFY 2011 (2010-2011) was presented and discussed.
- **Review of Recent Due Process Decision:** Glenna reported on a recent due process hearing in which the hearing officer upheld the parent's position in three areas at issue and the LEAs position in ten areas.

Establishing Priorities for 2013 - 2014: Possibilities for focus topics for the coming year were introduced and discussed by the panel.

Motion: Curtis Craig made a motion the panel vote on the list of possible priorities instead of using the colored dots and a point system to determine priorities.

Second: Echo Cunningham

Motion failed.

After tabulating the points assigned to each possible priority were tabulated and the following is the list of USEAP Priority areas for 2013 – 2014:

- 1.) Utah Multi-Tiered System of Supports (UMTSS)
- 2.) Least Restrictive Behavioral Interventions (LRBI)
- 3.) Inclusion
- 4.) Transition
- 5.) District Sharing/Collaboration
- 6.) Student Assessment of Growth and Excellence (SAGE)

Motion: Curtis Craig made a motion the panel accept the above list as their focus topics for 2013-2014.

Second: Janell Locke

Motion passed.

USEAP Business:

- **Approval of Minutes of April 23, 2013.**

Motion: Echo Cunningham made a motion to approve the minutes as presented

Second: Maggie Crockett

Motion passed.

- **Bylaws:** Panel members present discussed the current bylaws (otherwise known as Operating Procedures) of the Panel. What follows is the result of corrections discussed and changes made by motion:
 - **Motion:** Curtis Craig moved that the Section 9 of Article IV of the USEAP Operating Procedures be stricken as it is no longer required by law and the information contained within the Annual Report (which this section deals with is posted on the USEAP website)
Second: Christine Evans
Motion passed.
 - **Motion:** Echo Cunningham moved the numbering within the Operating Procedures starting with Article VI (currently shown as Article VII) through the end of the document.
Second: Curtis Craig
Motion passed.
 - **Motion:** Eric Stoker moved that Article V, Section 7 g be reworded to align with the requirements of SB 77.
“Assuring that USEAP minutes are completed and ~~mailed~~ **emailed** to members **and posted for** other appropriate recipients no later than ~~twenty (20)~~ **thirty (30)** calendar days after each meeting; and”
Second: Judy Hall
Motion passed.
- **Senate Bill 77 Availability of Government Information:** Essentially this Bill requires the recording of public meetings, written minutes of the public meeting both draft form and the final approved minutes of the meeting be made available on the public information website. The Bill also has an established timeline for the posting of the recordings and minutes and any handouts from the meeting. The panel discussed this requirement and will comply.

There being no further business, the meeting adjourned.

**Next Regular Meeting: September 19, 2013
USOE – 250 E 500 S, Salt Lake City, UT**