

CT STATE ADVISORY COUNCIL ON SPECIAL EDUCATION (SAC)**Executive Committee
Special Meeting**

Monday, February 28, 2011
4:00pm – 5:00pm
CT State Department of Education
25 Industrial Park Road
Room MCR2 (Front of Building)
Middletown, CT 06457

I. Call to Order

Member Attendees: John Burke, Beth Hart, Brenda Sullivan, Marcus Rivera.

Dr. Burke called the meeting to order at 4:20pm.

II. Executive Committee Update

Mr. Rivera shared the Part B Application inspection period (February 28 to April 28), comment period (March 15 to April 15), and the public hearing dates for the proposed revisions to the Procedural Safeguards (April 4 and 11). Terri DeFrancis and/or Gail Mangs will be available to offer a presentation at the April 20 SAC meeting and receive feedback from SAC members on the Part B Application and the revisions to the Procedural Safeguards.

Ms. Sullivan is scheduling her first meeting of the SAC Legislative Committee and will be forwarding information for Mr. Rivera to share with the full SAC. Dr. Burke is considering other appointments to SAC Committees for discussion and approval at the March 16 meeting.

III. Discussion Items**A. Draft SAC 2010-11 Priority Areas**

The Executive Committee agreed to discuss at the March 16 meeting, the following items in order to assist the SAC in determining its 2010-11 priorities:

- 2010 SAC Annual Report priority areas;
- the 2009 SAC Retreat Priorities;
- the IEP Task Force Findings and Recommendations; and
- the Bureau's Annual Performance Report on the State Performance Indicators.

B. Ad-Hoc Committee Recommendations

The Chair and Executive Committee proposed Ad-Hoc committees to address the 2010 priorities in the following areas:

1. **Complaint Resolution/Due Process (Indicators 16-18):** Comprehensible Process and Filing, Hearing Officer Authority, Parent Training, Protections when Testifying (a legislative amendment may be needed), Ensuring Settlement Outcomes.
2. **Restraint and Seclusion:** Training and Data Implications.
3. **SRBI Tenets, Implementation and Referral to Special Education.**

The Chair and Executive Committee also plan to have the full SAC consider the 2009 Retreat Outcomes and propose Ad-Hoc Committees in the following areas:

1. **Accountability in Approved Private Special Education Programs;**
2. **In-School and Out-of-School Suspensions; and**

3. Bullying.

The Council will have an opportunity to discuss and take action on the Chair's proposals at the March SAC meeting.

C. SAC Member Participation Guidelines and Revision of SAC By-Laws and Operating Guidelines

The Executive Committee is conducting a revision of the SAC By-Laws and Operating Guidelines in March/April to align with current statutory requirements and offer other amendments for Council review. The Executive Committee will propose general member participation guidelines in addition to attendance at SAC meetings (e.g., participation on committees/work groups), as well as propose a move to November/December to prepare and vote on a Slate of Officers in an effort to continue its momentum with the newly elected slate of February 2011. According to current legislation, the SAC may "elect annually its own chairperson and other officers as deemed necessary"; specific timelines within the calendar year are not mandated.

D. Procedure for use of SAC Letterhead

The Chair is in receipt of the SAC Letterhead for use as authorized by the SAC and/or by the Chair and the Executive Committee per the SAC By-Laws (e.g., to act for the Council in all matters requiring decisions between full Council meetings).

E. Annual Calendar of Activities

In order to ensure that the SAC meets its legislative responsibilities, a *draft* "Annual Calendar of Activities" will be presented at the March SAC meeting which outlines some of the anticipated presentations to the SAC, as well as opportunities for SAC members to brief the full SAC on stakeholder group and committee work.

F. Agenda for SAC March 16, 2011, Regular Meeting

Agenda items were developed, including the review of the documents noted above to outline draft 2010-11 priorities. A draft calendar of activities will be presented. Committee reports will be offered; with additional time for Ms. Sullivan to offer a legislative update. Dr. Burke will offer new appointments to committees and new ad-hoc committees.

G. Calendar of Executive Committee Meetings

The Executive Committee has set the following dates for meetings, from 4-6pm, preferably at the CT State Department of Education in Middletown, 25 Industrial Park Road:

- Wed., 3/23
- Wed., 4/27
- Th., 5/26
- Wed., 6/22
- Th., 9/8
- Wed., 9/26
- Wed., 10/26
- Mon., 11/28
- Wed., 12/28.

By unanimous consent, the meeting was adjourned at 6:47pm.

Prepared by: Marcus Rivera, SAC Secretary