

## Special Education Advisory Panel (SEAP) Meeting

Department of Mental Health, Montgomery Alabama

MINUTES: November 13, 2019

9:30 am – 3:00 pm

### **Panel Members in attendance: 15**

Jeana Winter- Chairperson	Michelle Wood	Jassetta Manning-Jones
Amy Blakeney	Corrie Merchant	James Williams
Arthur Chandler	Adriane Creel	Valencia Curry
Tasha Harrison Betts	Jason Martin	Jewell Pitts
Shakela Johnson-Ford	Kay Sprayberry	Graham Sisson

**Panel Members attending via webcast: NA**

**Panel Members NOT in attendance: 15**

**Individuals from the public: 4**

**Invited guests: 0**

**Participating by webcast: NA**

**ALSDE staff: 8**

**Interpreters: NA**

### **Call to Order- Jeana Winter, SEAP Chairperson**

- Welcome to SEAP. Thank you for being in attendance.
- Roll Call completed by Jeana Winter, Chairperson.
- Review of August 14, 2019, SEAP minutes; correction made regarding mental health. Called for a motion to approve the amended minutes. Seconded and approved without objection. Minutes approved as written.
- No public comments.
- Going to have a flexible agenda so can hear from state department. Moved into committee reports (unless public comment time is needed).
- Graham spoke about the electronic vote and how the definition of a quorum will need to change in the by-laws. Also, need to address attendance, vote by proxy, define the additional five positions, option to vote between meetings, establish committees, and add transition period to by-laws.
- Membership committee has one application. Need to reach current members who are not in attendance.
- Publicity reported that pictures are not ready due to needing a standard format. Suggested at the next meeting taking pictures of each panel member. Need accessible website or information available for the public. It was stated that the ALSDE website is currently being converted to be 508 and 504 compliant but

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there is no timeline for the work to be completed. Panel member suggested making sure the SEAP page on the ALSDE website is compliant. Also, may need a webmaster to manage the page. Request for a contact at ALSDE to answer questions about the website.

- Chair stated that a final synthesis is needed to compile for the annual SEAP report. It should include feedback from the public and stakeholders. Also, the minutes need to be updated on the ALSDE website.
- The panel discussed holding work sessions and how they will be formatted. Proposal to have committee work sessions built into the regular SEAP meetings.
- The panel discussed a procedure for public feedback and input. The panel will need to decide how to handle public input from origination to reporting to the person making the request. Discussion then went to ways to support and inform parents of students with special needs. Also, what about naming a committee to address public concerns, etc. or whether or not a committee needs to be formed. Need to consider data available to state department regarding parent input, concerns, requests and so forth. A definition is needed to define what the SEAP committees' purpose and capabilities are regarding addressing specific requests. The panel wants to ensure that the correct documents are available for the website. The chair recapped all of the items that will need to be addressed in the by-laws.
- The chair asked the panel what the purpose and roles of the additional sub committee will be. Looking at adding/renaming two positions on the panel.
- Previously had priority areas and need to consider having time set aside at the meeting to address these areas if needed and possibly assigning members to address any area that is outside of the standing committee members. The by-laws would have to change to state that ad hoc committees can be appointed by the chair.
- Further discussion about policies, procedures and practices relating to the overall SEAP foundation and then how to best communicate with the ALSDE, SES. The Chair reported the committees that the following committee will be formed: Executive-standing; By-laws-standing; Membership-standing; Public relations-standing, Stakeholder engagement; Student achievement; Ad hoc (when needed)
- The bylaws will be addressed, and a decision will be made as to whether people will remain with their current committee.

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- ALSDE, SES reported on the monitoring process that takes place from the state department level.
- The ALSDE, SES data team reported on SPP/APR indicators, APR targets, and propose targets and disproportionality. The indicators were explained including if it is a results or compliance indicator and if they affect significant disproportionality. Systemic improvement was explained and what was expected by OSEP. The data indicated that the goal was not being reached so a plan had to be developed. It was explained that evidence-based teaching is the key. The panel members reviewed the stakeholder input that listed the proposed targets. The panel members were asked to review and respond yes or no and write any comments at the bottom. The SEAP panel discussed having a special called meeting to meet and then submit their input at a later date. The ALSDE, SES data team offered to be available for a conference call. Meeting times and dates to be announced. The panel tabled the data analysis for now. An ALSDE, SES data team member then explained how disproportionality is determined and reviewed the definitions associated with the calculation. The panel will be asked to help determine the threshold number. The presenter tabled an explanation of the calculations until the next meeting. The chair will be provided a copy of the PowerPoint and a link to the two webinars by the data team to share with the panel. Other changes that were made to define disproportionality were explained.
- The chair announced that the ALSDE, SES contact, Susan Goldthwaite, will no longer be the contact and a new person will be named. The panel members were provided with a copy of the Help Guide for Administrators and the school board members boardmanship booklet that addresses special education.

### **Committee Reports-**

Bylaws- Chair stated that it should be a standing committee.

Membership- Panel stated that it should be a standing committee.

Public Relations- The committee chair stated the subcommittee members would depend on the panel's current needs.

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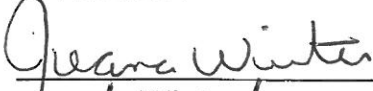
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The chair stated that members would be receiving further meeting information concerning the report due to the ALSDE, SES data team. She thanked everyone for a productive meeting and year.

APPROVED:



Jeanja Winters  
AL SEAP Chairperson



Susan Goldthwaite  
AL SEAP Facilitator