

Michigan's Special Education Advisory Committee (SEAC)

Meeting Minutes

March 6, 2019, 10:00 a.m. – 2:54 p.m.

4039 Legacy Parkway, Lansing, MI 48911

Participants

Delegates Present:

Melisa Burch, Justin Caine, Donna Case, Robert Dickinson, Jill Fennessy, Mary Finnigan, Michelle Frederick, Kenya Harper-Black, Jennifer Headley-Nordman, Annette Hobrecht, Charlie Hollerith, Debra Houde*, Nancy Jaskiw*, Kathleen Kosobud, Kathy Krause, Kanika Littleton, Lois Lofton-Doniver, Chandra Madafferri, John Mertz, Jessica Murphy, Teri Pettit, Lily Schulting, Nancy Spanski, Lori Tavgigian*, Kara Tiethof, Amy Trahey

Alternates Present:

Lisa Bacsikin, Eileen Brandt*, Michelle Driscoll, Rebecca Gibson*, Laura Griffith for Mark Smith, Courtney Halbower, Kristen Matthews*, Katherine Mills, Caryn Pack-Ivey, Tammy Reich* for Caterina Berry, Anne-Marie Sladewski, Ronna Steel for Deb Kadish, Sarah Vanderbaan

Ex-Officio Members Present:

Laura Chang, Teri Chapman, Christine DeWildt, Jennifer Hirst, Melissa Isaac, Pam Kies-Lowe, Sara Park*, Ann Rossi for Janet Kaley, Amy Schelling, James Thomas*, Cynthia Wright

Members Absent¹:

Anne Barna, Caroline Liethen, Rebecca McIntyre, Shalika Robie, Gina Umpstead

MDE Staff Present:

Aaron Darling, Ashley Reed, Joanne Winkelman

¹ Neither the delegate nor the alternate was physically present, nor did they participate by phone.

Guests Present:

Jennifer DeVault, Latish McNeely, Stacie Rulison, Nancy Theis

Facilitator:

Fran Loose

*Participated via phone.

Minutes

Call to Order

Nancy Spanski, called the meeting to order at 10:00 a.m.

Approval of Proposed Agenda

Donna Case moved, seconded by Rob Dickinson that the SEAC approve the March 6, 2019 agenda. The vote was taken on the motion. Motion carried.

Approval of January 9, 2018 Meeting Minutes

Charlie Hollerith moved, seconded by Donna Case that the SEAC approve the January 9, 2019 meeting minutes. The vote was taken on the motion. Motion carried.

Roll Call

by Aaron Darling

Chairperson's Report by Nancy Spanski

Nancy Spanski reviewed the agenda and today's focus.

She summarized a report from Executive Committee Meeting

a. Procedures approved

i. Two defined members-at-large in reserve (II.B.5.a.1.)

Approved New Language: Submit a request to the SBE to approve two members-at-large "in reserve" with the spring SEAC nominations package. In the event that an existing member-at-large has to resign. this already approved member-at-large "in reserve" can step in immediately. (amendment

added during vote→“All members-at-large in reserve must meet the defined member criteria. This guarantees that the SEAC will continue to meet the federal requirement for 51% persons with disabilities or parents of children with current IEPs.”)

Once approved, the members-at-large “in reserve” will be invited to participate in orientation opportunities, so that if their services are needed, they will be more ready to step in mid-year. These are opportunities, not expectations and include:

1. attend new member orientation & annual retreat
2. provide link to SEAC website
3. offer View access to SEAC’s Google Drive

If multiple members-at-large “in reserve” are approved, the membership committee can observe who is taking initiative to be involved per agreed upon criteria, & notify the executive committee about those observations. The executive committee would make a recommendation about which member-at-large “in reserve” to select first to fill a vacancy.

Approved members-at-large “in reserve” not needed to serve during the school year would be prioritized for consideration as future member-at-large as vacancies occur.

ii. Upper Peninsula attendance consideration (II.B.2.a.1)

Approved Addition:

1. The membership committee should prioritize helping to identify an organizational or member-at-large nominee from the UP. UP representation should also be highlighted as a diversity request in January recruitment letters to organizations.
2. Once identified, as is the case with most delegates, UP delegates tend to know their local area, but not the full UP. Per previous UP delegates’ requests, the OSE & SEAC

can provide links for that person to individuals from the other UP ISDs: e.g. PAC chairs, Alliance members, ISD administrators, MEA/AFT representatives.

3. Given the travel challenges, offer special consideration relative to the required four (4) meetings in person per SEAC attendance procedures. UP delegates will only be required to physically attend the retreat. They are welcome and encouraged to physically attend additional meetings, and their travel costs would be reimbursed. The expectation to participate via technology remains the same as for all members.

- b. Member reports increased to five minutes
- c. State Board of Education summary
- d. Nominations for 2019-2020 executive committee & brief introductions by the nominees. The nominees were elected by acclamation vote.
 - i. Donna Case
 - ii. Jennifer Headley-Nordman
 - iii. Jessica Murphy
 - iv. Lois Lofton-Doniver
 - v. Rebecca McIntyre
 - vi. Sarah Vanderbaan
 - vii. Shalika Robie
- e. 2019 SEAC organization vacancy letter of interest due March 15, with May presentations

Role-Alike Small Group Work: Mid-Year Progress Check on SEAC Annual

Priorities

1. State Systemic Improvement
 2. Professional Learning
 3. Michigan's Read By Grade Three Law
- Small groups were to consider full and small group work, member reports, and subcommittee work.

SEAC Member Reports

The following SEAC members reported regarding their work relative to SEAC's annual priorities and their requests from SEAC relative to the priorities. Details of the following reports are available to members in the Google Docs site.

1. Organizational Representatives
 - a. Amy Trahey, Autism Society of Michigan (ASM)
 - b. Melisa Burch, Michigan Transition Services Association (MTSA)
 - c. Tammy Reich for Caterina Berry, Michigan Elementary and Middle School Principals Association (MEMSPA)
 - d. Kathy Krause, Michigan Association of Non-Public Schools (MANS)
2. Member-at-large:
 - a. Michelle Frederick
 - b. Lily Schulting
3. Ex-officio: Pam Kies-Lowe, Michigan Department of Education-McKinney Vento Act

Sub-Committee Forecast: Vote, Task Forecast for business after lunch

1. Bylaws – Nancy Jaskiw & Lois Lofton-Doniver
 - a. Action Item: Bylaws Roll Call Vote
 - i. A vote passed with unanimous support of:
 1. II.B.2.a. Each member organization shall submit to the Office of Special Education which will forward to the State Board of Education, nominations for a member and an alternate to represent the respective organization for the three-year term.
 2. IV.D.2. At a regular or special SEAC meeting, the segment immediately following the lunch break will be reserved for comments from the public
 3. All Procedure references will now read "See SEAC Procedures for additional details," rather than links to specific page numbers.
 - b. Project today's committee's work
2. Membership Committee - Jill Fennessy & Nancy Spanski
 - a. Preliminary Input re: Seeking an Organization to fill SEAC vacant seat beginning July 1, 2019
 - b. Project today's committee work
3. National State Advisory Panel website - Rob Dickinson
4. Mission - Anne-Marie Sladewski & Jennifer Headley-Nordman

Public Comment

No one offered public comment.

Sub-Committee Work

1. Bylaws – Nancy Jaskiw & Lois Lofton-Doniver
 - a. Recommendation to drop consideration of member-at-large alternates because of approved members-at-large in reserve
 - b. Begin to discuss plan for transition from bylaws to primarily procedures
 - c. Begin to highlight items to remove from the bylaws because no longer needed
2. Membership Committee - Jill Fennessy & Nancy Spanski
 - a. Preliminary Input re: Seeking an Organization to fill SEAC vacant seat beginning July 1, 2019
 - b. Review and approve the draft letter regarding attending 4 sessions in person
 - c. Review and approve last year's rubric for new org applicants
 - d. Confirm readiness to wrap up mentoring & suggestions for next year
3. National State Advisory Panel website - Rob Dickinson
 - a. Add a link to the SEAC member information page, as that page that has links to all their organizations.
 - b. The group supported having a link to our annual report included on the national website.
 - c. Support for the creation of a new page on the current SEAC website that lists our current priorities, and have that link on the national page.
 - d. The group felt strongly that the State resources page on the national site is missing links to the State SEAC website.
4. Mission - Anne-Marie Sladewski & Jennifer Headley-Nordman
 - a. They worked to draft a proposed revision

Due Process Update and Hearing Reports Received by Joanne Winkelman, Supervisor

1. She shared recent activity
2. Tables reviewed Due Process Case for River Valley
3. Tables reviewed Due Process Case for Livonia

State Performance Plan Indicator #17

SEAC comment on resetting baseline by (OSE) Report by Teri Chapman, Director

1. Indicator 17: State Systemic Improvement Plan (SSIP) (a results indicator) -
A comprehensive, ambitious, yet achievable multi-year plan for improving results for students with disabilities.
 - a. SSIP Activities by Phase
 - b. Systemic Infrastructure Components
 - c. MDE State Systemic Improvement Plan: Root Cause Influence Map
 - d. The SSIP's Focus is on MDE Systems Change as reflected in literacy growth
 - e. Theory of Action
 - f. State-identified Measurable Result
 - g. State Implementation and Scaling-up of Evidence-based Practices (SISEP)
 - h. Transformation Zones
 - i. State-identified Measurable Result Challenge & Phased Approach
 - j. SSIP Baseline and Targets for Students with IEPs
 - k. SSIP Timeline

MDE Office of Special Education Update by Teri Chapman, Director

1. Determination Action Teams have met once. SEAC will revisit on May 1.
2. Upcoming Office of Special Education Programs Monitoring Visit in September
3. New Michigan Suspension/Expulsion law
4. Operating/Resident District accountability reviewed
5. ISD Determinations forecast

April 3 Forecast by Nancy Spanski and Fran Loose, SEAC Facilitator

1. Meeting date is April 3, 2019 (first Wednesday) at Lansing Community College - West Campus
2. Core agenda items:
 - a. Executive committee members will elect officers
 - b. OSE & legislative updates

- c. Due process decision, watch for Asks & Updates
- d. Review rubric that members will use in May to select a new organization
- e. April member reports are due March 18. Those doing May reports will receive a template & instructions by next Monday.

Member Announcements, Questions, Comments and Take-Aways

1. Participants are encouraged to complete on-line meeting evaluation
2. Comments and Take-Aways
3. Communicate with your constituents about Take-Away issues
 - a. Take Away Highlights
 - i. Surprise about State/Federal law differences regarding discipline
 - ii. Mid-year progress check-in role-alike groups
 - iii. Discussion of low reading performance for all students as right now the focus is on a narrower subgroup, those taking general assessments.
 - iv. Teri Chapman's enthusiasm and big picture with long range view
 - v. Resident/Operating district clarification
 - b. To Do's
 - i. Request for more information on implementation science
4. Complete online meeting evaluation (via SurveyMonkey)
5. Member Announcements - none received

Adjourn

Donna Case motioned to adjourn and Amy Trahey seconded the motion. The meeting ended at 2:54 p.m.