State Advisory Committee (SAC)
For the Education of Children with Disabilities
Advising the NH Department of Education per RSA 186-C:3-b

NHDOE, Room 15
4:30pm – 7:00pm

June 7, 2017

Meeting Minutes

Attended: SAC Members
Maureen Tracey (Chair), Bonnie Dunham (co-chair), Kevin Cushing, Eileen Mullen-Kennedy, Anne Davis, Violetta Lortie, Maureen Shields, Lynda Thistle-Elliott, Jacqueline Kelleher, Karen Rosenberg, Keri-Lynn Kimmer, Jill Hartmann, Kim Carter, Rebecca Mitchell, Audrey Burke, Mackenzie Burke, Lisa Hinson-Hatz, Mike Pinard, Moria Ryan, Le’Ann Milinder, Bebe Casey, Janet Reed, Tom Grinley, Nicole Varastah, Lisa Hinson-Hatz

Guest(s):
Santina Thibedeau, Bureau of Special Education, Stephanie Patrick, Executive Director-Disability Rights Center (DRC), Kathleen Olden, Manchester School District, Special Education Administrator

Absent:
Representative Mary Heath, Jason Henry, Mary Ellen Pantazis, Jack Curtain, Donna Nangle-Curtin, Michelle Rosado, Naomi Schoefield, Heather Worthen, Patrick Curtin, Lisa Beaudion, Jean Parsons, Heidi Cloutier, Senator Jay Kahn, Senator David Watters

Welcome, Introductions of SAC Members & Guests
- Maureen began the meeting at 4:31pm
- Introductions
- Review of meeting norms

Approval of Minutes
- Approval of May 3, 2017 Meeting Minutes. Audrey Burke made motion to approve, Bonnie seconded. 11 in favor. 1 abstention.

Discussion was held on who can vote. The following members have not received their appointment letter from the Governor, therefore are unable to vote. Lisa Hinson-Hatz, Keri-Lynn Kimmer, Bonnie Dunham, Linda Thistle-Elliott, Eileen Mullen-Kennedy, Violetta Lortie, Lisa Beaudion, Mike Pinard, Rebecca Mitchell, Bebe Casey, Jill Hartmann, Nicole Varastah, and Moria Ryan.
Public Comment
Moria Ryan
As a follow up on the parent survey conversation, some parents completed the survey, some parents didn’t receive the survey and others do not want to fill out and have the survey placed in their child’s folder.
Completed surveys are sent to the NHDOE, Bureau of Special Education’s contracted vendor they are not sent to school districts.

Nominations
Kathleen Olden, Manchester School District
Kathleen has been a special educator for 14 years, has worked as a case manager; worked for the Hudson school district for 9 years and works with charter schools and out of district students. Kathleen has two sons and is currently a Doctoral student at Rivier. Kathleen is excited to become involved with the SAC.
Of the twelve SAC members in attendance and with voting authority, all voted in favor of Kathleen becoming a member of the State Advisory Committee. Welcome Kathleen.

Legislative Update, including an Update on the NH Rules
Bonnie Dunham
Things are winding down within the legislative session. House and Senate Bills on the first two pages of the handout are active or retained. If retained will not be addressed this session, possibly in the fall.

Bills signed by the Governor:
- HB 103 relative to school district policies regarding objectionable course material.
- HB 196 establishing a committee to study required passengers on school buses to wear seatbelts.
- HB 210 relative to a code of ethics for certified educational personnel.
- HB 216 relative to educational assignments for pupils who have been suspended [schools must make educational assignments available to a suspended student during their period of suspension up to ten school days to assist students in staying up-to-date on their schoolwork so they are set up to succeed as much as possible upon return to school after this disciplinary measure].
- HB 275 prohibiting the inclusion of statewide results in a student’s transcript without consent.
- HB 354 making an appropriation to the department of education to provide additional adequate education grant payments to certain municipalities.

Update on the NH Rules
Santina Thibedeau
At the May SAC meeting a concern was raised with regards to the NH Rules being printed without the “boxes.” The NH Rules, the purple book, is not the administrative rules, the general court website contains the administrative rules. The Bureau made the decision to take the rules from the general court, place a lime green cover on them and make our administrative rules.

Bonnie has created a Reference Guide to the NH Rules of which includes the boxes of federal and state law. Working in collaboration with SAC, the Bureau will issue a memo to advise that the administrative rules can be found at the general court website and a Reference Guide, in an agreement with the Parent Information Center is available at [link]. Should a change occur in the CFR, Bonnie will make the changes and ensure an updated Reference Guide is available. This is a very good solution over the concern of not have the CFRs included within the NH Rules.
The Rules should be posted on the general court website soon, the Bureau has not received official notice, once notice has been received, the Bureau will have 2,000 copies printed with the lime green cover. The Bureau will make copies available to the member of SAC.

**Brief Overview of SAC By-Laws**

Bonnie Dunham

Quick overview of the By-Laws; page 10 Amendments and Operative Date of By-laws “These by-laws may be amended at a regular SAC meeting by a majority vote of the SAC membership.”

Review of the responsibilities and membership of SAC members.

SAC provides a welcome packet, orientation and training for new SAC members.

Maureen Tracey placed a request with Santina Thibedeau asking if the Department could provide a binder for members to maintain their SAC documents, of the SAC members in attendance no one requested a binder.

**2017-2018 Meeting Schedule – Primary Options from the May Meeting**

A. Reduced 8 meeting schedule – September, October, November, January, February, March, April and May; Optional Orientation/Training in June; Option to meet in December if needed.

B. Reduced 7 meeting schedule – September, October, November, January, February, March, April and May; Optional Orientation in June.

C. Modified quarterly meetings – Retreat in September; 4-hour long meetings in October and/or November, January, April and/or May; and Optional Orientation in June.

Of the twelve SAC members in attendance and with voting authority:

- 9 members voted for Option A
- 3 members voted for Option B
- 0 members voted for Option C

**Nomination(s) and vote for SAC Chair**

Maureen Tracey, SAC Chair advised SAC members that several members have asked to be nominated and one member would like to self-nominate for the position of SAC Chair.

“Are the any nominations for the SAC Chair for 2017-2018?”

Karen Rosenberg nominated Maureen Shields

“Are the any self-nominations for the SAC Chair for 2017-2018?”

None

Maureen Shields

Maureen has a child with learning disabilities, who is currently attending college. Maureen works for the Parent Information Center (PIC), NH Connections and serves as an educational surrogate parent.

A paper ballot was taken:

- 9 votes for Maureen Shields
- 1 write in vote for Karen Rosenberg
- 1 member chose not to vote
- 1 member had left the meeting early
Input on Setting the Agenda for the September SAC Retreat. Items may include: Priorities/Key issues for SAC and considering having one meeting consist primarily of a public input forum (on or off-site)

Santina Thibedeau provided to the SAC members what the Bureau has done this year:

- Modules
- Webinars
- UDL
- Family Involvement
- Mentor program for special education administrators with a goal of 80%, met this goal.

SAC member broke out into small groups to brainstorm as to what they would like to see at the annual retreat (second Wednesday in September) as well as information to add to the SAC Annual Report.

**Report out from Group 1**

**For Annual Report:**

- Gave input at multiple steps in the Rulemaking process.
- Give recognition to Santina, Bureau and State staff for all their work to make the rulemaking process open, transparent and receptive to the public.
- Encouraged a collaborative effort to produce/make available a Guide to the NH Rules (user-friendly).
- Finalized By-laws.
- Express concerns regarding the delay in the appointment process once someone is nominated (at Governor’s Office.)
- Received input / training on the State Performance Plan (SPP).
- Gave input into the NHDOE response to the independent evaluator.
- Gave input on the ESSA Plan.
- Set up a process (in by-laws) to increase attendance.
- Strategized ways to encourage/ensure that all members voices are heard at meetings.
- Gave members legislative updates. May have given input from SAC on one bill.
- Success of Youth Members
  - Graduations
  - New jobs
  - College
  - Published children’s books

**For September Retreat**

- Set priorities, a few ideas
  - Data regarding due process, complaint, etc.
  - Substance abuse and children with disabilities
  - Staff development/training, including for para’s
  - Parent Involvement
- How to get public input on the unmet needs of children with disabilities (maybe a forum to solicit public input, like ones done years ago).
- Schedule guest speakers and how SAC uses what they learn from guest speakers (share with constituents, follow-up activities, etc.)
  - Expand on Universal Design for Learning (UDL)
  - ELOS for children with Disabilities (Amy Aiello)
  - Understood.org
- How to engage youth (on unmet needs).
- Energizing SAC’s youth members.
- Procedures/practices to support children with disabilities at Charter Schools.
- Bonnie Dunham and Santina Thibedeau report on OSEP Conference.
Report out from Group 2
For Annual Report
  ❖ Everything Bonnie said is perfect.
  ❖ A shout out to Santina and the Bureau for including all in the process in the re-adoption of the NH Rules and appreciate all the work the Department did.

For September Retreat
  ❖ What the unmet needs are, how can we figure this out, breakdown by region, how to obtain information not receiving.
  ❖ State Performance Plan (SPP) differences over time.
  ❖ Method to look at child with disabilities and services being provided, unmet related service needs.
  ❖ Ways to collect information on the kind of calls received by the Bureau of Special Education, collect data, issues of calls.
  ❖ Corrective action plans, program approval reports.
  ❖ Restraints and Seclusion, what are the reports from districts, look at over time, reports.
  ❖ Learning about the complaint process, what can someone expect when a complaint is filed?
  ❖ Developing materials, training for the June orientation.

Report out from Group 3
For Annual Report
  ❖ Unmet needs and how to get more information on due process, may provide this information and special education audits and tracking information.
  ❖ Previous agendas, sharing concerns from the field
  ❖ Monitoring visits from the federal government, last one was in 2009.
  ❖ Is ESSA still happening?
  ❖ Legislation, a general overview, if tabled what does this mean?

For September Retreat
  ❖ Santina and Bonnie going to OSEP, possibly talk with colleagues in other States and report to the SAC members. Santina informed SAC members “this is what John Copenhaver provides as the national expert on State Advisory Panels/State Advisory Committees.”
  ❖ Vouchers and school choice affect special education. Voucher bill did not go through, charter school commission HB has been filed. Looking at data of special education and charter schools. Gave data, number of kids, where they are, some had students with special education, charter schools with reading programs have a higher enrollment of student with learning needs. Submitted to legislature, what we do currently works well, some tension due to finance and resources, but both meet the needs of children. Kim Carter asked SAC members if they would like a copy of the report, several members would like a copy. Kim to send to Barbara and she will forward to the SAC members.

Updates from the Bureau of Special Education
Santina Thibedeau

The federal budget is in continuing resolution. The Bureau did receive its funding, we are currently working within last year’s budget; districts will receive their funds.

The Bureau is offering continuing professional development about Screening & Intervention for Dyslexia and Related Disorders through Webinars and In-Person workshops, dates/times/locations are provided within the handout.
The Bureau is sponsoring an event on June 12th at Southern New Hampshire University (SNHU). David Rose from the Center for Applied Special Technology (CAST) will provide training for New Hampshire Educator’s on Universal Design for Learning (UDL). New Hampshire is known nationally for the work the NHDOE, Bureau of Special Education is doing with UDL.

The Bureau has had many participate in our NH Rules webinars; we would like to increase the number of participants. Webinars are scheduled for: June 13th at 2:30pm and June 22nd at 1pm. Webinars have been very well received. A recorded webinar will be placed on the Bureau’s website.

Whereas some timelines have changed in the Complaint process a memo has been issued outlining the changes and the Complaint Manual has been updated.

The Bureau of Special Education provides for the SAC Chair to attend the U.S. Department of Education, Office of Special Education Programs (OSEP) Conference. Bonnie will be attending the conference this July with the Bureau whereas Maureen is not continuing as SAC Chair.

**Updates from Bureau of Vocational Rehabilitation**

*Lisa Hinson-Hatz*

VR is currently recruiting new staff members:
- 7 VR Councilor positions are available – 3 are currently posted externally
- 3 business relations positions are available
- Jim Hinson is moving on to a new job; he has been with VR for 12 years.

We are very close to starting a new policy manual and will be opening the rule making process next spring.
VR has started a new initiative, we have initiated training on customized customer training. In-depth discovery process. Will go live with the services at the first of the year. Collaboration with schools for students.
Maureen Tracey is moving on from SAC Chair to a member of the VR Council.
Within the Federal budget, received their cost of living expenses, but a disappointing piece was they zeroed out the supported employment funding.

What is Customized Employment?
Customized a real in-depth discover process, see in natural environment, interview their teachers, parents, para, what in activities. Where are all the strengths? Focus on the strengths. Going into the business they have relationship with and ask “what are you unmet needs” and match the student with a business.

**Old Business, New Business, Emerging Issues, Announcements, Current Events, Public Comment**

No old business
No new business

Janet Reed
RSEC has received NHDOE approval for a new program, grades 5 through 8, personalized learning collaborative with parents.

SAC thanks Maureen for being our Chair.

7:00pm Janet Reed motion to end the meeting, Jacqueline Kelleher seconded. All in favor (leaving early and did not vote: Jill Hartmann, Kevin Cushing, Anne Davis and Lynda Thistle-Elliott)