



NH State Advisory Committee on the Education of Children/Students with Disabilities Meeting Minutes

NH SAC Leadership Meeting Minutes

DATE	February 7, 2023	START TIME	5:00 PM
PHYSICAL LOCATION	Granite State College, 25 Hall Street, Concord, NH 03301 Map		
MINUTES PREPARED BY:	Tracy Walbridge		

ATTENDANCE

In Person	Virtual	Absent
Rep. Peggy Balboni		Rep. Katelyn Kuttub
Joseph Costanzo		
Karen Stokes		
Tracy Walbridge		
4		1

1 Call to Order

Meeting was called to order at 4:30 PM
4 members present – Quorum has been met

2 Annual Reports and Past Meeting Minutes

- **Email Communication with Jennifer Blagriff:** Jennifer Blagriff, the past chair (2022-2023), was contacted via email regarding the 2021-2022 and 2022-2023 approved Annual Report submission, as well as the 2023 draft meeting minutes for May and June, prior to her appointment expiration on January 14, 2024.

In response, Mrs. Blagriff expressed through email that she was unaware of her responsibility to submit the annual report as the past chair. She delegated the tasks of completions of meeting minutes and the submission of the reports to Melissa McKeon, the Vice Chair during the 2022-2023 term.

3 2023-2024 Annual Report & Audit Response

- **Initiation of Work on the 2023-2024 Annual Report:** A discussion took place regarding the activities related to the development of the 2023-2024 Annual Report.
- **Audit Response Update from Moira Ryan:** Moira Ryan emailed the audit responses on Monday evening. Leadership members are asked to review the responses and provide feedback during the March 6th Leadership meeting.

4 Advisory Committee Focus

- **NHSAC Meeting Schedule:**
 - Discussion on meeting frequency: monthly, every other month, or quarterly.



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- **Goal-Centered Approach and Schedule Alignment:**
 - Making sure our goals are at the center of what we do and making our meeting plans fit those goals.
- **Advisement Reporting:**
 - Discussion on implementing minority and majority reports.

The February 7, 2024, meeting was adjourned at 4:52 PM by consensus.