

**Special Education Advisory Panel Meeting Minutes**  
**Comfort Suites**  
**January 19-20, 2017**

Members in Attendance: Theresa Erickson, Courtney Lynn Bell, Tammy Hogan, Estee Aiken, Michelle Halberg, Josh Wigen, Theresa Becker, Robin Farrell, Erika Wimmer, Wendy Studt, Heather Denny

Excused Members: Christine Whitlatch, Kellie Ann Hicks, Stephen Morsette

Non-Members in Attendance: Dick Trerise, Frank Podobnik, Anne Rainey, Danni McCarthy, Annette Young, Jan Duiker, Erin Butts, Tim Tharp, Marlene Wallis

**Thursday, January 19, 2017**

Chairperson Courtney Bell called the meeting to order at 8:30 a.m. The Panel members, OPI staff and visitors introduced themselves.

The Panel reviewed the Proposed Agenda. Dick requested the lunch break be changed to 11:30 – 1:30. Michelle Halberg moved to accept the proposed agenda with the approved time change, Estee Aiken seconded the motion and the motion passed to accept the Proposed Agenda with the time change.

The minutes of the September 22-23, 2016, meeting were reviewed. Josh Wigen moved to accept the minutes, Ester Aiken seconded the motion and the motion passed. The minutes were approved as written.

**Components of General Supervision**

Dick Trerise presented the Panel with a handout showing the Division of Special Education Division—Components of General Supervision. These components are: State Performance Plan, Policies, Procedures, and Effective Implementation, Integrated Monitoring Activities, Fiscal Management, Data on Processes and Results, Improvement, Correction, Incentives and Sanctions, Effective Dispute Resolution and Targeted Technical Assistance and Professional Development. The back side of the handout gives a brief description of each component (copy is included with the minutes).

**Division Up-Date**

Frank Podobnik informed the Panel that it appears there will be cuts in the budgets. He explained that there will be difficulty of access to resources. However, our focus will remain on kids with disabilities.

Jenifer Cline has joined the Division of Special Education as a member of the School Improvement/Compliance Monitoring Unit.

## **Annual Performance Report**

Discussion of the Annual Performance Report was the primary issue of Friday's meeting. Frank Podobnik and Dick Trerise discussed the 16 indicators: what they are; where the data comes from; indicator count (numerator); Special Education Count (denominator); percentage; Confidence Interval High; Confidence Interval Low; target; target met or not met; and OPI comments. This handout is a part of the minutes. Indicators 15 and 16 did not have to be reported because Montana must have a minimum N of 10 in order to report on these indicators.

Following discussion of setting targets for reading and math, Heather Denny moved to set 2 percent the first year, 1 percent 2<sup>nd</sup> year and 1 percent the 3<sup>rd</sup> year. Erika Wimmer seconded the motion and the motion passed.

Heather Denny moved to submit the State Plan, Josh Wigen seconded the motion and the motion passed.

## **CSPD/Professional Development**

Annette Young distributed a handout regarding Parent Teacher Home Visits (PTHV). She said a National Training Team is coming to Montana. The 2017 PTHV Training Dates are:

Butte, February 20  
Helena, February 21  
Great Falls, February 22  
Missoula, February 23  
Polson, February 24  
Bozeman, March 21  
Billings, March 22  
Wolf Point, March 23

It is a 3-hour-long training session that covers a step-by-step guide on how to conduct effective relationship building home visits, under the PTHV model.

Annette also distributed a handout regarding "Instructional Strategies," an Online Facilitated Course. This course is for Montana para-educators. This model gives the para-educator knowledge and skills specific to the use of instructional strategies and methods. It is available through the Teacher Learning Hub.

Annette reminded the Panel members of the MBI Summer Institute in Bozeman, June 19-23.

## **Adjourn for Day**

Josh Wigen moved to adjourn for the day, Robin Farrell seconded the motion and the motion passed.

## **Friday, January 20, 2017**

Chairperson Courtney Bell called the meeting to order at 8:30 a.m. The Panel members, OPI staff and visitors introduced themselves.

Chairperson Courtney Bell made the call for public comments. There were no public comments presented.

### **Disproportionality Discussion**

Frank Podobnik distributed a “Significant Disproportionality” handout that was used for the discussion.

What is Significant Disproportionality? A determination that a district is over-identifying students for special education by racial ethnic group in various categories.

If a district is found to have Significant Disproportionality, they must set aside 15 percent of their IDEA Part B and Preschool Allocations for use as Comprehensive Coordinated Early Intervening Services (CEIS) funds.

New Regulations—All states must use a standard risk ratio (compares an LEA to itself) or alternate risk ratio (compares an LEA to the state).

What do we look at under the New Regulations? Up to 3 years worth of data; Growth over the last 3 years (if using option to look at multiple years).

Setting a Cell or N Size. When a cell size is set, it means that if a particular racial/ethnic group doesn't have the requisite students, we wouldn't run the risk ratio for that LEA. When an N size is set, it means that if the “all other races” group doesn't have the requisite number of students, we wouldn't run the risk ratio for that LEA.

Next Steps—Determine minimum cell size (state suggests 5 or 10); Determine minimum N size (state suggests 20 or 30).

At this point, Estee Aiken moved that minimum cell size be 10 and minimum N size be 30; John Wigen seconded the motion and the motion passed.

### **Meeting Dates**

The Partnership meeting will be held May 3, 2017, which includes the Panel members and the Panel members will meet May 4, 2017.

The Advisory Panel meeting on June 29-30, 2017, will include election of officers.

### **Adjourn**

Heather Denny moved to adjourn the meeting, Theresa Erickson seconded the motion and the motion passed. The meeting adjourned at noon.