

**Special Education Advisory Panel Meeting Minutes**  
**Comfort Suites**  
**September 22-23, 2016**

Members in Attendance: Theresa Erickson, Estee Aiken, Josh Wigen, Wendy Studt, Courtney Bell, Christine Whitlatch, Michelle Halberg, and Erica Wimmer

Excused Members: Tammy Hogan, Kellie Ann Hicks, Theresa Becker, Robin Farrell and Heather Denny

Non-Members in Attendance: Dick Trerise, John Copenhaver, Dale Kimmet, Susan Bailey-Anderson, Anne Rainey, Marlene Wallis

**Thursday, September 22, 2016**

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. Theresa Erickson moved to accept the Proposed Agenda, Josh Wigen seconded the motion and the motion passed.

The election of officers for the 2016-2017 term was held. The results are as follows.

Chairperson: The current Vice-Chairperson becomes the Chairperson of the Panel the year following her election as Vice-Chairperson. Courtney Bell is the Chairperson for 2016-2017.

Vice-Chairperson: Estee Aiken nominated Wendy Studt for Vice-Chairperson for 2016-2017; Michelle Halberg seconded the motion and the motion passed. Wendy Studt will serve as the Vice-Chairperson for 2016-2017.

Secretary: Estee Aiken nominated Christine Whitlatch for Secretary for 2016-2017, Josh Wigen seconded the motion and the motion passed. Christine Whitlatch will serve as the Secretary for 2016-2017.

The minutes of the May 5, 2016, and June 9, 2016, meetings were reviewed. Josh Wigen moved to accept both sets of minutes, Christine Whitlatch seconded the motion and the motion passed. The minutes were approved as written.

Dick Trerise explained the procedure that is taken for the Panel meetings. Dick informed the Panel that the meetings are somewhat informal. The Robert's Rules of Order are followed for meetings.

**Advisory Panel Orientation**

John Copenhaver, Director, Center for Technical Assistance for Excellence in Special Education (TAESE), Utah State University, conducted the Advisory Panel Member Orientation.

He informed the Panel that the orientation provides a general orientation for Special Education Advisory Panel members regarding the Panel's purpose, membership, functions, Bylaws and

meeting procedures. John suggested that the Panel members: Read the Bylaws; Attend the Meetings; Represent their Stakeholder Group; Participate in Panel Items; and Work as a Team. He asked the Panel members to take their roles seriously and try to attend all meetings.

John discussed the IDEA Regulations that relate to the Advisory Panel, including the establishment of the Advisory Panel, membership, duties and functions. He also noted that it is important to know the acronyms associated with special education and the Panel.

The Panel was introduced to the Legislative History of Special Education. The Panel was asked to remember that...all students are general education students first...and special education is not a place or program, it is support and services for those who are eligible.

John discussed the appointments and terms of Panel members. The 51 percent majority of the members of the Panel must be individuals with disabilities and parents of children with disabilities. He also informed the Panel of the effective communication/coordination of efforts between the Panel and the Council for Comprehensive System of Personnel Development (CSPD).

Other areas discussed during the orientation were: Role of the State Special Education Director; Role of the Panel—Advisory versus Advocacy (not a panel role); conducting effective Panel meetings; setting annual priorities; and Annual Report to the Superintendent of Public Instruction.

John noted the “Hot Topics” in special education that could impact Advisory Panels. These include accountability; Individualized Education Program (IEP)/Individual Family Service Plan (IFSO); Dyslexia; Recruitment and Retention of Qualified Staff; Implementation Science; IDEA /Reauthorization; Mental Health; MTSS/RTI; Cradle to College/Career; and Focus on Holistic Education.

Following the Orientation, Wendy Studt moved to adjourn for the day, Michelle Halberg seconded the motion and the motion passed.

### **Friday, September 23, 2016**

Chairperson Courtney Bell called the meeting together at 8:30 a.m. The Panel members and guests introduced themselves.

### **Professional Development/Comprehensive System of Personnel Development (CSPD)**

Susan Bailey-Anderson presented an update of the Professional Development Unit.

CSPD—Comprehensive System of Personnel Development. The CSPD is made up of a State Council and five (5) Regional Councils. Activities included within the CSPD are: data reports; APR Improvement Activities; Teacher Learning Hub; Portal; Action Plan; and Transition Conference.

Paraprofessional—includes Orientation to Special Education; Autism; Behavior Management, Teaming, Instructional Strategies; MCEC; and List Serves.

ECPPD—Involves Ongoing Collaboration with Montana Preschool Development Grant, Professional Development Sharing Across Early Childhood in the State and Career’s Booklet.

HEC—Higher Education Consortium involves hot topics in education.

CEEDAR—Addresses preparation of general education teachers to work with students with disabilities—MTSS process.

Montana Autism Education Project—Doug Doty presents amazing trainings on Autism Education.

School Climate Transformation Grant—MBI/Cultural approach to the MBI process, integrated Systems Framework and School Mental Health.

High-Tiered Community of Practice (SCT Grant)—Involves Private Residential Programs; Juvenile Detention Centers; Pine Hills, Riverside; Alternative Schools; Transition Curriculum; MBI/PBIS Facility Consultants.

Suicide Prevention Protocol and Training.

MTSS (Multi-tiered System of Support),

MBI—MBI Booklet; MBI Team Trainings (two times a year); High School Forum; Youth Days (provides a feeling of self-worth and belonging for students); MBI Summer Institute in June each year (The institute in June 2016 had 1,229 participants.); Tier 2 Interventions (Classroom Problem Solving, Check In/Check Out, Check and Connect).

Susan's passion for Professional Development carries through to her staff.

### **Call for Public Comments**

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

### **Special Education Division Report**

The 2017 Montana Council for Exceptional Children (MCEC) Conference will take place in Missoula on February 15-17, 2017, at the Hilton Garden Inn, 3720 North Reserve Street.

Dale Kimmet informed the Panel that Ruth Miller and Mary Graff conducted new Special Education Teachers training at five locations. The trainings informed the teachers of the Special Education process and were held for one day to one and one-half days. The IEP process was reviewed.

Dale also informed the Panel that the Special Education Compliance Specialists met with school districts they will be monitoring in the upcoming year. Districts are monitored on a 5-Year Cycle. The technical assistance provided the districts also builds relationships with the compliance specialists.

Dale also wanted the members to know how much the work of the Panel is appreciated.

Dick Trerise reminded the Panel that the new OPI administration will be in effect in January. New changes can be expected.

The next Panel meeting will be held January 19-20, 2017

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