

Louisiana Believes

Special Education Advisory Panel

June 17, 2020

Closed Captioning

To ensure accessibility, today's meeting is closed captioned. To access this feature, click on the "Closed Caption" icon at the bottom of your screen.



- After selecting "Closed Caption", you will see the captioning at the bottom of your screen.
- To adjust the caption size, click on the arrow next to the Start/Stop video and select "Video Settings."
- Click on "Accessibility" and move the slider to adjust the caption size.

SEAP Members Participation Procedures

To address agenda items or pose a question, SEAP members will:

- Ensure your first and last name appear in the participant list.
- Use the “Raise Hand” icon on your screen to request to speak.
- If participating by phone, press *9 this will notify staff that you have “raised your hand.”
- Once unmuted, state your first and last name prior to speaking.

For accessibility, panel members may type comments or questions in the chat box.



To vote:

- When your name is called, staff will unmute your microphone, state first and last name and respond yea, nay or abstain.

Agenda + Logistics

- I. Call to order
- II. Roll call
- III. Public comment procedures
- IV. Approval of the minutes from the February 5, 2020 meeting
- V. Consideration of a discussion of new member orientation
- VI. Follow-up/next steps
- VII. Adjournment

Logistics

If you are experiencing audio difficulties, please make sure that your speakers are on and that your volume is at a suitable level.

The call will be in the listen only mode to ensure we get through the information. Please following the appropriate comment protocol.

Email: specialeducation@la.gov

Dial in by phone: (312) 626-6679

Meeting ID: 98128223453#

Public Comment Procedures

SEAP adheres to formal comment procedures.

- Comments will be allowed on all agenda items for a maximum of three minutes per person.
 - The panel will receive all comments and may engage in further dialogue on the agenda item as a result of the comments received.
- A person may only comment once per agenda item unless allowed an exception by the chair.
- In lieu of comment cards, comments must be submitted through the chat box prior to the vote on the motion (**include first and last name, organization and the agenda item you would like to address**).
- The order and time of comment is left solely to the chair.
- Persons making public comments shall identify themselves and the group they represent, if applicable.
- Persons addressing the panel shall:
 - Confine remarks to the merits of a specific agenda item before the panel.
 - Refrain from attacking a panel member's motives.
 - Address all remarks through the chair.
 - Refrain from speaking adversely on a prior action not pending.

Public Comment Instructions

To make a public comment in Zoom:

- Enter first and last name, organization and the agenda item in the chat box.
- Staff will call your name and unmute your microphone when it's your turn to provide public comment.
- A prompt will appear for you to confirm you would like to be unmuted.
- Accept the prompt, state your first and last name and begin to speak.
- Once your public comment has ended, you will be muted again.

To make a public comment using a phone:

- Dial *9, to notify staff that you have “raised your hand” for public comment.
- Staff will unmute your microphone when it's your turn to provide public comment.
- You will hear “you are unmuted” state your first and last name and begin to speak.
- Once your public comment has ended, you will be muted again.

Approval of Meeting Minutes

Meeting Minutes

Approval of the minutes from the February 5, 2020 meeting:

- [https://go.boarddocs.com/la/bese/Board.nsf/files/BM8RMY6BD769/\\$file/AGII_2.1_SEA_P_0320.pdf](https://go.boarddocs.com/la/bese/Board.nsf/files/BM8RMY6BD769/$file/AGII_2.1_SEA_P_0320.pdf)



New Member Orientation

New Member Orientation

To ensure new members are equipped with the necessary information to be successful in their roles on the panel, today's orientation will cover:

- Open meetings law
- [Panel bylaws](#)
- 2020-2021 meeting dates
- Robert's Rule of Order
- SEAP meeting topics

Open Meetings Law

Louisiana Open Meetings Law establishes expectations that:

- Public business is performed in a an open and public manner.
- Citizens are advised of and aware of the performance of public officials and the deliberations and decisions that go into the making of public policy.
- Citizens are given written notice of meetings at least 24 hours in advance.
- Public bodies keep written minutes of all open meetings.

Panel Bylaws

Bylaws are the procedures that provide guidance to the operation of an organization. [SEAP bylaws](#) include the following:

- Purpose of the panel
- Duties of the panel
- Membership (roles, terms, and expectations)
- Proxy
- Co-chairs
- Quorum
- Public comment

Purpose of the Panel

The purpose of the SEAP is:

- Established in accordance with the requirements of the Individuals with Disabilities Education Act (IDEA) 2004 SEC. 612 State Eligibility (21) and
- Provides policy guidance with respect to special education and related services for children with disabilities in Louisiana.

Duties of the Panel

The duties of the panel are established in accordance with the requirement of the IDEA and [panel bylaws](#). Specifically, the SEAP will:

- Advise the Louisiana Department of Education (LDOE) on unmet needs within the state in the education of children with disabilities,
- Comment publicly on any rules or regulations proposed by the state regarding the education of children with disabilities,
- Advise the LDOE in developing evaluations and reporting data to the United States Department of Education and in developing plans for improving outcomes for children with disabilities, and
- Advise the LDOE and Board of Elementary and Secondary Education (BESE) on developing and implementing policies in relation to the coordination of services for children with disabilities.

Membership Roles

The panel must include members that fill each of the 11 roles listed below, understanding that panel members may represent more than one role.

- Parents of children with disabilities (ages birth through 26)
- Individuals with disabilities
- Teachers
- Representative of higher education
- Local education official representing McKinney- Vento Homeless Act
- Administrator of a program serving students with disabilities
- Representative from state agency representative responsible for related services
- Representative of private schools
- Representative of vocational, community, or business providing transition
- Representative from state child welfare agency for foster care
- Representative from the state juvenile and adult correctional agency

Membership Terms

Panel bylaws state that the panel will consist of no less than 11 members and no more than 23 members.

- Panel members serve 3 year terms (each term begins July 1 and ends June 30).
- If a member vacates their position a new member will fill the vacancy for the remainder of the term of the previous member.
- The appointment will be staggered so that 1/3 of membership rotate off at the end of each year.
- Members shall serve no more than 2 consecutive terms (may reapply at the end of their term).
- **Special rule:** A majority of members should be individuals with disabilities or parents of children with disabilities.

Membership Expectations

Members are expected to attend meetings for the length of their tenure. Should SEAP members be unable to participate in a meeting, it is their responsibility to notify the Department of their absence.

- Notification is requested as early as possible, and not later than 24 hours preceding the meeting.
- SEAP members must attend at least one half of the regularly scheduled meetings of the SEAP during a 12 month (July 1 through June 30) period.
- If a member has unexcused absences for more than half of the meetings, the member may be replaced.

SEAP Co-Chairs

A chair is responsible for making sure that each meeting is planned effectively, conducted according to the bylaws and that matters are dealt with in an orderly, efficient manner. The SEAP has two co-chairs:

- One selected from and by SEAP members
- One representative of BESE

In the event that a co-chair cannot attend the meeting, a proxy agreed upon by both co-chairs will serve in place of the chair.

Proxy

A proxy is a person who is designated by another to represent that individual at a meeting or before a public body.

- SEAP members who cannot attend a scheduled meeting may designate a person to attend as his/her proxy, as long as the appointing authority does not object.
- To designate a proxy, email specialeducation@la.gov at least 24 hours before the meeting.
- Proxies do not retain voting privileges per the Louisiana Open Meetings Law.
- A proxy must be properly designated by the active member and recorded in the minutes as being present.

Quorum

According to Robert's Rules of Order, a quorum is the minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the group.

- For the SEAP, a quorum is a majority of the appointed membership.
- In the absence of a quorum, the SEAP may not take formal action. Information will still be provided and the panel can discuss the information presented.

Official Business Meeting Dates

| Meeting Date | Submit Item Agenda Date |
|--------------------|-------------------------|
| July 8, 2020 | June 10, 2020 |
| September 23, 2020 | August 26, 2020 |
| November 18, 2020 | October 21, 2020 |
| January 20, 2021 | January 6, 2021 |
| March 24, 2021 | February 24, 2021 |
| June 16, 2021 | May 19, 2021 |

*** Note: Panel meetings are from 9:30 -12:30 in the Claiborne building unless otherwise noted.**

Robert's Rules of Order

Robert's Rules of Order is a meeting protocol that provides organization and equity to meetings.

- Motions (introducing, amending, substituting)
- Close a debate and vote
- Enforce rules
- Take a break
- Close a meeting

Robert's Rules of Order are used at BESE meetings, all BESE advisory councils, and other meetings of Louisiana bodies.

Robert's Rules of Order

| You Want To: | You Say: | 2 nd Needed? | Debate? | Can I Amend? | Vote Needed? |
|-------------------------------|--|-------------------------|---------|--------------|--------------|
| Introduce a motion | I move to (receive/endorse/not endorse/defer, etc.) | Yes | Yes | Yes | Majority |
| Cancel my motion | I move to rescind my motion | No | No | No | None |
| Close debate and vote | I move to call the question | Yes | No | No | 2/3 |
| Enforce Rules | Point of Order | No | No | No | None |
| Modify wording of motion | I move to amend the motion by adding/deleting... | Yes | Yes | Yes | Majority |
| Introduce a substitute motion | I move to introduce a substitute motion | Yes | Yes | Yes | Majority |
| Take a break | I move to recess for... | Yes | No | Yes | Majority |
| Close the meeting | I move to adjourn | Yes | No | No | Majority |

Activity: How to Introduce a Substitute Motion

Agenda Item: Discussion on the participation of students with significant cognitive disabilities in the alternate assessment.

- Presentation on proposed policy updates by LDOE staff
- Motion by (member 1) and seconded by (member 2) to endorse the proposed policy updates
- Substitute motion by Kim Basile and seconded by Carla Parrie to endorse the proposed policy updates with revisions to Criterion 1-B.a to remove "and with commensurate deficits in adaptive behavior"; to Criterion 1-B.b. to remove "and with commensurate deficits in adaptive behavior"; and to 1-B.c to remove "commensurate."

SEAP in Action: 2019-2020 Agenda Items

In the 2019-2020 school year, SEAP provided recommendations and feedback on the following IDEA policies and LDOE initiatives:

- [Partnerships for Success Guide](#)
- [Supporting English Learners with Disabilities](#)
- [Special Education Leader Fellowship](#)
- [State Performance Plan \(SPP\)](#)
- [Annual Performance Report \(APR\)](#)
- [Pre-Employment Transition Services](#)
- [Jump Start 2.0](#)

Jump Start 2.0

Jump Start 2.0 seeks to improve existing Jump Start pathways so that Louisiana graduates are equipped to enter the workforce prepared for high quality jobs.

- Jump Start prepares students, including students with disabilities, to continue their education after high school while earning certifications in high-wage career sectors.
- LDOE staff presented new pathways to the SEAP to solicit feedback and questions prior to BESE approval.
- With the SEAP's input and recommendation, starting school year 2020-2021, students will be provided (11) Jump Start pathways that prepare them to work in a high-wage, high growth industry.

Adjournment