

Adrienne Rodriguez (OSSE) called the State Advisory Panel for Special Education (SAPSE) to order at 6:13pm EST in Washington, DC. Those in attendance and constituting a quorum were:

**Members Present:**

Julie Camerata  
LaToria Brent  
Katie Holloran\*  
Aaron McCormick\*  
Deon Woods Bell\*  
Vivian Guerra  
Rochanda Highligh-Thomas  
Christopher Nace  
Clifford Waddy  
Tracy Dove  
Luis Morales  
Nicole Lee-Mwandha  
Megan Dho  
An Almquist  
Isaacba Davies  
Clifford Waddy

*\* Members participated via phone*

**Members Not Present:**

Molly Whalen  
Sherin Koshy  
Matt McCall  
Maggie Cowley  
Kenneth Taylor

**Others Present:**

Carlene Reed - 619 coordinator for OSSE  
Adrienne Rodriguez - Education Program Specialist, OSSE

**Announcements**

1. Adrienne acknowledged the service and work of the previous Chair and Vice Chair - Deon Woods Bell and Aaron McCormick. They will continue as members on the panel. Julie Camerata is new Chair and the new Vice Chair is LaToria Brent.
2. Julie Camerata, Chair, stated that her priorities for the remainder of the 2017-2018 school year are:
  - ensuring we are formalizing processes and activities of the SAP.
  - ensuring we have a clear format and plan for the Annual Report.
3. Latoria Brent, Vice Char, reviewed *Roberts Rules of Order* with the group and shared relevant documents with the Panel outlining relevant processes. Moving forward, the panel will utilize Robert Rules of Order throughout meetings and within meeting notes.

**MOTION** by Camerata:

Move to approve the minutes of the September 28, 2017 and November 30, 2017 meeting.

Spelling and participant edits were requested.

The minutes were then seconded and carried without dissent.

**MOTION** by Waddy to call a special meeting of the Panel to revise and finalize the Panel Bylaws.

Not Seconded.

Discussion:

During the previous Chair's tenure, it was noted and brought forward to MOTA that the bylaws of the SAPSE were not up to date and finalized. They remain unfinished, with one version on the website, and another red-lined version in print.

There are still questions about how many representatives from each area we have, and it is unclear whether we are a fully representative special education body, or if there are ages, demographics, or areas of need that we are not yet representing.

**MOTION** by Dho to have the members of the Executive Committee discuss all proposed edits to the Panel Bylaws. By the June 2018 meeting, the Executive Committee will provide a proposed revised version of the bylaws.

Seconded and passed. Abstention : Waddy

**ACTION ITEM:** Executive Committee

**New Business:**

The SAP will consider creating an internal survey of members to understand all of the disabilities represented by the Panel. **ACTION ITEM:** Executive Committee

**Annual Report:**

The Panel discussed each subcommittee's progress, and what is still needed in order to prepare the annual report. The Panel members discussed needing time to work together as subcommittees, which will be provided during the subsequent SAP meetings scheduled in 2018.

The Panel members need additional data and information from OSSE in order to effectively write the Annual Report with recommendations and information. If specific data is needed, members must email the Chair so that she can work with OSSE on any data requests.

The SAPSE had requested a representative from OSSE participate in this meeting with the SAPSE in order to inform the members about the DCMR (Chapter 30) proposals, as well as the State Report Card updates. Adrienne shared that OSSE may have more information for a future meeting. **The SAP decided to formally request that OSSE representatives attend the upcoming April meeting to present the most recent information, action items, and timelines related to all policy updates.**

Meeting Adjourned at 8:02pm EST.

**Next Meetings:**

Saturday April 28 9am - 12pm

Thursday May 31 6:15pm - 8pm

Thursday June 28 6:15pm - 8pm