

Continuing Advisory Committee (CAC) Meeting – Minutes
February 12-13, 2018
Region 13 Education Service Center
5701 Springdale Rd., Austin, TX 78723
Day 1 and Day 2: 9:00 am – 4:00 pm

CAC Attendees: Shemica Allen, Karen Beasley, Teresa Bronsky, Jana Burns, Elizabeth Donaldson, Rachel Dreiling, Julia Erwin, Jo Ann Gama, Robin Lock, Stephanie Martinez, Jana McKelvey, Kristine Mohajer, Laurie Rodriguez, Kristen Tassin, Agata Thibodeaux, Erin Wilder, Joann Wofford

CAC Absentees: None

Texas Education Agency: Tammy Percy, Justin Porter, Heather Reisman, Michelle Rosales, Keith Swink

Day 1 | February 12, 2018

Welcome and Opening – Keith Swink (with TEA)

Mr. Keith Swink opened the meeting, and the committee members introduced themselves.

Training – Heather Reisman and Keith Swink (both with TEA)

Mr. Swink discussed the statutory requirements of the committee. Ms. Heather Reisman presented a CAC orientation training about the purpose of the CAC and the responsibilities of the committee members.

CAC priorities and procedures – Keith Swink

The committee developed procedures for members of the public to speak at committee meetings. The CAC will allow speakers to provide public comment in the order in which they sign up. Each speaker will have a maximum of three minutes to speak. The CAC has determined that the public comment period will last no more than 30 minutes. The CAC will allow as many speakers as can be heard within the thirty-minute time frame. If anyone who signs up by the 11:00 deadline does not have the opportunity to speak because of the thirty-minute time limit, the CAC will offer those persons the opportunity to speak first at a future meeting. The CAC chair may ask individuals who wish to speak on the same topic to consolidate their comments. If members of the public wish to provide written comments to the CAC during the meeting, the CAC requests that 18 copies of the written comments be provided to the committee on the day of the meeting. Public comment time at the meeting will be included on the agenda after the lunch recess with the specific time to be included on the posted agenda as determined by the chair in collaboration with TEA staff.

The committee discussed developing a procedure for how to submit public comments to the committee. If the person shows up in person then see above. The public can submit comments to CAC care of TEA through the website/email (CAC@tea.texas.gov). The commenter will not receive a reply from any committee member. TEA will send any public comment received to all committee members. This can apply to those submitted in writing or those that plan to attend and speak. Any public comment received one week before each meeting will be sent to committee members for review prior to the meeting. Mr. Swink is going to verify if documents need to be redacted based on FERPA.

The committee developed a policy to encourage public participation with the committee. The CAC determined that it provides for representation and statewide participation in an advisory capacity related to the education of children with disabilities by receiving input and making recommendations to TEA. Through this activity, the CAC serves as a liaison between the statewide populace, the TEA, and other organizations within the executive branch. The CAC encourages public participation. The following are ways the public may participate with committee members:

- Provide public comment at meetings
- Submit written comment
- View/listen to recording (depending on final decision of how the meeting will be recorded)
- Make sure all venues are accessible
- Develop a committee to determine how to accomplish this requirement
- Move to location that allows electronic participation

The committee worked to develop a plan for writing and submitting a report to the legislature with recommended changes to state law and agency rules relating to special education. The report must include the committee's current policy on encouraging public participation and no later than January 1st of each odd year.

The committee discussed if it was better to create subcommittees – 2 committees (State and Agency rules) with four members or split in half with laws and comparable regulations related to laws. The subcommittee would provide information to the overall committee at each meeting. CAC could present the legislative recommendations in the fall of the prior year in order to provide opportunity to impact legislation. Ms. Laurie Rodriguez will draft a Google document of topics and committee members will agree to topics of interest. By March CAC meeting members will review and be prepared to share recommended topics to review. All committee members can access and add comments even if not assigned to the sub-committee. The committee would like to ideally complete the report by December 1st for review.

The committee discussed what happens when there is not a quorum of members at the meeting. Could the committee still meet and discuss information, but not make decisions without a quorum. Ms. Reisman explained that this changed on September 15, 2017. Now, the committee can no longer have a meeting without a quorum. CAC cannot call meeting to order or hear public comment if no quorum. Usually know in advance by RSVPs from committee if they can attend or not. Also need to be careful sending emails to one another. Members cannot attend by technology based on open meetings act.

Ms. McKelvey asked where and how CAC notices are posted. Mr. Swink stated that posting will be on the TEA website and the Texas register. Ms. McKelvey asked if there was a way to let the public know more than seven days in advance. Ms. Rodriguez stated in the past it was also included in the minutes. The minutes are posted after they are approved at the next CAC meeting.

The committee discussed if there was a way to redesign the CAC website. TEA explained all items must be accessible, with only texts and links (no graphics). Ms. Erin Wilder and Ms. McKelvey said they were interested in possibly working on this.

Public Comments

There were three public commenters.

- Karen Monteith – International Dyslexia Association – IDEA Austin
- Steven Aleman – Disabilities Rights Texas
- Rachel Gandy – Disabilities Rights Texas

Meeting concluded after public comments.

Day 2 | February 13, 2018

Opening - Keith Swink

Meeting started at 9:00 am

Significant Disproportionality (SD) – Tammy Pearcy (with TEA)

Ms. Pearcy reviewed significant disproportionality with the committee.

Draft Corrective Action Plan – Justin Porter (with TEA)

Mr. Justin Porter discussed the timeline leading up to the corrective action plan. CAC will advise TEA in developing its corrective action plans to address findings identified in the January 11, 2018, federal monitoring report.

CAC then participated for an hour in the same exercise conducted across the state with focus groups. CAC members discussed the corrective actions in small groups and provide small group feedback.

CAC Officer Elections

Ms. Teresa Bronsky was elected CAC Chair. Ms Shemica Allen and Ms. Stephanie Martinez were elected as CAC Co-Chairs.

Review minutes from last meeting and discuss future meeting dates

Ms. Rodriguez made a motion to accept minutes. Ms. Wilder seconded. Ms. Bronsky called for vote. All in favor. None opposed. None abstained

Next draft of CAP is due to be released around March 5th. CAC members discussed making sure they had time to review the draft prior to the meeting. Next meeting will be in March. TEA is verifying available dates and will follow up with an email. Meeting concluded.