

**Continuing Advisory Committee (CAC) Meeting Minutes**  
**February 23, 2024 Hybrid Meeting**  
**9:03 AM – 1:26 PM**

**CAC Attendees:** Agatha Thibodeaux, Amy Litzinger, Jo Ann Wofford, April Estrada, Aaron Bangor, Claudia Cavazos, Marissa Esquivel, Janie Melendez, Kevin Markel, Diana Nelson, Lori Brown, Susan Nichols,

**CAC Absentees:** Adrian Guerra, Tara Cevallos, Sheryl Kubala

**Texas Education Agency:** Stephanie Koch, Barney Fudge, Kristin McGuire, Kim Brannan

**9:06 Welcome and Opening-Amy Litzinger, CAC Chair**

Quorum was reached at 9:03, Amy Litzinger opened the meeting and reviewed meeting guidelines, and agenda for the day.

**Review Meeting Guidelines, Stephanie Koch**

**9:09 Legislative Update:**

Update by Barney Fudge, Statewide Coordinator Health Education and Physical Education

- Seizure Management in Schools
- Review of House Bill (HB) 684, 86th Texas Legislature, Regular Session 2016
- Review of Senate Bill (SB) 1506, 88th Texas Legislature, Regular Session, 2023
- Seizure Management Protocol (Answer to Seizure Management Protocol Questions)
  - Adds new TEC 38.032 (b)(11) form posted on agency's website must request a description of seizure emergency protocol for district personnel to follow in the event of a seizure emergency for the student
  - Adds new TEC 38.032 (b)(12) The seizure management form posted on the agency's website must request a treatment protocol for any medications or other procedures to be administered by district personnel to the student during school hours.
  - TEA Seizure Management and Treatment Plan Form was shared. A Spanish translation of the form will be posted soon.
- Presentation [Handout provided](#).

Update by Kristin McGuire TEA, Senior Director of Special Education Policy, Programs, and Reporting

- Updates on proposed amendments, SPED funding, and addressed the question on digital accessibility.
- <https://www.sos.state.tx.us/texreg/archive/February232024/Proposed%20Rules/19.EDUCATION.html#15>

9:58 Update by Kim Brannan TEA, Director of Special Education Technical Assistance

Updates on SPED Support Walkthrough

- [Texas SPED Support site](#)

- Technical assistance and support needs for the state with resources and learning opportunities.
- Social media Outreach - Follow on social media platforms for information.
- [Special Education Newsletter](#) Walkthrough- special education related topics are gathered from across the agency each month.
- Presentation:  
[https://drive.google.com/file/d/1QC9\\_wNmX7S6rpCpSERmWmmnbZgQcaUml/view?usp=drive\\_link](https://drive.google.com/file/d/1QC9_wNmX7S6rpCpSERmWmmnbZgQcaUml/view?usp=drive_link)

10:17 Stephanie Koch TEA Updates

### **10:18 Texas Society of Interpreters for the Deaf Policy and Advocacy – Presentation**

Randi Turner, Chair for Texas Society of Interpreters for Deaf Policy and Advocacy Committee

- K-12 Sign Language Interpreters Pay, Recruitment, and Retention of educational interpreters in K-12
  - The need for adequate qualified, skilled educational interpreters is higher than ever yet supply is not meeting the demand.
- Shared research
- Shared recommendations for CAC Report
  - Request that TEA perform a full market place study of sign language interpreter pay in Texas for schools to use as a guide for recruitment and retention of interpreters,
  - Request that TEA include in their Legislative Appropriations Request an increase in the RDSPD budget to be used specifically for interpreter pay, recruitment and retention.
- Answered CAC questions

### **10:50 Public Comment**

[Steven Aleman](#) Disability Rights Texas

- School Health and Related Services (SHARS) issue update
- Personnel Shortages in special education

Andrea Chevalier, TCASE

- School Health and Related Services issues

### **11:11 Annual CAC Officer Elections – Chair, Vice-Chair, and Secretary**

- Chair - Amy Litzinger
- Vice-Chair- Aaron Bangor
- Secretary - Janie Melendez

### **11:26 CAC Bylaws – Attendance Review**

### **11:31 CAC Work Groups – Norms**

- Making workgroups more effective (schedule, timeline, template, sharing information)

## **CAC Legislative Updates/CAC 2023 Legislative Report Comparison/Work Groups**

- Current Policy Recommendations
  - <https://tea.texas.gov/sites/default/files/cac-sped-policy-recommendations-2022.pdf>
- CAC Work Group Updates

### **12:45 Set future meeting dates**

- Monday, June 3rd 9:00 am-2:00 pm (We will find out on Monday if this date will work and follow up via email.)

### **12:52 Discuss, Recommend, and Take Possible Action on Current Minutes and**

#### **Future Meeting Topics**

- Funding, staffing, 18+ transition program, TEA Updates, Work on Report, Meet with sub committees

### **Review and Approve June 5, 2023, and December 4, 2023, Meeting Minutes**

#### **Motion to Adjourn**

Janie Melendez made a motion to adjourn. Agatha Thibodeaux seconded motion. Meeting adjourned at 1:26pm.