

**Continuing Advisory Committee (CAC) Meeting Minutes**  
**February 25, 2019**  
**Region 13 Education Service Center**  
**5701 Springdale Rd. Austin, TX 78723**

**CAC Attendees:** Teresa Bronsky, Shemica Allen, Agatha Thibodeaux, Rachel Dreiling, Kristin Tassin, Elizabeth Donaldson, Laurie Rodriguez, JoAnn Wofford, Jana C. McKelvey, Robin Lock, Kristine Mohajer

**CAC Absentees:** Jo Ann Gama, Jana Burns, Stephanie Martinez

**Texas Education Agency:** Keith Swink, Sandra Serna, Stacy May

**9:47 Welcome and Opening- Teresa Bronsky, CAC Chair**

Teresa Bronsky opened the meeting and reviewed meeting guidelines. Quorum was present.

**9:50-10:00 Review and approval of minutes from the January 16<sup>th</sup> meeting-Teresa Bronsky**

Minor spelling and grammatical corrections were made to the minutes. Clarifying information was also added to the minutes. Kristin Tassin made a motion to approve the meeting minutes as amended. Rachel Dreiling seconded. All approved.

**10:00-11:15 Discuss, recommend, and take possible action on CAC Bylaws-Teresa Bronsky and Kristin Tassin**

Discussion was held to amend the Bylaws to make them in compliance with the Texas Open Meetings Act.

**Article II, Section 2-**The CAC provides representation and state-wide participation in advising and making recommendations to the TEA related to the education of children with disabilities based on input from the public.

**Article III, Section 2-**Delete last sentence.

**Article IV, Section 1-**The annual planning meeting will be held in February of each year. When meeting dates are set by the CAC, those dates shall be immediately provided to TEA for public posting.

**Article IV, Section 3-**If a member misses more than half of the regularly scheduled meeting or misses two meetings in a row without prior notification to the Chair, the Chair (or, if the Chair is the member who has missed at least one-half of the regularly scheduled meetings, the Vice Chair) will report such member's absences to the Office of the Governor. Written notification includes notification sent via email directly to the Chair and the CAC email account. Written notification must be received by the Chair and CAC email account at least twenty-four hours prior to scheduled meeting date and time. When the Chair and CAC receive written notice that member or members will be absent from a meeting and such absence(s) will prevent a quorum for that meeting, the Chair shall notify the CAC members that a quorum will not be present and the meeting will have to be rescheduled.

**Article IV, Section 4-**A quorum for meetings will consist of a majority of the CAC, nine of the seventeen, as required by the Texas Open Meetings Act.

Laurie Rodriguez made a motion to have elected officers be a Chair, Vice-Chair, and Secretary. Elizabeth Donaldson seconded the motion. All approved.

**Article V, Section 1-**Elected officers shall be a Chair, Vice-Chair, and Secretary. Any member may be considered for the office of Chair provided the member has served on the CAC for at least one year and the member is willing to hold office. The CAC may deliberate selections of CAC officers in closed session. CAC officer elections will be held in open sessions at the Annual Planning meeting. No individual CAC member or officer has the authority to bind the CAC.

Roles and Responsibilities of the Officers:

CAC Chair

- Shall chair all CAC meetings and will facilitate meetings in a manner intended for civil decorum.
- Shall approve all CAC agendas.
- Shall create and appoint members to committees. The Chair may create a Bylaws committee to propose amendments to the Bylaws as provided by Article VI.
- Shall sign all legal documents on behalf of the CAC as required or authorized by law.
- Shall speak on behalf of the CAC.

Vice Chair

- Shall, upon request of the Chair, exercise the Chair's duties in the Chair's absence.
- Shall, upon request of the Chair and Secretary's absence, take the minutes of the CAC meetings and provide draft minutes to TEA for inclusion in the meeting agenda and packet.
- In the event of the Chair's resignation or inability to perform duties of the office, shall exercise the Chair's duties until the next officer election.

Secretary

- Shall take the minutes of the CAC meetings and provide draft minutes to TEA for inclusion in the meeting agenda and packet.
- Shall, upon request of the Chair, exercise the Chair's duties in the absence of the Chair and Vice-Chair.

**Article VI, Section 1-**Amendments to these Bylaws will be provided to the CAC by the Bylaws Committee at least 15 days prior to the date of the regular or special meeting at which the proposed amendments will be considered by the CAC. Additional notice of the amendments, updates, or changes proposed at the regular or special meetings at which the Bylaws Committee amendments are presented is not required by final vote.

**11:15-12:00 Lunch**

## **12:09-1:00 TEA update on Corrective Action Plan implementation for Special Education and changes in the federal funding**

Justin Porter presented Strategic Plan for Special Education Update.

Mike Meyer presented an update on Special Education federal funding regarding the IDEA-B LEA Maintenance of Effort ruling concerning the state spending 33.3 million less on students with disabilities in 2012. There is a negotiation for a settlement with the federal government concerning the ruling. There may also be a Maintenance of Effort issue for 2017, 2018, and 2019.

## **1:00-1:05 Public Comments**

Public comments began at 1:00 pm. No one was present for public comments.

## **1:05-1:15 TEA update on Corrective Action Plan implementation for Special Education and changes in the federal funding continued**

Discussion regarding federal funding and Maintenance of Effort continued.

## **1:15-2:30 Discuss, recommend, and take possible action on drafting a letter to the appropriate entity or entities about the CAC's views on the Dyslexia Handbook-Teresa Bronsky and Rachel Dreiling**

Discussion was held concerning CAC's views on the Dyslexia Handbook. Rachel Dreiling presented a draft letter for the CAC to review as it's response regarding the Dyslexia Handbook to the State Board of Education (SBOE).

The CAC made the following recommendation concerning the revision of the Dyslexia Handbook:

- A full individual and initial evaluation (FIE) is completed on all students suspected of having dyslexia and related disorders. A full individual and initial evaluation is absolutely necessary and should be required in order to fully appreciate the type of disability and severity a child may have.

Rachel Dreiling made a motion to accept letter. Kristine Mohajer seconded motion. All approved. The letter will be forward to SBOE, Justin Porter, Director of Special Education, and Monica Martinez, Associate Commissioner of Standards and Programs.

## **2:30-2:45 Hold CAC Officer elections-Teresa Bronsky**

Officer elections were held. New officers will be Chair-Kristin Tassin, Vice Chair-Agatha Thibodeaux, and Secretary-Shemica S. Allen

## **2:45-2:55 Discuss, recommend, and take possible action on 2019 annual planning to include possible meeting dates and topics-Teresa Bronsky**

Discussion on possible meeting dates for 2019-2020. Meeting dates were decided. The following will be meeting dates for 2019-2020. The second and third meeting dates will decided at a later time.

May 15, 2019

September 18, 2019 or October 1 or 2, 2019

February 18, 19, 25, or 26, 2020  
May 6, 2020

**2:56 Motion to Adjourn**

Kristin Tassin made a motion to adjourn. Kristin Mohajer seconded motion. All approved.  
Meeting adjourned at 2:57.