



**STATE OF CONNECTICUT**  
STATE DEPARTMENT OF EDUCATION



**Connecticut State Advisory Council for Special Education**  
**Executive Committee**

**Date: October 8, 2025**  
**Time: 9:30 a.m. to 11:00 a.m.**

**Virtual Zoom Meeting:**  
<https://ctserc.zoom.us/j/96774675776?pwd=daAN9xxjw6tp828iknDWDOb2Fm927O.1>  
**Meeting ID: 967 7467 5776 Passcode: 867372**

**Meeting Minutes**

**SAC Members Present:** Susan Yankee, Catherine Summ, Jeffry Spahr, Missy Wrigley, Brandalyn Williams, Nachi Bhatt, Jennifer Lussier, Sean Cronin (CSDE), Bryan Klimkiewicz (CSDE)

**SAC Members Absent:**

**SERC Administration:** Christine Kuehlewind, Lauren Johns

**I. Call to Order: (9:30 am)**

**II. Public Comment: (9:35 am)** No one for public comment

Dial in: 646-931-3860  
Meeting ID: 967 7467 5776  
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**III. Consent Agenda: (9:35 am)**

**a. Approval of Executive Committee Minutes from September 10, 2025**

Motion to approve meeting minutes with corrections: Catherine Summ puts into motion, Jennifer Lussier seconds, all vote unanimous in favor for approval.

**IV. Committee Matters: (9:40 am)**

**a. Old Business**

**• 2025-2026 Priorities**

The group reviewed survey results identifying key issues for the 2025–26 period. Top-ranked concerns included social-emotional/mental health, staffing, parents, financial issues, LRE (Least Restrictive Environment), secondary transition, transportation, and out-of-district placements. Social-emotional/mental health ranked highest, which was not surprising to members. Members discussed limiting the number of priorities to a manageable set (ideally 2–3, or 3–4 at most) so the group can focus on areas where it can realistically have impact. There was agreement that some topics overlap and could be combined. The executive committee's role is to use survey results to narrow and define these focus areas before moving forward, with agreement that nothing new should be added beyond what was identified

in the survey. Members had a lengthy discussion on the survey results and consideration of each priority area. Goal: Keep priorities focused and manageable while ensuring lower-priority areas are addressed through reports or subsections.

- **Housekeeping**

- Dates for Executive Committee Meetings**

- Previously scheduled executive meeting dates were reviewed due to conflicts: December 17 was confirmed as acceptable and to keep the meeting on a Wednesday. April dates were reconsidered due to holidays and conflicts; April 10 was tentatively accepted since no objections were raised. Christine/Lauren will send Zoom invitations and calendar information to members.

- SAC Member Calendar Holds for SAC Full Council Meetings**

- Zoom provides “Add to Calendar” options and reminders, but this may not work consistently for all users. SERC utilizes the system in place and cannot change the system behavior. Missy will send separate calendar holds (without Zoom links) so members can block time. SAC members will still register through Lauren’s email for secure Zoom access. Executive committee meetings will continue using calendar holds since they are private.

- b. **New Business**

- **Set Agenda for Full Council October Meeting**

- **Annual Report**

- Annual report is statutorily due February 15, but legislators prefer receiving it earlier. Goal discussed: Complete and share the report by December, ideally before the holidays. Timeline considerations: SERC/CSDE need 2–3 weeks for formatting and review after receiving the final draft. A December 3 target date was suggested for submitting the final draft to SERC. A working timeline was reviewed and updated during the meeting. CSDE will provide a template based on prior years. Majority of work will begin once priorities are finalized. Missy as chair will draft the “message from the Chair” and “closing statement” for the report. A working timeline was reviewed and updated during the meeting.

**V. Membership Committee Report: Catherine Summ (10:10 am)**

**a. Updates**

**VI. Legislative Committee Report: Jeffry Spahr (10:15 am)**

**a. Updates**

**VII. SAC Bylaws Ad Hoc (10:20 am)**

Members agreed that By-laws review was rushed and should not move forward yet. By-laws amendments require 21 days’ written notice before a full council vote. Executive committee should vote on proposed revisions before they go to the full council. Policies and procedures should be developed first, as they may inform By-laws changes. Create a shared folder for By-laws and procedures. Members will review and comment electronically. Executive committee

will vote on By-laws at the November 12 meeting. Full SAC vote will occur at the January meeting, not November.

**VIII. Action Items (10:55 am)**

Missy:

Send calendar holds for SAC meetings.

Coordinate feedback deadlines.

Lauren/Christine:

Send updated Zoom invites

Assist with folder access and IT issues.

Bryan/CSDE:

Provide annual report template and assist with review/formatting.

All members:

Review bylaws and procedures in shared folders.

Provide comments directly in documents.

**IX. Adjourn:** 10:28 pm- Missy ask for a motion to adjourn the meeting, Susan puts into motion, Brandalyn seconds, unanimous in favor of adjournment