



STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION



Connecticut State Advisory Council for Special Education
Executive Committee

Date: November 12, 2025
Time: 9:30 a.m. to 10:30 a.m.

Virtual Zoom Meeting:

<https://ctserc.zoom.us/j/94698871303?pwd=tIkv3xb7aYP5xEPb2T1JPAb1HDcYuF.1>

Meeting ID: 946 9887 1303 Passcode: 129708

Meeting Minutes

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

SAC Members Absent: Sean Cronin (CSDE)

SERC Administration: Christine Kuehlewind, Lauren Johns

I. Call to Order: (9:33 am)

II. Public Comment: (9:35 am)

Dial in: 929-205-6099

Meeting ID: 946 9887 1303

Passcode: 129708

III. Consent Agenda:

- a. Approval of Executive Committee Minutes from October 8, 2025:** Missy requests a motion to table the approval of the October 8, 2025 meeting minutes until the next SAC Executive Committee meeting, Susan Yankee puts into motion, Catherine Summ seconds, all vote unanimous in favor

IV. Committee Matters: (9:40 am)

a. Old Business

i. Review Updated By-Laws

The committee members focused on a detailed review of proposed updates to the Council's bylaws, incorporating feedback and clarifying governance practices. Missy Wrigley shared the revised bylaws on screen, which included tracked changes and comments, particularly those provided by Bryan (CSDE). The group agreed that comments would be removed before distribution, while tracked changes would remain visible. The following topic areas were discussed: legal and statutory constraints, membership records, executive committee composition, committee chairs and reporting, language and clarity improvements, diversity and representation language, and attendance and referral clarifications. Participants expressed appreciation for the collaborative work and thorough review. The updated bylaws were widely supported, with agreement that they improve clarity, flexibility, and long-term usability.

Process and next steps: Missy will remove comments and send the revised bylaws to Christine

for distribution to the full council because members must have 21 days to review the bylaws before a vote. The bylaws will be reviewed at the next meeting, with a formal vote anticipated at a subsequent meeting (likely January). Proxy voting was briefly explained as an option for members unable to attend a meeting where a vote is scheduled.

Missy Wrigley asked for a motion to accept the draft of the SAC Bylaws as is with the exception of the formatting, Jennifer Lussier made the motion, Catherine Summ seconded it. A vote was taken, and the motion to accept the draft as written was approved by all Executive Committee members. Missy Wrigley thanked the participants.

ii. Confirm LOB Meetings (10:15 a.m.) Planning is underway. The event is currently booked until 1:00 PM; an extension to 2:00 PM is pending approval through the legislative aide (CAS). SERC will be set up as a backup location in case access issues arise. Christine and Lauren will consider a quick guide of the steps for securing legislative spaces and coordinating logistics so the process can be included in operational procedures for future use.

iii. Housekeeping (10:23 a.m.)

SAC Website: SERC is working with Matt/IT to update anything missing that needs posting.

Public Comment Protocol: Parents or members of the public wishing to speak should contact Christine or Lauren in advance so they can be registered, expected, and provided with the meeting link.

b. New Business (10:26 a.m.)

i. Set Agenda for Full Council Meeting

No major presentations planned due to the shorter meeting time (9:00–10:30). Bryan will provide BSE updates; a future longer meeting will include the IDEA grant presentation. Attendance issues were noted. Reminder emails will be sent to members along with draft bylaws.

c. Annual Report (10:30 a.m.)

i. Continue to draft

A workgroup meeting was scheduled to finalize the annual report ahead of the submission deadline.

Workgroup Date/Time: Friday, November 14th, 9:30–11:00 AM

Missy will send the Zoom link.

Committee leads will use last year's report as a reference when preparing their sections.

V. Membership Committee Report: Catherine Summ (10:31 a.m.)

a. Updates: A potential student member application is under review. There is also interest from a candidate to chair the Membership Committee; details are being finalized.

VI. Legislative Committee Report: Jeffry Spahr (10:32 a.m.)

a. Updates

VII. Action Items (10:32 a.m.)

Missy: Send Zoom link for Friday's workgroup and share draft bylaws with Christine.

Christine: Send draft agenda, bylaws, and minutes to members.

Committees: Prepare brief annual report updates (legislative, membership, etc.).

VIII. Adjourn (10:33 a.m.)

Missy motion to adjourn, unanimous in favor of adjournment