



**STATE OF CONNECTICUT**  
STATE DEPARTMENT OF EDUCATION



**Connecticut State Advisory Council for Special Education**

**Executive Committee**

**DATE: Feb. 19, 2025**

**TIME: 9:00 a.m. to 10:00 a.m.**

**Virtual Zoom Meeting:**

<https://ctserc.zoom.us/j/95427035380?pwd=URTIC9e4Oweyaj9bbfIpfNDSkaN1CG.1>

**Meeting ID: 954 2703 5380**

**Passcode: 382525**

**DRAFT Minutes**

**Members Present:** Susan Yankee, Jennifer Lussier, Jeffry Spahr, Nachi Bhatt

**Members Absent:** Catherine Summ

**SERC Representatives:** Christine Kuehlewind, Holli Ryan

**CSDE Representatives:** Absent- Bryan Klimkiewicz, Sean Cronin

**I. Call to Order:** Susan Yankee calls meeting to order at 9:03 am

**a. Public Comment:** No comment

SAC meetings are public meetings and members of the public may participate. Call-In Number:  
309-205-3325

Meeting ID: 954 2703 5380

Passcode: 382 525

**II. Consent Agenda:**

**a. Approval of Executive Committee Minutes:**

- i.** November 6, 2024- motion to approve, Jenifer Lussier. Second Nachi Bhatt. All approved minutes with corrections.
- ii.** January 8, 2025- motion to approve, Jeffry Spahr. Second Jennifer Lussier. All approved minutes with corrections.

**III. Committee Matters:**

**a. Executive Matters**

- i. Annual Report/LOB event wrap up-** Sean Cronin and Bryan Klimkiewicz send SERC the attendance sheet
- ii. Full SAC Agenda Planning-**
  - Bureau of Special Education- present
  - Question for CSDE: Legislators stop by standing agenda item?
  - Jennifer Lussier mentioned public comment, if needed, can be moved to later in the session with a motion from the full council.

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- Room changed. Sign in sheet for members, printed agendas, (location not posted on the CSDE website, check in with BK/MF), Round table on the agenda, large section of priorities and recommendations (no breakouts) discuss all together, JS legislative update- extra time, (round table first then priorities/recs), SY review bylaws for an ADHOC, space for membership, Priorities and recommendations- gather more info from listening sessions. Keep notes on round table and priorities and recommendations. CK and HR. Share point access.
  - iii. **Tow Institute meeting update-** JL and SY met with Tow Institute- conducting a study at UCONN seeing what councils and agencies are doing for SPED and figuring out where the overlap is. How are you looking at this through a lens of SPED? Invited to attend work groups. Goal transform children's behavioral health needs across the state. Help facilitate other educational work groups. Get clarification on SAC involvement. Open up to SAC members to represent at their workgroups. Invite Tow to Ex committee to talk about involvement.
  - iv. **Housekeeping items:** 1 week deadline for tangible materials, send draft agenda to full executive committee,
- b. **Membership Updates:**
- i. **Student membership application update-** keep track of membership, surveys and expiration dates
  - ii. **Parent membership-** review list of expiration dates
  - iii. **Membership committee report-** received a student membership application. Before next week.
  - iv. Schedule a meeting with membership committee to review information
- c. **Legislative Updates:**
- i. Special Education Listening Session- invite someone to come and share- SY reach out to Rep. Comey to see who can come in, SAC members- Tom Cosker, Hartford session
  - ii. Approval process- leg committee talks about idea, JS puts together a letter, sends to ex committee for approval before sending out.
    - When writing letter response to hearings speaking with SAC voice or constituent voice- remind members that SY the chair or Ex committee is authorized to represent the SAC at certain meetings. If members attend, speak as a constituent/resident/representative not a SAC member.
  - iii. When should we make the call to cancel Thursday meetings- JS by 4 pm the previous day – send out cancellation for 2/20/25.



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**IV. Action Items:**

- a. HR- share updated email list with SY
- b. SY- invite SAC member to speak about SPED Listening Sessions
- c. Chairs- write up process for each committee- review bylaws and update them- ADHOC to review process/procedures/bylaws
- d. JL would like more data to inform decisions- regular updates with data from BSE- SY to share with Ex. Committee
- e. HR reminder to full council with agenda attached – talk about parking- LOB garage, parking lot, ample time for parking since it is limited (walking), CEA parking garage (\$10), JM- parking reimbursement, reach out to Kess about parking flyer.
- f. HR/CK- draft agenda by Friday to ex committee

**Adjourn:** JS 9:51 am JL second