



**STATE OF CONNECTICUT**  
*STATE DEPARTMENT OF EDUCATION*



**Connecticut State Advisory Council for Special Education**

**Executive Committee**

**Date: April 16, 2025**

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

**Virtual Zoom Meeting:**

<https://ctserc.zoom.us/j/91521739062?pwd=sHNxwaE97UgGbhlHrKLP6kt0826e8.1>

**Meeting ID: 915 2173 9062**

**Passcode: 980657**

**Meeting Minutes**

**Members Present:** Catherine Summ, Susan Yankee, Jennifer Lussier, Nachi Bhatt, Sean Cronin

**Members Absent:** Jeff Spahr, Bryan Klimkiewicz

**SERC Administration:** Holli Ryan

**I. Call to Order: (9:00 am)**

- a. **Public Comment:** Katherine Matz- Special Education Bureau chief at CSDE

**II. Consent Agenda:**

- a. **Approval of Executive Committee Minutes from March 21, 2025** – accept the minutes as corrected (Susan Yankee two corrections) – Catherine Summ motions to approve, Jennifer Lussier seconds, vote to approve is unanimous with corrections

**III. Committee Matters: (9:15 am)**

**a. Executive Matters**

**i. Full SAC agenda planning-**

1. Priorities and Recs
  - a. Outplaced students – LF
2. Round Table
3. CSDE bureau update
4. Announce Retreat in July
5. Ex. Update- Welcome our new student
6. Leg. Update
7. Ad Hoc – bylaw committee update



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8. Membership/Nominating Update- keep secretary as a position in the bylaws and open it up to the nominating committee.
9. TOW Institute- SAC member to attend meetings on a volunteer basis- new elected C/VC to attend meetings

### ii. July Retreat Planning

1. Old Saybrook Pointe Inn
2. Audio/Visual/Lunch/20 people for conference room
3. Contracts signed
4. 10 am - 2 pm
5. July 9th or 16th
6. AGENDA- FOIA training; update on all Special Education data; Priorities and Recs (bulk of meeting); ADHOC/Bylaws

### iii. Housekeeping items

1. May 7<sup>th</sup> invite new Chair and Vice Chair
2. Written in bylaws- secretary position under committees
  - a. CS- if the person has the time to take this on and is interested in the SAC functions- great opportunity to learn and progress in leadership. Advertise and give people an opportunity.
  - b. SY- would be able to work/help with chair and vice chair. Bring it up to nominate a secretary.
  - c. SC- making sure the work is being done effectively with all members and administration.
3. One pager of healthy athlete in unified sports and information for schools.
4. Form for parents for travel
5. Invite chairs for May 7<sup>th</sup> executive meeting

### b. Membership Updates:

- i. **Vacancies-** recruit paraeducator, 3 student member openings, 3 legislative openings
- ii. **Nominating Update:** candidate for chair/vice chair/secretary

### c. Ad Hoc Bylaw/Policy Update:

- i. May 16<sup>th</sup> 12 pm- committee have their policies by then so bylaw can update.
- ii. Corrected bylaws online



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- iii. Dispute and Resolution- need to meet as an Ad Hoc- wait until July- Kirsten D. (CSDE)

**d. Legislative Updates:**

- i. 5001 bill- the language for the bill will be out today. Hearing is supposed to be on the 21<sup>st</sup>.
- ii. Taking a portion of Priorities & Recommendations to talk about at the hearing.

**IV. Action Items:**

- a. SC sending HR a travel form/mileage – send to new members
- b. Zoom recordings didn't have CC – HR talking to MF
- c. HR- Send new chair/vice chair meeting invite for May 7<sup>th</sup>

**Adjourn:** 9:40 am; Catherine Summ motions to adjourn, vote unanimous in favor