



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



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

**Date: May 7, 2025**  
**Time: 9:30 a.m. to 10:30 a.m.**

**Virtual Zoom Meeting:**

<https://ctserc.zoom.us/j/95171135664?pwd=OdwpK6SVdVlxppjEyNtCYfH7ucPuau.1>

**Meeting ID: 951 7113 5664 Passcode: 846595**

**Meeting Minutes**

**SAC Members Present:** Susan Yankee, Catherine Summ, Jeffry Spahr, Missy Wrigley, Bandalyn Williams, Nachi Bhatt, Sean Cronin (CSDE)

**SAC Members Absent:** Jennifer Lussier, Bryan Klimkiewicz (CSDE)

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

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

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

**III. Consent Agenda:**

- a. Approval of Executive Committee Minutes from April 16, 2025** – No corrections-approved

**IV. Committee Matters: (9:45 am)**

**a. Executive Matters**

- i. July retreat planning** – no updates – Sean Cronin – may meet in June to plan
- ii. Calendar next year (2025-2026)**
  - Full Council: Sept. 24, 2025 – Virtual 9:00 am - 10:30am
  - Full Council: Oct. 15, 2025 – In-person LOB (CREC as a back-up) 10:00 am - 2:00 pm
  - Full Council: Nov. 19, 2025 – Virtual 9:00 am - 10:30 am
  - Full Council: Jan. 14, 2026 – Virtual 9:00 am - 10:30 am
  - Full Council: Feb. 25, 2026 – In-person LOB breakfast event 9am – 11am then Full Council meeting at CREC 11am – 2pm
  - Full Council: March 25, 2026 – Virtual 9:00 am – 10:30 am
  - Full Council: April 22, 2026 – In-person CREC 10:00 am - 2:00 pm
  - Full Council: *tentative* – May 20, 2026 – Virtual 9:00 am - 10:30 am

- Executive Committee: Sept. 10, 2025 – Virtual 9:30 am - 10:30 am
- Executive Committee: Oct. 8, 2025 – Virtual 9:30 am - 10:30 am
- Executive Committee: Nov. 12, 2025 – Virtual 9:30 am - 10:30 am
- Executive Committee: Dec. 3, 2025 – Virtual 9:30 am – 10:30 am

iii. **Secretary** – the bylaws read that the secretary is a voting member of executive committee. Susan Yankee is adding position to SAC, Jennifer Lussier to be the secretary

- Susan Yankee appoints Jennifer Lussier as a secretary

iv. **TOW Institute School Based Workgroup**

- Chair/Vice Chair to attend or another member of SAC to join the school based work group

v. **Housekeeping**

- Updating missing minutes Nov. 20 and Feb 19
- CT-N recordings need captioning

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

- a. Parent has a daughter interested in joining as a student member- continue to recruit in this area
- b. Few legislative openings
- c. Ready for a new chair of membership committee – announce at July retreat
- d. Proclamations for Mia
- e. No updates on Para Representative- is there a flyer to send out?
- f. Catherine Summ has informed the Executive Committee that she is resigning as chair of membership, she will remain to support the new chair after stepping down

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

- a. 7277- 4/30 filed - waiting on developments
- b. Cancel legislative meeting for Friday 5/9

**VII. Ad Hoc Bylaw Committee Report: Susan Yankee (10:25 am)**

- a. May 16, 2025- virtual 12:0 pm – 1:00 pm: need Brian Smith to send nominating committee duties and SERC administrative duties to add to bylaws, policy and procedures.

**VIII. Action Items:**

- a. Susan Yankee: send new chairs the information on the TOW and make the decision to join or to have a member of SAC join.
- b. SERC: finishing updating missing minutes and add closed captioning to CT-N, send email to executive committee with calendar dates for 2025-2026.

**Adjourn:** 10:28 am