



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, Brandalyn Williams, Nachi Bhatt, Sean Cronin (CSDE)

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

SERC Administration: Christine Kuchlewind, 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