



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



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

**Date: January 7, 2026**  
**Time: 9:30 a.m. to 10:30 a.m.**

**Virtual Zoom Meeting**

**Meeting Minutes**

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

**SAC Members Absent:** Nachi Bhatt, Sean Cronin (CSDE)

**SERC Administration:** Christine Kuehlewind, Lauren Johns

**I. Call to Order: (9:34 a.m.)**

**II. Public Comment: (9:34 a.m.)**

**No Public Comment**

Dial in: 860-632-1485 (x 371)

**III. Consent Agenda: (9:35 a.m.)**

**a. Approval of Executive Committee Minutes from December 17, 2025**

Motion to approve meeting minutes with corrections: Brandalyn Williams puts into motion, Catherine Summs seconds, all vote unanimous in favor for approval.

**IV. Committee Matters: (9:40 a.m.)**

**a. Old Business**

**i. Update LOB Meetings**

- SAC full council meeting from 10:00-1:00
- Christine, Lauren, and Bryan are reviewing the breakfast choices
- Christine will contact Robin to get registration flyer updated
- Christine will send letter with template to invite personal legislators

**ii. Housekeeping**

- Confirm Goodwin University for April 22<sup>nd</sup> SAC full council meeting
- Lauren will have registration up by end of the week
- Missy commented that our next step is to get the Committee Procedures and Guidelines finalized, more to information to come

**b. New Business (9:50 a.m.)**

**i. Set Agenda for Full Council Meeting**

- Jan. 28<sup>th</sup> 9:00-10:30  
Present the following documents:  
Annual Report  
By-Laws  
Priorities & Legislative Recommendations
- Bryan's Update  
Focus on priority areas:  
Special Education Staffing  
FBA/BIPs  
Call Center information

**ii. Confirm Date for Meeting**

- Missy will send change of date for meeting

**c. Annual Report (10:00 a.m.)**

**i. Review Final Draft**

- Reviewed final draft with a few edits identified
- Missy will fix the edits and send to Christine, Lauren & Bryan
- Bryan will work with Missy to get the document sent to designated groups

Motion to approve the 2025 SAC Annual report with recommended corrections, Jeff Spahr puts into motion, Jennifer Lussier seconds, all vote unanimous in favor for approval.

**V. Membership Committee Report: Catherine Summ (10:15 a.m.)**

**a. Updates**

- i.** Scheduling interview with a student candidate
- ii.** Denise Drummond is retiring – Catherine will find out if she will be finishing out her term
- iii.** Still in need of a paraeducator and special education teacher

**VI. Legislative Committee Report: Jeffry Spahr (10:20 a.m.)**

**a. Updates**

- i.** Working to schedule a meeting with our CT Representatives to review the legislative recommendations
- ii.** Christine will work with Jeff to get the meeting set

**VII. Action Items (10:25 a.m.)**

- a.** Christine & Bryan are reviewing the breakfast choices
- b.** Christine will contact Robin to get registration flyer updated
- c.** Christine will send letter with template to invite personal legislators
- d.** Lauren will have registration for April 22<sup>nd</sup> meeting up by end of the week
- e.** Missy will send change of date for January meeting
- f.** Missy will fix the edits to Annual Report and send to Christine, Lauren & Bryan

- g. Bryan will work with Missy to get the Annual Report sent to designated groups
- h. Catherine will find out if Denise Drummond will be finishing out her term
- i. Christine will work with Jeff to set meeting with Legislative Committee & SAC  
Legislative Representatives

**VIII. Adjourn: 10:35 am**

Catherine Summ puts into motion, Brandalyn Williams seconds, all vote unanimous in favor for approval.

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