

# New Mexico IDEA Advisory Panel Meeting

## MINUTES

[MEETING DATE] September 11, 2009 [MEETING TIME] 8:00 A.M. – 12:00 P.M. [MEETING LOCATION] Dulce Independent Schools Administration Office Dulce, NM

<b>MEETING CALLED BY</b>	Karen Phillips, Chair
<b>TYPE OF MEETING</b>	New Mexico State Individuals with Disabilities Education Act (IDEA) Advisory Panel Meeting
<b>FACILITATOR</b>	Karen Phillips, Chair
<b>SECRETARY</b>	Kelly Helvie
<b>ATTENDEES</b>	<p><b>Present:</b> James Alarid, Isela Burciaga, Joeli Cathey, Alicia Corral, Sherry Garcia, Valentino Garcia, Kelly Helvie, George Holguin, Peggy Humble, Denise Koscielniak, Teresa McCreary, Karen Phillips, Steven Pope, RONALDA TOME</p> <p><b>Excused:</b> Veronica Chavez-Neuman, Deborah Dominquez-Clark, Phyllis Jankowski, Pat Osbourn, Jean Rightley, Joseph Sanchez, Ron Stern, Greg Trapp</p> <p><b>Not Excused:</b></p> <p><b>Guests:</b> : Larry Fuller</p>

### Agenda Topics

[TIME ALLOTTED] 8:00 A.M. – 8:10 A.M. [AGENDA TOPIC] Review and approve September 2009 Agenda [PRESENTER] Karen Phillips, Chair

<b>DISCUSSION</b>	Review and approve September 2009 Agenda	
	<p><u>Agenda:</u>                  -A request was made to eliminate the ICC update since Mr. Sanchez was unable to attend the meeting today                  -Add item policies and procedures regarding public comment                  -Add the item review the Bylaws</p>	
<b>CONCLUSIONS</b>	The September 2009 Agenda was approved with the additional changes above.	
	A motion to approve the agenda- RONALDA TOME Second- Steven Pope No Discussion Motion carried	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

[TIME ALLOTTED] 8:20 A.M. – 8:35 A.M. [AGENDA TOPIC] Public Comment [PRESENTER] Karen Phillips, Chair

	Public Comment Provided by: 1. Larry Fuller	
<b>CONCLUSION</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

[TIME ALLOTTED] 8:35 A.M. – 9:00 A.M. [AGENDA TOPIC] Policies and Procedures for Public Comment [PRESENTER] Karen Phillips, Chair

<b>DISCUSSION</b>	Karen shared the final draft regarding the polices and procedures for public comment. Panel members were given copies of these for comment.	
	<ol style="list-style-type: none"> <li>1. Policies and Procedures for Panel Members during Public Comment were defined</li> <li>2. Polices and Procedures for Public were defined</li> </ol>	
<b>CONCLUSIONS</b>	A motion to approve both the Panel Members and public presenters as defined by the panel- Steven Pope Second- Valentino Garcia No discussion Motion carried	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
The final copies of the procedures and policies will be emailed to Leah by Karen Phillips. Leah will place the public presenters' polices and procedures on the SEB website and also have available at Panel meetings	Karen Phillips and Leah Erickson	December 2009

**[TIME ALLOTTED]**  
9:00 A.M. – 9:15 A.M.

**[AGENDA TOPIC]**  
Establishing Subcommittees

**[PRESENTER]**  
Karen Phillips, Chair

<b>DISCUSSION</b>	Panel Members chose the subcommittees they would like to represent	
<b>CONCLUSIONS</b>	Panel Members' subcommittees	
	Parent Involvement Subcommittee: RONALDA TOME, Sherry Garcia, Alicia Corral, Isela Burciaga	
	AYP Subcommittee: Jim Alarid, Joeli Cathey, Valentino Garcia, George Holguin, Steven Pope	
	LRE Subcommittee: Peggy Humble, Teresa McCreary, Kelly Helvie	
	Due Process Subcommittee: Phyllis Jankowski, George Holguin, Steven Pope	
	Executive Subcommittee: Karen Phillips, Jim Alarid, Kelly Helvie, Joeli Cathey, RONALDA TOME, Denise Koscielniak	

**[TIME ALLOTTED]**  
9:15 A.M. – 10:15 A.M.

**[AGENDA TOPIC]**  
Sub-Committee Breakout Sessions/Reports

**[PRESENTER]**  
Karen Phillips, Chair

<b>DISCUSSION</b>	Sub-Committee Reports	
	<u>Parent Involvement Subcommittee:</u> <ul style="list-style-type: none"> <li>• Chair, RONALDA TOME; Recorder, Sherry Garcia, Recorder; Alicia Corral Reporter</li> <li>• Subcommittee summary: <ul style="list-style-type: none"> <li>-Increase and improve parent involvement in special education and gifted education students</li> <li>-Ask panel members to hand out their new brochures</li> <li>-Ask panel members to participate on the local IDEA panel meetings within their districts</li> <li>-Would like additional demographic information regarding the Parent Survey</li> <li>-Would like to encourage Panel Members to attend the Legislation Session in January</li> </ul> </li> </ul>	
	<u>AYP Subcommittee:</u> <ul style="list-style-type: none"> <li>• Chair, James Alarid; Recorder, Joeli Cathey</li> <li>• Subcommittee summary: <ul style="list-style-type: none"> <li>-Review current district profiles, SPDG and annual assessment data</li> <li>-Develop and identify characteristics of family friendly and culturally sensitive reporting measures</li> <li>-Recommend improvement activities in SPP</li> <li>-Provide input on IEP training process</li> <li>-Support 3-tier licensure and improvement of higher education teacher training programs</li> <li>-Brainstorming for activities regarding SPP and characteristics of reporting</li> </ul> </li> </ul>	
	<u>LRE Subcommittee:</u> <ul style="list-style-type: none"> <li>• Chair, Peggy Humble; Recorder Teresa McCreary; Reporter, Kelly Helvie</li> <li>• Subcommittee summary: <ul style="list-style-type: none"> <li>-Develop and disseminate a collection of stories through various network opportunities</li> <li>-Invite Administrators from surrounding areas to the panel meetings</li> </ul> </li> </ul>	

<u>Due Process Subcommittee:</u>
<ul style="list-style-type: none"> <li>• Marina Cordova (representing Greg Trapp), reporter</li> <li>• A matter regarding a Charter School and training</li> </ul>

<u>Executive Committee:</u>
<ul style="list-style-type: none"> <li>• Chair, Karen Phillips; Recorder, Joeli Cathey</li> <li>• Revise agenda for September 11<sup>th</sup> meeting</li> <li>• Complete final draft for protocol regarding public comment</li> <li>• Begin developing procedural manual</li> </ul>

<b>CONCLUSIONS</b>
Subcommittee members have agreed to teleconference in between the scheduled meetings to work on tasks regarding their committees

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Teleconferences	All Panel Members	December 2009

<b>[TIME ALLOTTED]</b> 10:15 A.M. – 10:45 A.M.	<b>[AGENDA TOPIC]</b> Public Comment Review	<b>[PRESENTER]</b> Karen Phillips, Chair
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<b>DISCUSSION</b>	The Panel members have agreed that they would review all public comment given on the last date of their two day scheduled meetings
<ul style="list-style-type: none"> <li>• Request to send letter to Dr. Cross Maple regarding NMPED fund "Race to the Top"</li> <li>• Public Comment Protocol</li> <li>• Request to send letter to Dr. Garcia regarding participating in a restraint workgroup</li> <li>• Request to send a letter to the Quality Assurance Bureau regarding 504 Manual</li> </ul>	

<b>CONCLUSIONS</b>
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<ol style="list-style-type: none"> <li>1. Race to the Top Letter: Motion to send a letter to Dr. Cross Maple in support of Race to the Top funding- Joeli Cathey Second- Rolanda Tome Discussion- the Race to the Top is funded by the Gates Foundation, would like the Chair to write the letter Call for the Question- Jim Alarid Motion carried</li> <li>2. Public Comment Protocol Policies and procedures have been finalized</li> <li>3. Letter to Dr. Garcia regarding restraint workgroup Motion to send a letter to Dr. Garcia in support of restraint workgroup- Karen Phillips Second- Steven Pope Motion carried</li> <li>4. Letter to Quality Assurance Bureau regarding 504 Manual Motion to send letter to Quality Assurance Bureau concerning 504 Manual- Joeli Cathey Second- Kelly Helvie Discussion- Have Leah transcribe public comment to complete letter for Quality Assurance concerning 504 Manual Motion Carried</li> </ol>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Send Annual Report and Thank You letter to Kelly Helvie	Sherry Garcia	September 2009
Send Contact list to Ronald Tome to forward to Alicia Benavidez in the Family and Parent Involvement Committee for the State	Sherry Garcia	September 2009
Denise Koscielniak will recommend demographic information to be added to the parent survey format	Denise Koscielniak	2010 Survey
Contact local IDEA Panel committee	All members	December 2009

<b>[TIME ALLOTTED]</b> 10:45 A.M. – 11:30 A.M.	<b>[AGENDA TOPIC]</b> Bylaws Review	<b>[PRESENTER]</b> Karen Phillips, Chair
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<b>DISCUSSION</b>	Panel Members reviewed the Bylaws
Additions or Changes to the IDEA Panel Members' Bylaws:	<ul style="list-style-type: none"> <li>• Bylaws should be reviewed yearly</li> <li>• Change the election of panel officers to the first meeting of the year (September)</li> <li>• Vice Chair is automatically the new Chair on July 1<sup>st</sup></li> </ul>

<ul style="list-style-type: none"> <li>• Term limits (two terms, three years each)</li> <li>• If leaving the panel and a new members has not been appointed, the current member will remain until the appointments are completed by Governor or designee</li> <li>• Appeal to the Secretary of Education to add an additional membership position of a PTI</li> <li>• Nominations should begin in April instead of May</li> <li>• Add that membership is representative of the State of New Mexico geographically</li> <li>• Refer to Primer regarding membership</li> </ul>		
<b>CONCLUSIONS</b>		
<p>-A motion to request to send a letter to the Secretary of Education to add another member from a PTI- Jim Alarid  Second- Steven Pope  Motion carried</p> <p>-Jim Alarid will complete the draft revisions to the Bylaws with the suggestions above</p>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Complete draft of IDEA Panel Members' Bylaws	Jim Alarid	October 2009
<b>OBSERVERS</b>	Panel members	
<b>RESOURCE PERSONS</b>	Sherry Garcia, Past Secretary; Kelly Helvie Secretary and Leah Erickson, SEB	
<b>SPECIAL NOTES</b>		
<b>[TIME ALLOTTED]</b> 12:00 P.M.	<b>[AGENDA TOPIC]</b> Adjourn	<b>[PRESENTER]</b> Karen Phillips, Chair
<b>DISCUSSION</b>	None	
<p>Motion to adjourn-Steven Pope  Second- Alicia  Motion carried</p>		
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
December 2009 Agenda Items 1. Old Business (added to agenda) 2. SPP/APR 3. Public Comment Review (added to agenda) 4. Brochure Dissemination Report 5. Technical Assistance Training/Professional Development 6. Presentation RE: PTI	Karen Phillips Denise Koscielniak Karen Phillips Panel members Mario Vigil Rolanda Tome/EPICS	December 2009 December 2009 December 2009 December 2009 December 2009 December 2009
April 2010 Agenda Items 1. Video Conference with DDPC 2. IEP Guidance		
Review LRE Guidance	Denise Koscielniak	December 2009
Summary of Additional Action Items: 1. Letter to Dr. Cross Maple regarding Race to the Top 2. Letter to Dr. Garcia regarding PTI membership 3. Letter to Quality Assurance regarding 504 Manual 4. Complete revised draft of Bylaws		
<b>OBSERVERS</b>	Panel members	
<b>RESOURCE PERSONS</b>	Sherry Garcia, Secretary & Leah Erickson, SEB	
<b>SPECIAL NOTES</b>		