

# CDE MEETING AGENDA



**COLORADO**  
Department of Education

## VISION

All students graduate ready for college and careers, and prepared to be productive citizens of Colorado.

## MISSION

Ensuring equity and opportunity for every student, every step of the way.



## Meeting Logistics & Desired Outcomes

<b>MEETING:</b>	Special Education Fiscal Advisory Committee Summer Meeting
<b>DATE &amp; TIME:</b>	July 15, 2020, 1:00-4:00
<b>LOCATION:</b>	Zoom
<b>MEETING LEAD:</b>	Jon Paul Burden, Paul Foster
<b>MEETING PARTICIPANTS:</b> <i>(Who most needs to attend?)</i>	Sarah Belleau, Moira Blake, Kim Boylan, Jon Paul Burden, Tamara Durbin, Paul Foster, <del>Samantha Gallagher</del> , Vicki Graham, Gina Lanier, Sandy Malouff, <del>Nita McAuliffe</del> , Carolena Steen, Lynnette Steinhoff, Callan Ware
<b>MEETING OBJECTIVES:</b> <i>(Is a meeting necessary to accomplish the objectives?)</i>	Filling vacancy, establishing written by-laws and rules & regulations

## Agenda Items and Next Steps

TIME	AGENDA ITEM	NOTES & NEXT STEPS <i>(Be sure to include communications to those not at the meeting who need to know the results)</i>
1:00-1:15	Announcements/public comment period	<ul style="list-style-type: none"> <li>Announcements – Vicki Graham will be stepping back from committee involvement; Moira Blake will be assuming more responsibilities. This year will be a transitional year.</li> <li>No request was received for public comment.</li> </ul>
1:15	Filling Heather Abraham's vacancy	<ul style="list-style-type: none"> <li>Tammy Johnson of Uncompahgre BOCES was suggested as a possible replacement, for regional continuity. Jon Paul will reach out to Tammy and work with the Consortium to get their recommendation. Motion seconded by Callan Ware. Committee approved.</li> </ul>
1:30	Establish written By-laws and Rules and Regulations	<ul style="list-style-type: none"> <li>SEFAC will "sunset" in 2021. A renewal request to continue the committee is due to the State Legislature in September. The committee began in 2006 for a 10-year period; was renewed in 2016 for a 5-year period. The committee will request an additional 10-year renewal.</li> <li>The committee is mirroring CSEAC (Colorado Special Education Advisory Committee) by-laws. Committee agreed to include reference to "Colorado SEFAC" throughout the by-laws.</li> <li>Committee agreed that the by-laws need to document the framework of the committee's work as it relates to developing the application, when and why deadlines are established, and the broad step-by-step procedures of determining the awards. The by-laws are a living document and up for committee revision.</li> <li>Specific duty (a) – Setting the timelines of the collection: in order to get allocations to the districts by June 30, the State Board of Education needs to approve them in May, in order to give the Office of Grants Fiscal time to prepare payments. This year was an exception due to the pandemic – the State Board approved the allocations at the June meeting, giving Grants Fiscal very little time to process payments. The rankings of the applications cannot be completed until the extended deadline of March 1 for the audited expenditures from School Finance.</li> </ul>

CDE Values: All Students, Collaboration, Communication,  
Customer Service, Honesty, Innovation, Integrity, Respect, Transparency.

TIME	AGENDA ITEM	NOTES & NEXT STEPS <i>(Be sure to include communications to those not at the meeting who need to know the results)</i>
		<ul style="list-style-type: none"> <li>• Specific duty (b) – Legislative Report timelines and connections for data gathering; key components of the report and process. The report belongs to the committee, not CDE.</li> <li>• Committee membership – State Board of Education approves based on recommendations in statute. <ul style="list-style-type: none"> <li>○ Term limits of members – currently, there are none. The historical perspective of having long-term members has been valuable. There is nothing defining in statute. Vacancies are challenging to fill. Defining terms could be beneficial since the State Board of Education has asked about term limits. Terms of 5 years with option of serving two terms has been discussed, but not decided. Decisions need to be made on determining when terms begin, what to do if someone needs to resign mid-term, if the committee or chairperson could appoint a new member to serve the remainder of the term. Tabled for further discussion/vote.</li> </ul> </li> <li>• Meetings – discussion of how many meetings, whether they will be in-person, or electronically, tabled for further discussion/vote. <ul style="list-style-type: none"> <li>○ Attendance at meetings – discussion of determining rules surrounding unexcused absences, Kim Boylan will request guidance from Melissa Bloom, Policy Specialist at CDE.</li> <li>○ Roberts Rules of Order – discussion of determining meeting conduct. Kim Boylan will also request guidance from Melissa Bloom.</li> </ul> </li> <li>• Chairperson – discussion of naming co-chairperson-elect in a transitional year.</li> </ul>
3:55	Good of the order	<ul style="list-style-type: none"> <li>• Schedule next meeting in August to finish and approve the by-laws. Meet in September to begin work on the Legislative Report.</li> </ul>
4:03	Adjournment	<ul style="list-style-type: none"> <li>• Meeting adjourned by Jon Paul Burden.</li> </ul>