

Oklahoma Special Education IDEA-B State Advisory Panel Operating Guidelines

June 2018

Article I - Purpose/Function

Section I: Purpose

The IDEA B State Advisory Panel of the State of Oklahoma (SAP) is established in accordance with IDEA 2004 SEC. 612 State Eligibility and Section 1412(a) (21) of IDEA. The state has established and maintains an advisory panel for the purpose of providing policy guidance with respect to special education and related services for children with disabilities in the state.

Section II: Function

- a. Advise the Oklahoma State Department of Education, Special Education Services division (OSDE-SES), and make recommendations on all matters related to special education.
- b. Comment on any rules or regulations proposed by the State regarding the education of special education students.
- c. Advise the State in developing evaluations and reporting such information as may assist the state in its data requirements under section 618 of the Individuals with Disabilities Education Act (IDEA).
- d. Advise the State in developing corrective action plans to address findings identified in federal monitoring reports under Part B of the IDEA.
- e. Advise the State in developing and implementing policies relating to the coordination of services for special education students.
- f. Advise the State as it monitors special education programs in local education agencies (LEAS) and private schools.
- g. Advise the State of unmet needs within the State in the education of students eligible for Special Education Services.

Article II – Membership

Section I: Membership Criteria

A majority of the members of the SAP shall be representative of Oklahoma’s population and will be composed of individuals involved in or concerned with the education of students with disabilities. A majority of the members of the panel must be individuals with disabilities or parents of students with disabilities. Members are to serve only in a one role capacity; not multiple roles. Panel membership should include individuals who represent the following areas:

1. Parents of children with disabilities (ages birth through 26)
2. Individuals with disabilities
3. Teachers
4. Representatives of institutions of higher education that prepare special education and related services personnel
5. State and local education officials, including officials who carry out activities under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11431 et seq.)
6. Administrators of programs for children with disabilities
7. Representatives of other State agencies involved in the financing or delivery of related

- services to children with disabilities
8. Representatives of private schools and public charter schools
 9. Not less than one representative of a vocational, community, or business organization concerned with the provision of transition services to children with disabilities
 10. A representative from the State child welfare agency responsible for foster care
 11. Representatives from the State juvenile and adult corrections agencies.
 12. Others as appropriate.

Section II: Training/Orientation

An orientation meeting for new and current SAP members will be conducted prior to the first scheduled meeting. The orientation meeting will provide panel members with their responsibilities and provide an overview of existing laws and regulations governing the panel. This meeting will also provide panel members with a summary of the activities and initiatives that the IDEA B focused on over the preceding year.

Section III: Term

- a. Members of SAP shall be appointed for a 3 year term, commencing with the corresponding month of their initial appointment. However, in order to maintain a reasonable balance in expiration of terms, or to maintain an appropriate and adequate representation, the State Superintendent of Public Instruction may establish shorter or longer terms of membership, at the discretion of the State Director of Special Education.
- b. Members elected to the Executive Committee may serve additional years depending on their appointment.
- c. Exceptions to this rule, as determined by the Executive Committee, may allow a member to be appointed for a 4th year.
- d. In unexpected circumstances, events may occur during a membership term prohibiting the appointed member from fulfilling his/her responsibilities and/or disqualifying the member from representing the assigned constituency. Should this occur, the appointed member will no longer be able to serve on the SAP in their current capacity. The Executive Committee may determine that they continue to serve in a different membership capacity.
- e. All members of the SAP shall be appointed by the State Superintendent of Public Instruction based on recommendations proposed by the Executive Committee.

Section IV: Replacement

SAP members shall be replaced when the following occurs: the member sends a letter of resignation to the Chair or the member does not attend three meetings in one fiscal year. In the event a member must resign from the SAP, the Executive Committee may seek a replacement during the regular membership selection process and makes the appropriate recommendations to the State Superintendent of Public Instruction.

Section V: Attendance

Members are expected to attend meetings for the length of their term in order to represent their constituency, organization and/or agency and to enhance the effectiveness of the SAP. Should panel members be unable to participate in a meeting, it is their responsibility to notify the Chair or Vice Chair of their anticipated absence. Notification is requested as early as possible; preferably no later than 24 hours preceding the meeting.

- a. A RSVP is required for each scheduled SAP meeting.
- b. After two unexcused absences (an unexcused absence = no contact made to anyone on the Executive Committee), the Chair of the SAP will contact the panel member to verify interest and ability to serve as an SAP member.
- c. If a member does not attend 3 meetings during a fiscal year, the member will be considered resigned.
- d. If necessary, SAP members, for information purposes only, opt to send a substitute to meetings. If a substitute is sent to an SAP meeting, the substitute must meet the same membership qualifications. It is the responsibility of that member to fully inform the substitute of the work of the SAP and to also notify the Chair and Chair Elect of the anticipated participation of the substitute.

Section VI: Compensation

Members of the SAP or their substitute shall serve without compensation but may be reimbursed at the state rate for travel to and from their home/work place to the designated meeting place for the quarterly SAP meetings. Additional compensation for mileage may be determined on an individual basis by the Executive Committee.

Article III - Committees and Duties

Section I: Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Past Chair, and State Director of Special Education. The Executive Committee will select the new Vice Chair at the final IDEA meeting each year. Consideration will be given to alternating the Vice Chair position between parents and other panel members. The Vice Chair will assume all duties of the Chair in the absence of the Chair. The Vice Chair will become the Chair effective July 1 of the following year. The Chair will assume the office of Past Chair effective July 1 of the following year. In the event the Chair's three year term on the Panel expires prior to completing the Past Chair office, the Chair will return to the panel for a one year term to serve in that capacity on the Executive Committee. Officers may be selected during their tenure as SAP members.

The Executive Committee will:

- a. Lead IDEA B SAP meetings
- b. Appoint committee members
- c. Develop agendas
- d. Any Panel member may request an addition or modification to the agenda.

- e. Assist new members
- f. Recruit new members
- g. Coordinate activities
- h. Establish subcommittees and workgroups
- i. Ensure subcommittee and workgroup reports are made available to the SAP at subsequent meetings
- j. The State Director of Special Education will direct OSDE staff to assist SAP as needed.

Section II: Sub Committees

- a. Shall be established for specific tasks and for a designated time period.
- b. A representative will report on current activities at the SAP meetings.
- c. Recommendations will be drafted for discussion and action by Panel members as requested.
- d. Membership shall be determined by the Executive Committee.
- e. Membership may include representatives from the field as well as the Panel members and the OSDE staff as needed.
- f. It is the responsibility of the Sub Committee to be familiar with issues that relate to individuals with disabilities, and give input to the SAP on recommendations for consideration.

Section III: OSDE Responsibilities

- a. Ensure that SAP meeting minutes are completed and mailed or emailed to members and other appropriate recipients no later than 30 calendar days after each meeting.
- b. Ensure that the SAP agendas are emailed to SAP members.
- c. Receive and respond to correspondence with the OSDE.
- d. Ensure the scheduling of meetings for the SAP Panel and all sub committees.

Article IV - Meetings

Section I: Meeting Schedule

- a. Secretarial services for the SAP meetings shall be provided by the Division Support Specialist to the SAP (OSDE staff member).
- b. The SAP shall meet at least 4 times during each school year.
- c. The meeting dates shall be established as a matter of SAP business at the first meeting each year with the exception of the first meeting date which shall be established as a matter of SAP business at the last meeting of the previous year.
- d. Additional meetings necessary to transact the business of the SAP may be called by the OSDE-SES upon the recommendation of the Executive Committee.
- e. In the event of forecasted inclement weather, the Executive Committee shall decide the day before the meeting if the SAP will meet. The Executive Committee will notify the SAP members of this decision, and will re-schedule the meeting.
- f. SAP meetings shall begin at 1pm and end at 4pm unless a member consensus decision or majority vote of the SAP changes this time frame for a particular meeting.

Section II: Meeting Norms

- a. Approximately 10 days prior to each scheduled meeting, SAP members will receive a meeting agenda. SAP members are responsible for reviewing the agenda & materials for each meeting. It is important that all members be well informed in order to represent their constituency and insure that panel actions are appropriate.
- b. Members will arrive on time and stay until the meeting is adjourned with the exception of emergencies.
- c. Each meeting will start and end on time.
- d. In the absence of the Chair, the Vice Chair shall assume the duties of the Chair.
- e. The SAP will use majority vote for making decisions.
- f. Interpreters and other necessary services to accommodate people with disabilities shall be provided at meetings for SAP members if requested at least 2 weeks in advance before the scheduled meeting.

Article V - Confidentiality

Members of the SAP must understand that confidentiality of any and all personally identifiable data, information, and records disclosed during SAP meetings shall be maintained according applicable state and federal laws. SAP members understand that (unless there is a signed “Consent to Release Confidential Information” in effect) authorization to share and receive information ends with departure from SAP meetings. Further, members shall only discuss/share anecdotal situations when all personally identifiable information has been removed / altered in order to maintain the confidentiality of those involved in the situations.

Article VI - Amendment of Operating Procedures

These Operating Procedures may be amended by a simple majority vote at a regularly scheduled SAP meeting and final approval by the Executive Committee. SAP members will be asked to review proposed revisions in a timely fashion, prior to scheduled meetings, for purposes of discussion.

Article VII - Annual Report

All Sub Committees shall submit a brief report to the Executive Committee Chair summarizing annual activities to be included in historical records. The Executive Committee Chair shall include the subcommittee reports (if any) in the Annual Report. The Annual Report will be submitted by the Executive Committee Chair by July 1.

Article VIII – Public Comment

- 1) Each agenda will include time for public comment.
- 2) Agendas and meeting minutes will be posted to the OSDE-SES webpage, along with any other materials presented at SAP meetings.