

Oklahoma  
Special Education  
IDEA-B  
State Advisory Panel  
Operating Guidelines

## **Article I - Purpose/Function**

### **Section A: Purpose**

1. The IDEA B Advisory Panel (hereafter “Panel”) of the State of Oklahoma 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 B: Function**

1. Advise the Oklahoma State Department of Education (hereafter OSDE) of unmet needs within the State in the education of children with disabilities;
2. Comment publicly on any rules or regulations proposed by the State regarding the education of children with disabilities;
3. Advise the OSDE in developing evaluations and reporting on data to the Secretary under section 618 of the Act;
4. Advise the OSDE in developing corrective action plans to address findings identified in Federal monitoring reports under Part B of the Act; and
5. Advise the OSDE in developing and implementing policies relating to the coordination of services for children with disabilities.

## **Article II - Membership**

### **Section A: Selection**

A majority of the members of the Panel 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.

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 and
11. Representatives from the State juvenile and adult corrections agencies.
12. Others as appropriate.

### **Section B: Training/Orientation:**

1. A mentor may be assigned to each new panel member to assist with orientation to the panel duties and provide support during the first year of the new panel member's term. An experienced panel member may be nominated and confirmed by the panel as a mentor coordinator for a term of 3 years to recruit and assign mentors to new members as well as organize mentor activities. If the mentor coordinator's membership term expires prior to fulfilling the 3 years as mentor coordinator, the mentor coordinator's term may be extended for the length of time needed to fulfill the term as mentor coordinator.
2. An orientation meeting for the new Panel 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 3: Term**

1. Members of Panel shall be appointed for a 2-3 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.
  - a. Exceptions to this rule, as determined by the Executive Committee, may allow a member to be appointed by the State Board for a 4th year.
  - b. In unexpected circumstances, events may occur during a 3 year membership term prohibiting the appointed member from fulfilling his/her responsibilities and/or disqualifying the member from representing the

- assigned constituency. Should this situation occur, the Executive Committee will recommend to the OSDE the removal of the member.
2. All members of the Panel shall be appointed by the State Superintendent of Public Instruction based on recommendations proposed by the Panel or the Executive Director of Special Education Services.

#### **Section 4: Replacement**

1. Panel 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. After two unexcused absences (an unexcused absence = no contact made to anyone on the Executive Committee), the Chair of the Panel will contact the panel member to verify interest and ability to serve as a Panel member. In the event a member must resign from the Panel, the Membership Committee may seek a replacement during the regular membership selection process and makes the appropriate recommendations to the State Superintendent of Public Instruction.

#### **Section 5: Attendance**

1. In order to maintain status as an Panel member, attendance is required at each meeting
2. A RSVP is required for each scheduled IDEA B meeting
3. Members are expected to attend meetings for the length of their tenure in order to represent their constituency, organization and/or agency and to enhance the effectiveness of the Panel. Should panel members be unable to participate in a meeting, it is their responsibility to notify the Chair or Chair Elect of their anticipated absence. Notification is requested as early as possible; preferably no later than 24 hours preceding the meeting.
4. If necessary, Panel members, for information purposes only, may opt to send a substitute to meetings. If a substitute is sent to a Panel 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 Panel and to also notify the Chair and Chair Elect of the anticipated participation of the substitute.

#### **Section 6: Compensation**

1. Members of the Panel 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 Panel meetings. Additional compensation for mileage may be determined on an individual basis by the Executive Committee.

## Article III - Committees and Duties

### Section 1: Executive Committee

1. The Executive Committee shall consist of the Chair, Vice Chair, Past Chair, and the Executive Director of Special Education and one employee from OSDE Special Education Services. 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 Panel members.
  - a. Chair:
    - i. Lead all IDEA B Advisory Panel meetings
    - ii. Appoint committee members
    - iii. Serve on Executive Committee
    - iv. Develop meeting agendas
    - v. Coordinate with the Executive Director of Special Education all IDEA B Advisory Panel activities
    - vi. Establishing sub committees with the approval of the Executive Director of Special Education
    - vii. Assure that all meetings of sub committees are reported at the succeeding IDEA B Advisory Panel meetings and that recommended action is recorded
    - viii. Assure that IDEA B Advisory Panel minutes are completed and mailed or emailed to members and other appropriate recipients no later than 30 calendar days after each meeting
    - ix. Receive and respond to correspondence with the Oklahoma State Department of Education
  - b. Vice Chair:
    - i. Serve as Chair in his/her absence
    - ii. Lead the Membership Committee
    - iii. Serve on the Executive Committee
    - iv. Develop meeting agendas
  - c. Past Chair:
    - i. Serve on the Executive Committee
    - ii. Provide transition to the new chairperson
    - iii. Act as a resource person to members of the IDEA B Advisory panel
    - iv. Provide assistance to new members
    - v. Develop meeting agendas.

- d. Executive Director of Special Education:
  - i. Oversee the IDEA B Advisory Panel
  - ii. Develop meeting agendas.

## **Section 2: Membership (advising)**

1. Assists in the recruitment of new members each year

## **Section 3: Sub Committees**

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

## **Article IV - Meetings**

### **Section 1: Meeting Schedule**

1. Secretarial services for the Panel meetings shall be provided by the Division Support Specialist to the Panel (OSDE staff member).
2. The Panel shall meet at least 4 times during each school year.
3. The meeting dates shall be established as a matter of Panel business at the first meeting each year with the exception of the first meeting date which shall be established as a matter of Panel business at the last meeting of the previous year .
4. Additional meetings necessary to transact the business of the Panel may be called by the OSDE Special Education Services Division upon the recommendation of the Executive Committee.
5. In the event of forecasted inclement weather, the Executive Committee shall decide the day before the meeting if the Panel will meet. The Executive Committee will notify the Panel members of this decision, and will re-schedule the meeting.
6. Panel meetings shall begin at 9:00 a.m. and end at 11:45 a.m. unless a Panel consensus decision or majority vote of the Panel or Executive Committee changes this time frame for a particular meeting.

## Section 2: Meeting Norms

1. IDEA B shall hold regular meetings at least four times in each school year. Calendar dates for the ensuing year will be suggested by IDEA B panel members at the last regular meeting.
2. Approximately 10 days prior to each scheduled meeting, Panel members will receive a meeting agenda. Panel 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.
3. Members will arrive on time and stay until the meeting is adjourned with the exception of emergencies.
4. Each meeting will start and end on time.
5. In the absence of the Chair, the Vice Chair shall assume the position of temporary Chair.
6. The panel will determine the method to be used for making decisions. This may be accomplished by using majority vote.
7. The Executive Committee will assume responsibility for any oversights or errors in judgment that lead to inappropriate decisions and/or actions by the Panel - When identified, said problem will be revisited.
8. Interpreters and other necessary services to accommodate people with disabilities shall be provided at meetings for the IDEA Advisory panel members if requested at least 2 weeks in advance before the scheduled meeting.

## Section 3: Agenda Development

1. The Chair will develop the agenda and speak with the Executive Director of Special Education for their input
2. Any Panel member may request an addition/modification to the agenda.
  - a. The request must be presented to the Chair prior to the adoption of the proposed agenda.
3. Approximately 10 days prior to each scheduled meeting, Panel members will receive a meeting agenda.
  - a. Panel members are responsible for reviewing the agenda & materials for each meeting.
  - b. It is important that all members be well informed in order to represent their constituency and insure that panel actions are appropriate.

## Article V - Confidentiality

1. Members of the Panel must understand that confidentiality of any and all personally identifiable data, information, and records disclosed during Panel meetings shall be maintained according applicable state and federal laws. Panel 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 Panel 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**

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

#### **Article VII - Annual Report**

1. An Annual Report will be submitted by the Executive Committee Chair by July 1.
2. All Sub Committees (if any) 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.