

From: Special Education Advisory Committee (SEAC), Poudre School District

Date: November 20, 2024

RE: Comprehensive Planning Committee Charter

On Wednesday, November 20, 2024, the PSD Special Education Advisory Committee (SEAC) was joined by Assistant Superintendent, Dr. Julie Chaplain. Dr. Chaplain provided information on the Comprehensive Planning Committee charter. SEAC offered feedback on the charter, which is outlined in the following action statements.

Committee Membership:

- 1) Consider increasing and balancing committee membership
 - a. Increase the number of parents on the committee to help balance district vs. parent/community membership
 - b. Over-representation of under-represented/marginalized groups
 - i. At least 50% of parents with limited English proficiency, English as a second language, or free/reduced lunch
 - ii. Have representation from each feeder
 - iii. Include an Integrated Services parent
 - c. Require that the Elementary Principal have an Early Childhood program at their site, or have an Early Childhood representative
 - d. Add a Transition Pathways representative (ex. Cooper Home, Project Search)
- 2) Consider staggered terms for committee membership
 - a. This would increase diversity and maintain continuity of work/progress
 - b. Could address our comment to add more people (in Year 2)
- 3) Consider providing clarity and transparency regarding the lottery system and vetting process
 - a. Lottery system should include considerations for feeder patterns (mix of areas and levels)
 - b. Vetting process for committee members should be robust
 - i. Minimum experience requirements
 - ii. No dual roles
 - iii. No conflict of interest
 - iv. Required 3rd party “internal bias” training for all members during onboarding
- 4) Consider utilizing an interview/stringent vetting process for membership applications

Meetings:

- 1) Define bi-monthly
 - a. Is bi-monthly 2x/month or every other month? (difference of a minimum of 48 meetings/2-year term vs. 12 meetings/2-year term plus sub-committees)

Expectations for Members of the Committee:

- 1) Consider defining what the onboarding training will entail when soliciting applications. This could encourage interested candidates to apply and could help them understand how they will be supported in preparing for this role.
- 2) Consider increasing equity in committee member expectations (ex. attendance requirement – as written, if a member misses more than two meetings they will be removed from the committee. This seems stringent given bi-monthly meetings over a 2-year term.)

District Support for the Committee:

- 1) Consider communicating clear and transparent short and long-term goals and decision-making processes
- 2) Consider having ways for the public to interact with the data and recommendations throughout the process

Thank you for bringing this topic to SEAC for feedback and consideration.