

**UTAH SCHOOLS FOR THE DEAF AND THE BLIND
Advisory Council Minutes**

**Division of Services for the Blind and Visually Impaired
250 North 1950 West, Suite B
Salt Lake City, Utah**

Training Rooms 218 & 219

Date: June 23, 2011

4:30 p.m. - General Session

Attending: Bill Gibson, Chair & Voting Member
Leslie Castle, Non-voting Member
Cheralyn Creer, Voting Member
Scot Ferre, Voting Member
Von Hortin, Non-voting Member
Scott McAward, Voting Member
Kathryn McCarrie, Voting Member
Jeff Pollock, Voting Member
Michelle Tanner, Non-voting Member
Cordie Weed, Voting Member

Excused: Heather Frost, Voting Member
Marla Palmer, Voting Member

Also Attending:
Steve Noyce, Superintendent
Betty Hall, Executive Assistant

Interpreters: Crystal Cutler
Dale Boam
Julie Loder
Jennifer Storver

Administrative Staff Present:
Melanie Austin, Program Director of Blind, Region II
Tami Gear, Director of Related Services
Marilyn Madsen, Program Director of Deaf South Region
Day Mullings, Program Director of Deaf PIP
Jill Radford, Program Director of JMS
Trena Roueche', Program Director of Deaf North Region
Michael Sears, Finance Director

Others Attending:

Chris Timothy, USOE
Jan Ferre, LCPD
Jenny Alvey, USDB
Julie Ledford, Parent
Brian Gough, USOE/HR
David Rodemack, USOE/HR
Philippe Montalette, UAD President

1. Welcome and Pledge of Allegiance
Chair Gibson welcomed everyone in attendance. Mr. Von Hortin led the assembly in the Pledge of Allegiance.
2. Public Comments
None

Mr. Hortin made a motion to move agenda items 5, 6, and 9 to the next meeting. See further explanation under Item 8 "Advisory Council Agenda."

3. Consent Calendar Approval
Mr. Scot Ferre moved to accept the Advisory Council minutes of the May 26, 2011 meeting, the Personnel Actions for May 2011, and the Donated Account Summary for May 2011 as presented. Ms. Cordie Weed seconded. Motion carried.

Chair Gibson appointed Vice-chair Ferre to conduct the remainder of the meeting.

INFORMATION:

4. Budget
Mr. Michael Sears noted that this same report goes to the State Board of Education. There is 8% of the year remaining with 11% of the budget remaining; we are on track. The Cost Data Report is a breakdown of that information. We will end positive between \$100 to \$200K. Mr. Sears noted that eliminating purchasing, transportation costs and some vacancy savings plus employee furloughs aided in coming out positive. He noted that since Advisory Council does not traditionally have a July meeting final figures will be reported in August.
5. Report on Region II Blind Programs Deferred to the next meeting.
6. Update on National Deaf Agenda Deferred to the next meeting.
7. Update from Committees

Budget & Finance

Mrs. Michelle Tanner indicated Mr. Sears had covered the information in the 2:00 p.m. budget review meeting. There was nothing additional to report.

Legislative & State Board of Education Awareness

In Mrs. Heather Frost's absence, Mrs. Betty Hall reported that the committee had not met this month, thus had nothing new to report.

Development & Community Relations

In Mrs. Marla Palmer's absence, Mr. Jeff Pollock reported that the committee had not met this month, thus had nothing new to report.

Vice-chair Ferre noted there will be little committee activity through the summer months.

8. Advisory Council Agenda

Mr. Hortin made a motion that we should require all supporting documents be provided in a timely manner so the Superintendent and Chair can review topics to avoid getting questionable items. This will allow time for brailing and for documentation to go out in the packets so we have advance information and can be better prepared for discussion and reduce conflict in our meetings. If items have not been reviewed or supporting presentations have not been provided in a timely manner then they would be deferred to a future meeting. Dr. McCarrie seconded. Motion carried

Mrs. Hall will add a recurring item at the end of the agendas to solicit items for future agendas. A list will be kept and assignments made. People will be notified when their assignments are coming up. A statement will be put on the agenda to explain the process to others outside the agency.

Mrs. Castle noted we need to respect time limits; whatever time is listed must include question and answer time. Mrs. Hall will serve as timekeeper and notify the presenter when time is up. Mrs. Castle also reminded Council that parents and public will still be able to express comments/concerns during "public comments."

Mr. Hortin also moved that budget discussions occur in March or April of each year so Council can be proactive instead of when it is too late to make recommendations. He also noted that all state required testing results be shared with the Council annually. Dr. McCarrie seconded. Motion carried.

9. Role & Responsibilities of Advisory Council Deferred to the next meeting.

10. SUPERINTENDENT'S REPORT

Superintendent indicated he will prepare a formal written report as discussed but noted that there would be times when time sensitive information might need to be shared at a meeting rather than wait for a future meeting.

Superintendent reported that he presented to the Task Force. He did not feel we have adequate information to satisfactorily answer "How are our students really doing – how are we performing?" When he became Superintendent, he instructed staff to begin collecting performance data. He felt we should not just be reporting on the students we have now; we need to be able to track students that have gone out into the districts.

USDB now has a compliance officer who is compiling assessment and tracking information for school reports for Mrs. Tami Gear. They are gathering information to provide to the Task Force. Mrs. Gear shared that statistical information with Council. USDB needs a database. We have also talked with Ms. Glenna Gallo at USOE to see if we can identify PIP students with an ID number so we can track them.

Mrs. Cheralyn Creer encouraged Mrs. Gear's staff working in assessment to look at new data. She cited that Ms. Carol Evan knows a lot about how to assess blind students.

Mrs. Michelle Tanner gave suggestions to clarify the report and also felt teachers could gather this information. USDB is trying to get a student data system with AARA funding so we can gather this info

Mrs. Gear noted this report only gives bits of information. She will present again at the next meeting when it is more cohesive. Council was invited to share any comments through Mrs. Hall as soon as possible so she can forward it to Mrs. Gear.

Dr. McCarrie recommended that anything going to Task Force should be passed by Advisory Council.

11. OTHER

A. Future Agenda Items

Mrs. Creer noted that this might be included in the forthcoming Blind Region II report. She has had questions come up about:

1. How does the 3% rule impact early intervention, particularly for the blind.
2. What is USDB's blind preschool curriculum and does it follow the state's.
3. How will a blind kindergartener who is at the SL Campus be able to be mainstreamed. Mrs. Austin noted that the child will attend classrooms at Millcreek.

It was agreed that with the carry over items and the addition of data collection, there are enough items to fill the agenda for Council's next meeting which is Thursday, August 25, 2011.

B. Mrs. Creer thanked Mrs. Jill Radford and USDB for their support of the Braille Enrichment Learning and Literacy (BELL) Program. It was a two week camp and went well. She invited everyone to graduation tomorrow, Friday, June 24, 2011 at 2:00 p.m.

C. September 22, 2011 will be an all-day retreat.

- D. At Superintendent's request, Mr. Sears noted that USDB's full budget request and any building blocks will go to Mr. Todd Hauber of USOE by the third week in August. They are due to the Governor's Office of Planning & Budget by the first week in September. At the next Advisory Council meeting in August, Mr. Sears will report on the building blocks and our budget proposal and also provide a copy of what has been submitted to DFCM for our building.
- E. Mr. Pollock indicated there is no need for four sign language interpreters to serve at Advisory Council meetings. Two would be adequate. He made a recommended change in room set up so that both the deaf Council members and the audience can see the interpreters. This would be a significant cost savings for USDB.

12. EXECUTIVE SESSION IF NEEDED
None

Mr. Gibson moved to adjourn at 5:55 p.m.