GOVERNOR'S ADVISORY COUNCIL FOR EXCEPTIONAL CITIZENS (GACEC)
Leadership Committee Meeting
6:00 PM, June26th, 2025
VIRTUAL MEETING

MEMBERS PRESENT: Al Cavalier, Bill Doolittle, Jessica Mensack, Molly Merrill, Erika Powell and Jennifer Pulcinella

STAFF PRESENT: Pam Weir/Executive Director

MEETING NOTES:

- The meeting was called to order at 6:03 pm. Bill informed the Leadership Committee that they did not vote in June to renew the authorization given by full Council to the Leadership Committee to represent GACEC in between meetings. Bill made a motion that the Chair of GACEC is given authority to call a special meeting. Motion was seconded by Molly Merrill. The motion was approved.

- Staff presented to the Leadership Committee a process to create the policy manual. The platform of choice will be Teams (Approved by Council in the past). Anyone unable to use Teams will be able to send feedback thru email to staff.

  Starting Friday, July 11th, we will begin sending out draft policies for review each Friday. Here's how the process will work:
  1. **Friday** – You'll receive a new draft policy.
  2. **Within 10 Days** – Submit your written feedback.
  3. **Following Wednesday** – Staff will compile the feedback and send an updated version of the draft.
  4. **Thursday** – A brief Zoom meeting will be held to review the changes and discuss feedback. *Please note: this meeting is not for reviewing the draft for the first time—please provide your feedback in advance.*

  After the Thursday meeting, the updated draft will go to the Leadership Committee for a vote and then to the Full Council.
  Example Timeline:
  - **July 11 (Fri)** – Draft policy sent
  - **July 21 (Mon)** – Feedback due
  - **July 23 (Wed)** – Updated draft sent out
  - **July 24 (Thu)** – Zoom discussion

  Meanwhile, on **July 18 (Fri)**, you'll receive the next policy draft, following the same schedule:

- **Feedback due:** July 28
- **Updates sent:** July 30
- **Zoom meeting:** July 31

This cycle will repeat each week until the policy manual is completed.

- The Committee discussed the need for a structured process for reviewing and providing feedback on Delaware Department of Education (DDOE) documents. Pam emphasized the need for better planning and coordination with DDOE to ensure Council members can provide meaningful feedback. Al made a motion for the group to meet with Maria and Dale to seek greater clarity on feedback expectations and to develop a more effective process for reviewing and responding to DDOE documents. The motion passed.
- Pam updated the Leadership Committee on the meeting that took place with Boards and Commissions. Laura Gutierrez is the new Director and Tria Stallings is the new Deputy Director of Boards and Commissions. During this meeting they let the Membership Committee know they had 32 applications since 2017. Membership Committee is unaware of that many applications. The Committee asked to be sent a copy of all the applications. Boards and Commissions showed interest in the member vetting process the Membership Committee had previously submitted to them. They discussed the need to have more regular meetings and determine who the contact point is for communication with the Governor regarding new members. The Membership Committee also discussed the need for an onboarding process and mentoring for new members.
- Jennifer Pulcinella made a motion to approve the letter from the Restraint/Seclusion & School Resource Officer (SRO) ad hoc committee to DDOE about questions and concerns regarding DDOE reports on Physical Restraint of Students. Erika Powell seconded the motion. The motion passed.
- Al made a motion that part of the Retreat be a planning retreat to develop a strategic plan for the GACEC and if possible strategic plans for the 4 four major issues committees that are in alignment with the overall Council strategic plan. The motion was seconded by Bill Doolittle. The motion passed.
- Al made this motion. Whenever one of the Council committees (Issues committee, Ad hoc committee, or work group) is focusing on a topic that concerns a primary focus area of another Council committee,
  - (a) that committee will inform the other pertinent committee(s) of their focus and explore with them the collaboration of their respective expertise, and
  - (b) that committee will share their draft recommendations with the other pertinent committee(s) and invite their input before making any recommendations to Council on that topic.

  Bill seconded the motion. There was no vote taken tonight.
- Erika Powell suggested putting a list of all issue committees and ad hoc committees on the agenda and who is the best contact for each. She would like this information as a permanent part of the agenda.

NEXT MEETING: The next meeting is scheduled for July 28, 2025, at 11 am.

ADJOURNMENT: The meeting was officially adjourned at 7:46pm.

OLD ACTION ITEMS:

1.) Pam will send out the working drafts from Teams, including current edits to date, to the LC in a Word document format.
2.) All LC members have until 6/10 to determine if they wish to break the work into smaller groups, for editing purposes or submit individual edits.
3.) Small work groups will hold meetings between 6/10-6/19, compiling their group edits.
4.) Final edits from all LC members and/or small groups are to be sent into Pam and Staff by 6/20
5.) Pam and Staff will compile edits and send working draft policy documents out to all LC members by 6/24 (we did not give an exact day but mentioned LC members needed enough days to review, please let us know if this timeline does not work)
6.) LC members will review final edits at next LC meeting on 6/26

The goal for the above is to compile succinct, more robust edits, that require less conversation during our regularly scheduled LC meetings and to finalize a final working draft that can be voted upon and sent to full Council as soon as possible.

NEW ACTION ITEMS:

1. Bill: Call a special Council meeting to reauthorize the Executive Committee's authority before it sunsets on June 30th at midnight
2. Bill: Have Council revisit bylaws to add order of authority to bylaws to clarify legal precedence hierarchy
3. Bill: Identify contact point for communication with the Governor's office
4. Bill & Pam: Meet to discuss solutions for Teams usage accommodation issues
5. Bill: Meet with Staff and Pam next week to discuss historical context and transition matters
6. Pam: Schedule a Leadership Committee meeting in July to plan the retreat agenda
7. Bill: Form a work group with representatives from each Issues Committee to identify unmet needs for public education funding
8. Bill: Restructure general meetings to include open discussion time for members
9. Pam: Write up and document the new policy review process and send to Bill for review
10. Pam: Meet with Dale to discuss DDOE's dispute resolution guides feedback request and timeline and request meeting with Maria
11. Pam: Share the compiled list of DDOE work plan topics with the Leadership Committee
12. Pam: Send committee goals and updates to Erika for committee report preparation
13. Staff: Implement new staggered policy review process with weekly policy distribution and extended feedback timeline
14. Staff: Create a master list of ad hoc committees for Council meeting packages
15. Al: Send the written motion about committee cross-communication to Pam
16. Leadership Committee: Meet with Maria and Dale to discuss specificity of DDOE feedback process

17. DDOE Feedback Process Team: Develop rubrics and clear guidelines for Council member feedback on documents