



# Special Education Advisory Panel

Under the Individuals with  
Disabilities Education Act (IDEA)

(Amendment of 2004)

*IDEA B*  
*Panel Member and*  
*Public Information*  
*Guide*

It is the policy of the Oklahoma State Department of Education (OSDE) not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

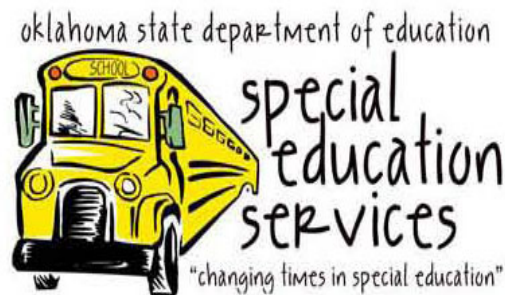
Civil rights compliance inquiries related to the OSDE may be directed to the Affirmative Action Officer, Room 111, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599, telephone number (405) 522-4930; or, the United States Department of Education's Assistant Secretary for Civil Rights. Inquiries or concerns regarding compliance with Title IX by local school districts should be presented to the local school district Title IX coordinator.

*Dr. Janet Barresi*  
*State Superintendent*  
*of Public Instruction*  
*Oklahoma State Department*  
*of Education*

*Misty Kimbrough*  
*Assistant State Superintendent*  
*Special Education Services*

2500 North Lincoln Boulevard  
Suite 412  
Oklahoma City, Oklahoma 73105

**(405) 521-4862**  
<[www.sde.state.ok.us](http://www.sde.state.ok.us)>



*The purpose of this pamphlet is to provide information regarding some commonly asked questions about the State Special Education Advisory Panels under the Individuals with Disabilities Education Act (IDEA). The federal regulations include the requirement that States establish and support a State Special Education Advisory Panel to advise the state regarding issues impacting the education of children with disabilities. The following pages provide a quick reference to assist individuals with information regarding the purpose and activities involving the special education advisory panel.*

*Misty Kimbrough*



***Oklahoma's advisory panel is the  
IDEA B Advisory Panel.***

What is the purpose of the IDEA B Advisory Panel?

*The IDEA requires that each state establish and maintain an advisory panel for the purpose of advising the state special education staff regarding the education of eligible children with disabilities. This includes advising the state on the education of students with disabilities who have been convicted as adults and are incarcerated in adult prisons.*

What is the Federal regulation for establishing State Special Education Advisory Panels?

*Establishment of the Advisory Panel*

- *Each state shall establish and maintain a State Advisory Panel on the education of children with disabilities.*
- *Oklahoma's advisory panel is appointed by the State Superintendent of Public Instruction.*



## Are all State Advisory Panels similar?

*All states are required to meet the federal regulations regarding state advisory panels. However, states may also have state regulations that establish panel responsibilities beyond those outlined in federal regulations.*

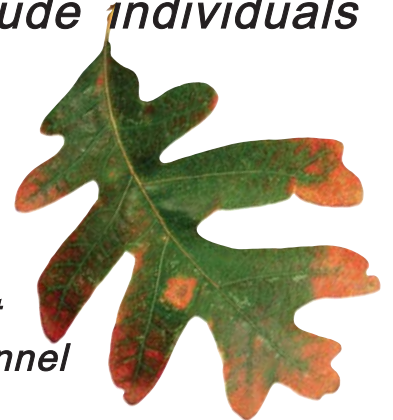
## How are panel members appointed?

*The advisory panel must be appointed by the State Superintendent of Public Instruction.*

## What is the required membership of the State Advisory Panel?

*Panel membership must be composed of individuals who are representative of the state's population and involved in, or concerned with, the education of children with disabilities. A majority of the members of the panel must be individuals with disabilities or parents of children with disabilities. Panel membership should include individuals who represent the following areas:*

- *Parents of children (aged birth through 26)*
- *Individuals with disabilities*
- *Teachers*
- *Representatives of institutions of higher education that prepared special education and related services personnel*
- *State education officials*



- *Local education staff*
- *Administrators of programs for children with disabilities*
- *Representatives of other state agencies involved in the financing or delivery of related services to children with disabilities*
- *Representatives of private schools*
- *Representatives of public charter schools*
- *At least one representative of a vocational, community, or business organization concerned with the provision of transition services to children with disabilities*
- *Representatives from the state juvenile agency*
- *A member who represents homeless children*
- *Representatives from adult corrections agencies*
- *A member from state child welfare responsible for child care*
- *Others as appropriate*



## What are the functions of State Advisory Panels? Federal regulations define the responsibilities of State Advisory Panels as follows:

- *Advise the state of unmet needs in the education of children with disabilities.*
- *Comment publicly on any rules or regulations proposed by the state regarding the education of children with disabilities.*
- *Provide advice to the state staff in developing evaluations and reporting on data to the Secretary of Education.*
- *Advise the state in developing corrective action plans to address findings identified in federal monitoring.*
- *Advise the state in developing and implementing policies relating to the coordination of services for children with disabilities.*
- *Review all final due process hearing officer findings and decisions.*

## Are State Advisory Panels required to follow specific procedures?

- *Federal regulations do not designate a specific number of panel meetings. The panel should hold adequate meetings to conduct its business.*



- *The advisory panel must submit an annual report of panel activities and suggestions to the State Educational Agency by July 1 of each year. This report must be made available to the public.*
- *Official minutes must be kept on all panel meetings.*
- *All advisory panel meetings must be open to the public and agenda items must be publicly announced prior to the meeting.*
- *Interpreters and other necessary services must be provided at panel meetings for panel members or participants.*
- *The advisory panel members serve without compensation, but the state must reimburse the members for reasonable and necessary expenses for attending meetings and performing duties.*

## **What are the basic activities conducted at State Advisory Panel Meetings?**

- *Welcome and introductions.*
- *Approval of agenda and minutes.*
- *Announcements and old/new business.*
- *Overview of packet materials.*
- *Report from state director or staff.*
- *Report on State Performance Plan and Annual Performance Plan.*
- *Public comment.*
- *Meeting summary and future agenda items.*
- *Establishment of next meeting.*

