

# Minnesota Blind-Visually Impaired (BVI) Advisory Committee Operating Policies and Procedures

## Purpose

As per Minnesota Statutes, section 125A.63, Resources; Deaf or Hard of Hearing and Blind or Visually Impaired, the purpose of the BVI advisory committee is:

Subd. 4. Advisory committees.

(a) The commissioner shall establish advisory committees for the deaf and hard-of-hearing and for the blind and visually impaired. The advisory committees shall develop recommendations and submit an annual report to the commissioner on the form and in the manner prescribed by the commissioner.

(b) The advisory committees for the deaf and hard-of-hearing and for the blind and visually impaired shall meet periodically at least four times per year. The committees must each review, approve, and submit a biennial report to the commissioner, the education policy and finance committees of the legislature, and the Commission of Deaf, DeafBlind, and Hard-of-Hearing Minnesotans. The reports must, at least:

(1) identify and report the aggregate, data-based education outcomes for children with the primary disability classification of deaf and hard-of-hearing or of blind and visually impaired, consistent with the commissioner's child count reporting practices, the commissioner's state and local outcome data reporting system by district and region, and the school performance report cards under section [120B.36, subdivision 1](#); and

(2) describe the implementation of a data-based plan for improving the education outcomes of deaf and hard-of-hearing or blind and visually impaired children that is premised on evidence-based best practices, and provide a cost estimate for ongoing implementation of the plan.

## Procedures

- Submit an annual report to the Commissioner of the Minnesota Department of Education (MDE) and share information with the MDE Special Education Advisory Panel.
- The committee must each review, approve, and submit a biennial report to the commissioner, the education policy and finance committees of the legislature.
- Review and approve Academy for Certification of Vision Rehabilitation and Educational Professionals (ACVREP) Registered Provider of Professional Learning and Education (RPPL) requests.
- Review and approve BVI resource materials recommended for the Minnesota Resource Libraries (MNRL).

## Membership

The Committee shall consist of 10-12 members including:

1. One or two parents of children who are BVI.
2. One or two teachers with license in Visual Impairment serving students.
3. One related service staff person employed to work with students who are BVI.
4. One representative of an institute of higher education that prepares teachers to work with students who are BVI.
5. One or two special education directors, coordinators, or supervisors.
6. Two to three people from another state agency or nonprofit agency that has a mission that includes services to children birth – 21 who are BVI.
7. One student who is BVI.

### Definitions for Committee Membership

- Parents: A parent/guardian of a school aged child (birth – 22) who is BVI.
- Teacher: A licensed teacher of the visually impaired working in a public education program.
- Higher Education: A representative of an institute of higher education that prepares teachers to work with children who are BVI.
- Administrators: A supervisor within a public school including, principals, special education directors, superintendents or other education administrators.
- Program/State Agency: Representative of a program/agency that, as a part of the mission of the organization, works with children who are BVI.
- Student: A student who is BVI that is currently enrolled in a public education program.
- At least one of the teachers or administrators shall represent the Minnesota State Academy for the Blind. The Committee shall be geographically representative of the state and include at least two members who are BVI.

### Terms of Membership

*Appointments:* Interested parties apply through the Office of the Secretary of State Open Appointments process. The Commissioner of the Minnesota Department of Education appoints members to serve on two to four-year staggered appointment terms.

*Replacements:* If a member is replaced midterm, the replacement will serve out the balance of the current term.

*Reimbursement for expenses:* Members may receive reimbursement for the expenses they incur to attend meetings at rates provided by current MDE policy.

*Meeting frequency:* The advisory committee will hold four meetings each year and additional meetings will be scheduled if necessary.

*Fiscal year:* For purposes of the advisory committee, the fiscal year begins July 1 and extends through June 30 of the following year.

## **Public Comment**

Each registered speaker will have up to five minutes in which to address the Advisory Committee for the Blind/Visually Impaired. All individuals wishing to provide public comment must follow the information in both the Special Education Public Comment Guidelines and the Special Education Public Meeting Attendee Expectations.

## **Inclement Weather Policy**

It is rare that the Governor will close state agencies including MDE due to inclement weather. If MDE closes, all scheduled agency functions and meetings will be canceled.

In the event of a severe weather emergency, the BVI advisory meeting cancellation policy will be consistent with the Roseville Area School District closure policy. School closing announcements for Roseville District 623 are announced on [WCCO Radio](#), [WCCO-TV](#), [KMSP TV](#), [KSTP TV](#) and [KARE TV](#) by 6 a.m. on the day of the weather event. If Roseville School District starts late, the BVI Advisory meeting will start late. If Roseville closes schools, the BVI advisory meeting will be canceled. Decisions for rescheduling BVI advisory meetings canceled due to inclement weather will be made by MDE and BVI advisory committee leadership.