

**SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**  
**TO THE ALEXANDRIA, VIRGINIA SCHOOL BOARD**  
**ALEXANDRIA CITY PUBLIC SCHOOLS (ACPS)**  
T.C. Williams High School  
Library

Meeting Minutes  
October 16, 2019

**Attendees:**

	Name	Role	Present	Not Present
SEAC Members				
	Cindy Hart	Co-chair	X	
	Michael Behrmann	Co-chair	X	
	Coral Childs	Co-secretary	X	
	Abena Durity	Member		Excused/No notification of membership
	Janet Eissenstat	Member		Excused/Medical
	Cherlyn Jenkins	Member		Excused/Personal
	Deborah Perry	Member	X	
	Tammy Rotz	Teacher Rep		Excused/Personal
	Alexis Stackhouse	Member		Excused/Personal
	Sandra Strachan-Vieira	Member	X	
	J-Lynn Van Pelt	Member	X	
	Jeffrey Zack	Member	X	
Consultants				
	Meagan Alderton	School Board Liaison	X	
	Pree Ann Johnson	Principal Liaison		Excused/Personal
	Theresa Werner	Staff Liaison	X	
Other				
	Courtney Davis	PRC Liaison	X	
	Margaret Lorber	School Board Member	X	
	Terry Mazingo	Chief Academic Officer	X	
	Hilary Sentell	Public		

## **Call to Order**

Cindy Hart officially called the meeting to order at 7:11 p.m. and welcomed everyone in attendance. She also reminded members that the Virginia Freedom of Information Act (VAFOIA) limits email communications between committee members. She suggested that members not use “reply all” in email communications and that they limit them to messages between 2 people and not the whole group.

## **Introductory Comments**

Cindy Hart reviewed the SEAC statement of purpose “to advise the City of Alexandria School Board and the Superintendent about the priorities and strategies for meeting the needs of children with disabilities” and established some meeting ground rules.

## **Approval of Minutes**

There was some discussion of the September minutes. Suggested revisions will be emailed to Coral Childs at [cjchilds63@gmail.com](mailto:cjchilds63@gmail.com).

## **Public Comment**

None

## **Report from SEAC Chair**

Cindy Hart continues to review VDOE guidance on SEACs. She participated in a recent ACPS 2025 forum. She also asked SEAC members to routinely attend (in person or virtually) school board meetings.

## **Report from Director of Specialized Education**

Terry Werner deferred her report to “Old Business”.

## **Report from the Parent Resource Center**

Courtney Davis distributed a flyer on educational sessions offered by the PRC. The next session will be October 28, 2019 on Augmentative and Alternative Communication.

## **Report from School Board Liaison**

Meagan Alderton is working on getting “Special Education 101” on the school board’s agenda. The date is TBD.

## **Old Business**

### **Special Education Action Plan**

Terry Werner discussed the PCG/VDOE action plans starting with some background information. The School Board decided to fund \$230,000 for an external special education evaluation in 2015. ACPS issued requests for proposals (RFPs) and determined the scope of work (SOW). SEAC later requested via the School Board a revised the SOW to include ALL ACPS schools (not just a sample) and the school board allocated an additional \$50,000 for this effort. The selected contractor, PCG, performed the evaluation during the 2017-2018 school year. ACPS received the 400 page report during the summer of 2018 and began working with various ACPS staff to develop an action plan for implementing the recommendations. The draft action plan was released in February 2019.

This action plan was put on hold when the Virginia Department of Education (VDOE) also performed a special education evaluation in the spring of 2019. ACPS received the VDOE

report in August 2019. Since then, ACPS “cross walked” the two reports and consolidated the recommendations into a single action plan. To implement the action plan, an interdepartmental team with 12-15 members is being created. In addition, specialized education, English language learning, and student services are now represented on the ACPS superintendent’s leadership team. The Office of Specialized Education is also adding a Multi-Tiered System of Supports (MTSS) coordinator. In addition, \$15,000 will be moved to early intervention programs in response to the VDOE finding that ACPS over-identifies minority students as emotionally disabled.

#### By-Laws Subcommittee

Sandra Strachan-Vieira reported that she and Cindy Hart had met with Jennifer Abbruzzese, Director of Policy and Board Initiatives to review the SEAC by-laws. Draft updated by-laws will be presented at the November SEAC meeting.

### **New Business**

#### Scope of Work

Cindy Hart provided a handout on a proposed Scope of Work.

Discussion: Terry Werner reminded members that there was a single action plan containing both PCG and VDOE recommendations. The action plan is in 2 parts, the first part focuses on accountability and the second part focuses on compliance. School improvement plans will be online and updated annually. There will be quarterly meetings with each school to review their progress and reports to the school board. It is not clear if there will be reports to SEAC.

Apparently not all SEAC members understand the role of an advisory committee or specifically what SEAC does. A school board advisory committee dispenses advice or recommendations to the school board. Specifically, SEAC provides recommendations to the school board on special education based on data in reports like those from PCG and VDOE.

It was suggested that each SEAC member perform their own “crosswalk” of the action plan and provide feedback on goals and timelines. However, other members prefer to continue moving forward (the evaluation process began in 2014) and have ACPS begin implementing the action plan even if it’s not perfect.

Another member asked for clarification on SEAC’s role in drafting the action plan. Terry stated that SEAC was hugely involved. The action plan was developed by a 9 person steering committee with 5 subcommittees. The SEAC chair (Janet Eissenstat) co-chaired a subcommittee. In addition, SEAC members participated in general parent focus groups and in a SEAC specific working group.

There were concerns over the action plan goals and how they will improve outcomes. For example, the goals for instructional quality seem to be based on parent surveys which are unreliable. In addition, the survey didn’t allow parents to share negative experiences. The goal also doesn’t seem to be measurable. Terri Mazingo responded that the surveys were a starting point and that implementation of the action plan would include direction given by SEAC.

It was asked if the special education evaluations results surprised ACPS personnel. Terri responded “no”, they have been aware of the problems and they are problems common to all special education programs.

Terry continued that PCG looked at instruction first and MTSS changes in instruction will take 2-3 months to implement. SEAC members agreed with starting with instruction, but one member suggested that SEAC provide feedback during that process and asked to see ACPS work plans for implementing the action plan. Terry clarified that the work plans are internal ACPS documents not normally shared with the committee. The member insisted on seeing goals and due dates and was supported by another committee member in this demand. Terry believes that information is in another document that can be shared with the committee.

### Subcommittees

Cindy Hart opened a discussion on subcommittees by proposing a subcommittee on the action plan. J-Lynn Van Pelt made a motion to create such a subcommittee. The motion was seconded by Jeff Zack and passed unanimously. Michael Behrmann will chair the subcommittee. Other members include J-Lynn, Jeff, Sandra Strachan-Vieira, and Cindy. Michael will send an email on proposed meeting times. The subcommittee will report at the next meeting.

Cindy also proposed a subcommittee on school awards including the Anne R. Lipnick Awards for Specialized Instruction that would also recognize best practices.

Sandra suggested a subcommittee on reading and math. Cindy believes the low test scores in reading and math may be related to a school’s resources (including teachers and teacher retention). Terry will provide data on the resources available to each school.

Cindy proposed a subcommittee on parent communication. Meagan Alderton suggested an outreach plan that included at least 5 new activities. Jeff suggested defining “parent engagement” in the Scope of Work first. Terry added that the PRC already communicates information on activities for parents and it has a video library of past activities available for viewing. Unfortunately the videos are not compliant with Section 508 of the United States Workforce Rehabilitation Act of 1973 and are only in English. Courtney Davis will send Cindy a list of the videos and Meagan will see about funds for 508 compliance and translation into other languages.

Sandra suggested a subcommittee to look at graduation rates and behavior management. She will prepare a written proposal for the next meeting.

Discussion: A member asked for clarification on standing committees. Standing committees include Policy and Procedures, Budget, Anne R. Lipnick Award, and By-Laws.

Another committee member asked for clarification on what a reading and math subcommittee would do. Terry suggested that it would identify disparities between schools and make recommendations to the school board on correcting them.

There was a brief discussion on the Scope of Work, what it should include and when it was due. There is no due date for the Scope of Work, but they are done annually, usually

submitted to the school board for approval in September or October each year. Cindy will begin working on a draft.

A member asked if the remaining 2019-2020 school year meetings were enough to do everything SEAC wants to do.

Another member asked for clarification on the VA state Freedom of Information Act (VAFOIA). The law requires that every portion of a meeting be open to public observation. This includes email discussions between 3 or more members of the committee.

### **Announcements**

None

### **Adjourn**

Michael Behrmann called the meeting adjourned at 9:14 p.m.

### **Upcoming Meetings**

- November 20, 2019
- December 18, 2019
- January 15, 2020
- February 19, 2020
- March 18, 2020
- April 15, 2020
- May 20, 2020
- June 17, 2020

Action Items:

Number	Title	Date	Description	Responsible	Due	Completed
1	SPED Focus Group Participation	9/18/19	<p>Special education parents from Douglas MacArthur Elementary School, John Adams Elementary School, and the Cora Kelly School for Math, Science and Technology are being recruited for a special education focus group for the ACPS 2025 Strategic Plan.</p> <p>The principals from those schools are included. Will parents of special education middle and high school students be included? .</p>	Meagan Alderton	TBD	
2	Schedule Special Ed 101	10/16/19	Schedule session on special ed 101 for school board	Meagan Alderton	TBD	
3	Re-doing videos of past PRC events that are not 508 compliant	10/16/19	Courtney Davis will send Cindy a list of the videos.	Courtney Davis	TBD	
4	Re-doing videos of past PRC events that are not 508 compliant	10/16/19	Meagan will see about funds for 508 compliance and translation into other languages.	Meagan Alderton	TBD	