

DRAFT

**Special Education Advisory Committee
Minutes of Meeting
Date: September 27, 2023
Alexandria City High School Library**

Ms. Hart called the meeting to order at 7:08 PM.

SEAC members	Name	Role	Present	Not Present	Excused
	Cindy Hart	Chair	X		
	Joyce Sullivan	Secretary	X		
	Laura Fontaine	Member			1st
	Ryann Morales	Member			1st
	Jennifer Niccolls	Member	X		
	J-Lynn Van Pelt	Member	X		
Consultants					
	Meagan Alderton	School Board Liaison	X		
	Amy Creed	Acting Director of Specialized Instruction	X		
	Dr. Pierette Finny	Staff Liaison	X		
	Janet Reese	Parent Resource Center	X		
Community Members					
	Rashonda Goode	Parent	X		

Attendance: Ms. Sullivan took attendance as reflected above.

Meeting Norms: Ms. Hart reviewed meeting norms.

Public Comments: There were no public comments.

Old Business and Action Items: A motion was made to approve the Minutes of the SEAC officer meeting of August 23, 2023. After being seconded, the motion carried without objection.

**New Business and Reports:
Reports**

Acting Executive Director of Specialized Instruction:

Ms. Creed stated that both the SEAC flyers and the flyers from the Parent Resource Center would be copied and given to the staff at each school to be distributed at IEP meetings. Ms. Creed also related that there will be a yearlong technical assistance training for all special education teachers in evidence based practices. There will be additional training for co-teaching pairs in high yield co-teaching practices. Ms. Creed added that division wide instructional rounds will be conducted, allowing administrators to visit classrooms, special education teachers, and students. Furthermore, Orton-Gillingham training will be offered to teachers outside contract hours.

There will be a New Teacher Academy for all new special education teachers, with topics specific to special education. It is hoped this support for new teachers will promote teacher retention in ACPS. Ms. Creed articulated her priorities; high quality specially designed instruction aligned to the IEP, parent partnerships and communication between school and home, transition and postsecondary options, student self-determination and self advocacy.

Ms. Van Pelt asked about staff retention and whether ACPS was fully staffed in the area of related service providers. Ms. Creed responded that all related service provider positions had been filled. There was general discussion about incentives for teaching staff and instructional aides. Ms. Alderton stated that ACPS offers generous full compensation for staff in health insurance and other benefits. This should be promoted during staff interviews. Free membership for instructional assistants to the Council for Exceptional Children will be offered. Ms. Van Pelt commented that ACPS should consider providing instructional assistants with a living wage.

Parent Resource Center:

Ms. Reese reported that parent inquiries and contacts at the center have returned to pre-pandemic levels. A workshop on the subject of support for siblings of children with special needs will be offered at noon and 6 PM on Tuesday, October 3. Ms. Reese was also excited to collaborate with an

Amharic speaking staff member to provide support for Amharic speaking families in ACPS. She will also be meeting with one of the ACPS social workers to discuss family engagement.

SEAC Report:

A motion was made to approve the SEAC Scope of Work Draft. After being seconded, the motion carried without objection. Ms. Hart commented that she wanted to explore if SEAC should represent students with 504 plans and their families. If so, the School Board would need to approve this decision, since SEAC is in place to serve students with IEPs. School Board Representative Ms. Alderton suggested that the Board's School Health Advisory Committee would be the more appropriate body to represent those with 504 plans.

. Ms. Hart also reviewed the proposed SEAC subcommittees, a motion was made to approve the subcommittees, seconded, and the motion carried without objection.

By-laws - Cindy Hart, chair

Communications - Jennifer Niccolls, chair

City Wide Classroom Experience - Joyce Sullivan, chair

Teacher Hiring and Retention - J-Lynn Van Pelt, chair

Anne Lipnick Awards

The meeting was adjourned at 8:15.