

SCOPE OF WORK TRACKER

Overview of meetings

Sept

Bylaws-subcommittee formed

Oct-Final Action Plan released

Review Action Plan-subcommittee formed

Nov

Review Action Plan-subcommittee reported; will also review work plans

Vote on items to include on Scope of Work

Dec

Bylaws-subcommittee draft for discussion/vote

Working groups for: **Literacy, Data Review, Visibility of SEAC**; begin by gathering comments re: **Transportation**; begin to address **Parent Communication** if possible

-Any subcommittees needed for the above? Determine after working groups report back

Jan

Budget review/discussion during meeting

Mandatory Training: need SEAC statement to Superintendent

Subcommittee for **Anne Lipnick Awards**-appoint chair

Subcommittee to review **Working Plans**--next step?

Other subcommittees needed now?

Feb

Behavior: presentation by Erin Stone hopefully (I've contacted her)

Monitor implementation of Action Plan- begin monthly reports

March

Parent Communication-Helen Lloyd to speak?

April

Career and Transition speaker: Tricia Jacobs?

Annual Plan

May

Nominations-form subcommittee

**Indicates subcommittee definitely will be needed; SEAC will determine if other topics require a subcommittee

****REVIEW OF TWO EVALUATIVE REPORTS AND RESULTING ACTION PLAN**

Time frame: October, 2019-February, 2020

Subcommittee needed? yes

If yes, Subcommittee formed? October 16, 2019

Chair: Michael Behrmann

Group Members:

Abena Durity, Pree Ann Johnson, Cindy Hart, J-Lynn Van Pelt (unable to attend meeting), Sandra Strachan-Vieira, Jeff Zack

Possible outcomes:

Report to SEAC and Terry Werner with comments and questions; Report comments to School Board if this seems productive

Status: Action Plan has been reviewed and suggestions made; need to review Work Plans

Monitor Implementation of Action Plan and Working Plans

Possible outcomes:

Report to SEAC and Terry Werner with comments, questions and suggestions; Report comments to School Board;

Time frame for this work: February-June, 2020

Subcommittee needed?

If yes, Subcommittee formed?

Chair:

Group members:

Status:

Mandatory Staff Training

Time frame for this work: December, 2019-February, 2020

Subcommittee needed? Consider working group only, at SEAC meetings

Group members:

Alexis Stackhouse, Tammy Rotz

Possible outcomes: Collaborate with DSI about trainings to be prioritized; advise School Board of necessity of required trainings; consider budgetary implications

Status:

Parent Communication

Time frame for this work: December, 2019-June, 2020

Subcommittee needed? Consider working group only, at SEAC meetings

Group members:

Coral Childs

Possible outcomes: Determine a few areas of clear need and provide suggestions for improvement at the district and school levels and via the PRC. Evaluate if Parent Communication should be a primary focus for SEAC in the future. Consider a Parent Handbook with: eligibility info (including testing), IEP process, SOLs vs VAAP and diploma implications

Status:

March has been designated as the month to have Helen Llyod speak to SEAC

****Anne Lipnick Awards**

Time frame for this work: February, 2020-May, 2020

Subcommittee needed? yes

If yes, Subcommittee formed? need to form by January

Chair:

Subcommittee or Working Group members:

Possible outcomes: Create new school-wide awards and determine categories and nomination process; create/review nomination process/forms for all awards; PR for nominations; select winners; plan event to honor winners

Status:

****Literacy**

Time frame for this work:

Subcommittee needed? Probably

If yes, Subcommittee formed?

Chair:

Subcommittee or Working Group members:

Tammy Rotz, Cherlyn Jenkins

Possible outcomes:

Status:

Behavior

Time frame for this work: January-March, 2020

Subcommittee needed? Consider working group only, at SEAC meetings

If yes, Subcommittee formed?

Chair:

Subcommittee or Working Group members:

Sandra Stachan-Vieira

Possible outcomes: Determine additional mandatory staff training that may be needed in the area of behavior, including for Gen Ed teachers, bus drivers, etc.

Status: SEAC Chair has discussed behavior topics with Dr. Erin Stone, Head of Autism and Behavior Supports for ACPS. Dr. Stone is willing to come to a SEAC meeting to describe current services and answer questions.

Career and Transition

Time frame for this work:

Subcommittee needed?

If yes, Subcommittee formed?

Chair:

Subcommittee or Working Group members:

Sandra Stachan-Vieira

Possible outcomes:

Status:

March/April designated as good for a Career and Tech speaker and discussion (Invite Career and Technical Education Coordinator Tricia Jacobs to a meeting to give overview?)

Review of data to Prioritize student needs

Time frame for this work: on-going

Subcommittee needed?

If yes, Subcommittee formed?

Chair:

Subcommittee or Working Group members:

Possible outcomes:

Status:

Visibility of SEAC

Time frame for this work: December, 2019-June, 2020

Subcommittee needed? Consider working group only or 2-person subcommittee

If yes, Subcommittee formed?

Chair:

Subcommittee or Working Group members:

Debbie Perry, Coral Childs

Possible outcomes:

- Develop on-line means of Public Comment
- Develop a SEAC flyer which can be distributed at Open Houses, PTA meetings, etc.
- Provide comment boxes in each school office, with materials available in multiple languages
- Connect a SEAC member with each school to personally provide information about SEAC activities and encourage feedback

- Have SEAC members sign up via Sign-up Genius to attend School Board meetings; arrive early to meet SB members; can watch some portion of meeting at home
- Develop an event or an activity at an existing event to draw the attention of families with disabilities
- Give SPED 101 presentation to the School Board
- Work with the PRC to provide SPED 101 in video format for parents; make this available on SEAC and PRC websites
- Gather info from parent comments at PRC and/or attend PRC support groups to get feedback
- Make an ongoing effort to share concerns of SEAC with individual School Board members
- Encourage formation of a Special Education PTA (SEPTA) for ACPS

Status: SEAC email address for receiving Public Comment has been established; amending by-laws to describe procedure for presenting at meetings

Transportation

Time frame for this work: January-March, 202

Subcommittee needed? Consider working group only

If yes, Subcommittee formed?

Chair:

Subcommittee or Working Group members:

Possible outcomes: Using new SEAC address and SEAC member contact with schools, monitor transportation issues

Status:

****By-laws**

Time frame for this work: September, 2019-December, 2019

Subcommittee needed? Yes

If yes, Subcommittee formed? September 18, 2019

Chair: Sandra Strachan-Vieira

Subcommittee or Working Group members:

Sandra Strachan-Vieira, Cindy Hart

Possible outcomes: updated By-laws in alignment with School Board requirements

Status: in final draft form, with edits from SEAC members and comments from Jennifer Abbruzzese, ready for SEAC review and vote

Budget

Time frame for this work: January, 2020

Subcommittee needed?

If yes, Subcommittee formed?

Chair:

Subcommittee or Working Group members:

Possible outcomes: Determine budget implications of mandatory training? Budget request for completion of PRC videos?

Status:

Policies and Procedures

Time frame for this work: on-going

Subcommittee needed? no

Subcommittee or Working Group members:

Possible outcomes:

Status: The School Board's Director of Policy and Board Initiatives has agreed to forward to SEAC any policies and procedures related to students with disabilities; our School Board Liaison is also noting issues of concern

****Nominations**

Time frame for this work: May-June, 2020

Subcommittee needed? yes