

**Minutes of Meeting**  
**Equity and Inclusion Subcommittee of the Special Education Advisory Committee**  
**Date: February 22, 2023**  
**James M. Duncan Branch Library**

SEAC Attendees: Laura Fontaine, Cindy Hart (Remote), Ruchir Narayan, Jennifer Niccolls (remote), Ryann Morales, William E. Olson, Kate Radt, Joyce Sullivan

The meeting was called to order at 6:35 PM

A motion was made to permit Cindy Hart and Jennifer Niccolls to participate in the meeting remotely. After being seconded, the motion carried without objection.

**Further discussion of areas of focus and potential goals of the subcommittee**

There was a continued discussion about determining the focus of the Equity and Inclusion Subcommittee, and potential goals, for this school year.

To guide that discussion, Mr. Narayan discussed four categories of issues to guide the discussion: (1) issues related to the delivery of instruction to, and related services provided to, students with disabilities during the school day, (2) issues related to communicating with parents and guardians about the delivery of instruction to, and related services provided to, students with disabilities during the school day, (3) issues related to the participation of students with disabilities in after-hour events within ACPS facilities, including extra-curricular activities, and (4) other areas of improvement or adjustment that do not fall into the above categories.

Mr. Narayan led the sub-committee in a process to brain-storm issues falling within the four categories identified above involving each attendee writing, or dictating, potential issues onto post-notes that were assigned to one of the four categories. The sub-committee then discussed the submissions and consolidated them.

Through this process, the subcommittee identified the following possible issues of focus in the delivery of instruction to, and related services provided to, students with disabilities during the school day category: (1) Professional Development, (2) Staffing shortages (teachers, IAs, Specialists), (3) Discipline, (4) Types of instruction, (5) Data, (6) Consistent services, (7) Increasing SPED attention, and (8) Accessibility.

The subcommittee identified the following possible issues of focus in the Home (communication with parents/guardians) category: (1) School nights/social activities SPED focused, (2) School-home communication, (3) Teacher responses to emails (requirements to home), (4) Instruction for families on how to work with kids at home, (5) More culturally responsible parent resources, and (6) Classroom visits.

The subcommittee was unable to complete this process before the end of the meeting. The subcommittee discussed holding another meeting on March 15, 2023, to continue this discussion and to work on an end of the year report.

A motion was made to adjourn the meeting. After being seconded, the motion carried without objection.

The meeting adjourned at approximately 7:48 PM.