Alexandria City Public Schools
Special Education Advisory Committee
Scope of Work
2008 – 2009

To: Alexandria City Public School Board

From: Vickie Cattaneo, SEAC Co-Chair
       Sandra Strachan-Vieira, SEAC Co-Chair

Date: November 1, 2008

Re: SEAC Scope of Work for 2008 – 2009

We have identified the below proposed meeting topics for SY 2008 – 2009 scope of work. The Virginia Department of Education, Office of Federal Monitoring, Non-Compliance letter, July 30, 2008, the Virginia Department of Education Special Education Performance Plan as well as the Alexandria School Board strategic plan goals informed our current topic choices. The topics identified by SEAC committee vote this year are: (1) career and transition services; (2) SOLs, preparation and related services for special needs students; (3) Executive Functioning Disorder; (4) comprehensive qualitative independent outside audit of ACPS special education services, (School Board strategic planning goal C. 1); (5) address the recommendations of the state audit regarding non-compliance issues (strategic goal C. 2); (6) develop a monitoring system to ensure consistent implementation of IEPs (strategic goal C.3) and (7) plan for addressing the needs of the special needs children who have been transported elsewhere (strategic goal C.4). As required by School Board policy, we devote one meeting each year to reviewing the annual ACPS report on special education that is submitted to the State of Virginia.

SEAC looks forward to working with the School Board and the new Superintendent, Dr. Morton Sherman, on issues related to SEAC as well as the strategic plan this coming school year. We invite the Superintendent and all School Board members to attend SEAC meetings and provide feedback as we plan our agendas or submit our recommendations. As in the past, SEAC will focus on developing and presenting specific, actionable recommendations on the unmet needs of the special education population in ACPS. Such will be submitted to the School Board and the Superintendent.

Meeting Topics:[1]

SEAC Organizational meeting (September 23, 2008): SEAC started the school year assessing recent School Board advisory committee requests as well as the upcoming SY 2008 – 2009. We examined and analyzed the Virginia Department of Education, Office of Federal Monitoring Non-Compliance letter, July 30, 2008 as well as the VDOE 2006 – 2007 State Performance Plan. Additionally, we reviewed the School Board retreat and the resulting ACPS strategic planning goals.

SEAC Scope-of-Work meeting (October 20, 2008): SEAC reviewed the School Board's approved strategic plan goals and discussed additional areas needing SEAC's attention. We voted to incorporate the four School Board Special Education strategic planning goals into our scope-of-work as well as three additional topics. They are: 1) Career and Transition; 2) SOLs, preparation and related services for students with disabilities and 3) Executive Functioning disorder.

Budget (November 20, 2008): For the November meeting, SEAC has invited the ACPS Executive Director of Finance, Margaret Byess to speak on the overall ACPS budget process including the long-term move to zero-based budgeting. Additionally, we will cover how this new process will affect Special Education.

VDOE/Federal ACPS Non-Compliance letter, July, 30, 2008 (December 16 ,2008): At this meeting, SEAC will return to the non-compliance letter but will examine in–depth the Corrective Action Plan put together by ACPS Director of Student Services, Dr. Michael Romanelli. The non-compliance issues and corrective action plan directly relate to ACPS School Board goal C.2. Additionally, we will cover how these changes are to be incorporated into the January draft budget.

Development of monitoring system for consistent IEP implementation: (January 13, 2008): This topic directly relates to School Board strategic planning goal C. 3. SEAC will examine the goal and develop recommendations to submit to the Superintendent, School Board and the ACPS strategic planning committee as to how we believe such a system needs to be structured. Sub-topics to be discussed but not limited to: accountability, data collection and parent communications regarding implementation of IEPs.

Special Education Independent Outside Audit AND Space issues of students with disabilities who are external to ACPS (February 24, 2009): SEAC will discuss and provide feedback to the School Board on two School Board strategic planning goals C. 1 and C.4. The committee will provide recommendations on the subject areas we feel need to be reviewed by the outside audit. Additionally, the space needs of the children who have been transported outside ACPS will be examined.

SOL Preparation and Tutoring for Students with Disabilities March 24, 2008: At this meeting, SEAC will examine what ACPS SOL preparatory services are available for

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[1] The topic and meeting dates are subject to change based upon availability of ACPS or outside personnel.

students with disabilities. We will provide recommendations to the Superintendent and the School Board of what, if any, additional related services are needed to improve the SOL scores of ACPS special education students.

Career and Transition Services April 21, 2008: SEAC plans to focus on a review of the current transition services available for students with disabilities. As part of this review, SEAC will look at graduation rates and dropout rates for students with disabilities. SEAC will provide recommendations to the School Board and Superintendent on what ACPS needs to do to improve the few existing services and implement new career and transition programs.

ACPS Annual Report May 14, 2008: Each year, SEAC is required by School Board policy to spend at least one meeting reviewing the annual ACPS report on special education programs.

Executive Functioning Disability June 16, 2008: At his meeting SEAC will examine the topic of Executive Functioning Disability. The focus of this presentation will be on understanding the disability and how it manifests in classroom settings – *e.g.* organizational issues for students.