

**TO:** Alexandria City Public School Board

**FROM:** Vickie Cattaneo, SEAC Co-Chair  
Laurie Rackas, SEAC Co-Chair

**DATE:** October 1, 2010

**RE:** SEAC Scope of Work for 2010–2011 SY

SEAC has identified four key areas for the committee’s scope of work for the 2010–2011 school year. Committee members voted to focus on the following—some of the most pressing issues involving Alexandria students with disabilities:

- Inclusion
- Autism
- Secondary Transition
- Training (both Professional Development for ACPS employees and Parent Training/Involvement)

All of these issues are aligned with the School Board Strategic Plan, and all were expressly mentioned at the School Board retreat last month as areas of priority.

SEAC looks forward to working with the School Board, Superintendent Morton Sherman, Executive Director of Student Services Margaret McLeod, and Director of Special Education Jane Quenneville on these issues. We welcome School Board member Mimi Carter as our new School Board liaison, and invite the Superintendent and other 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.

SEAC intends to address its scope of work in the following way:

Inclusion, Autism, and Secondary Transition

Within the next month, the Office of Student Services will release drafts of detailed near-term and high-level long-range plans for inclusion, autism, and secondary transition for SEAC’s review and comment. Committee members welcome the opportunity to provide input.

A substantial portion of the SEAC meetings in October, November, and December will be devoted to work sessions on each of the plans. The

work sessions will include discussion of the financial and human resource considerations of the plans:

- October – Inclusion
- November – Autism
- December – Secondary Transition

During those work sessions, committee members will provide detailed feedback on the plans and, in conjunction with Dr. McLeod and her staff, develop a list of action items. The appropriate staff members will present status updates at a subsequent SEAC meeting (tentatively scheduled for January).

The establishment of this “feedback loop” provides a mechanism for SEAC and the Office of Student Services to collaborate on common goals: improving the services provided to and outcomes of ACPS students with disabilities.

### Training

Professional Development:

- SEAC is aware that the Alliance for Learning and Leading is involved in ongoing training for administrators, educators, and other ACPS employees. The committee would like to invite ALL’s Executive Director, Betsi Shays, to attend our February meeting and speak about what kind of training has already been done and what is being planned, including disability awareness training for students.
- One piece of unfinished business from last year is the creation of a plan for a Disability Awareness Professional Development Program. SEAC looks forward to providing suggestions as the plan is developed and – as with the other items on the committee’s scope of work – feedback after it is presented. (Initial discussion in March, and followup in May.)

Parent Training/Involvement (Initial discussion in March, and followup in May.)

### Other committee business

As required, we devote one meeting each year to reviewing the annual ACPS report on special education before it is submitted to the State of Virginia. (Tentative month: April)

SEAC will address any other issues as they arise during the school year. We will modify our scope of work, as necessary, to address those issues.