

Alexandria City Public Schools
Special Education Advisory Committee Meeting
TC William Media Center
Tuesday, September 28, 2016
Draft Minutes

1. Call to Order at 7:15
2. Quorum of 7 voting members
3. Introduction of those present
4. May minutes will be sent out later to be approved at next meeting with September Notes
5. Public Comment: Wednesday meeting times will not work for PRC and two dates coincide with holidays.
 - a. The group proposed Mondays → Tuesdays and Thursdays conflict with Board activities
 - i. Try for 4th Monday of each month, with a consolidated meeting for November and December for December 5th → Final draft of RFP
 - ii. Next meetings will be October 24th, December 5th, and January 24th
 1. Do we want a November meeting or an earlier January meeting?
6. Main Agenda
 - a. Jennifer Abbruzzese, Clerk of the AVPS School Board and Policy Liaison reviewing new policies
 - i. Last year the Board approved updated policies to School Board Committees
 1. SEAC and subcommittees are public bodies and are thus subject to the Freedom of Information Act.
 - a. Notifications of meetings just need to go to Clerk for public notice 3 business days ahead of time
 - i. A meeting is 3 or more people focused on the committee
 1. Do not need a quorum to be a meeting, only to vote
 - b. Documents need to go to Clerk 3 days before hand for public review
 - i. Including all presenters, meeting notes, agendas, etc.
 2. SEAC needs to meet at least 4 times a year (quarterly)
 3. Only need to be a resident or ACPS staff member to be on SEAC
 - a. For SEAC, majority must be parents with children with a disability in ACPS
 - b. Expectations for SEAC members, board liaisons, and staff liaisons is to attend 75% of meeting
 - c. Liaisons can't vote, but teacher members can.
 - i. They are to help with the Scope of Work
 4. Officers- Committees need to have Chair and Vice-Chair (minimally) and can have a Secretary
 5. Board Chair will be setting up an Advisory Committee Leadership Meeting
 - a. Proposed for October 26th
 6. It is typical that Liaisons and Chairs meet periodically, but those issues should be brought to the group at large at meetings
 7. Approval of Annual Report will lead to a response from ACPS, and the Committee can do a rebuttal. This will then be sent to the Board for Review.
 8. If there are issues with getting a quorum, the Board can help with getting members
 9. She can help us reformat our bylaws to match these policies and format
 10. SEAC only committee that requires a teacher by law

- a. Teacher does not have to be an ACPS employee
 - ii. We are a part of the Virginia School Board Association and they support this process
 - iii. Can call in to a meeting and vote electronically, only if there is a live quorum
- 7. Unfinished Business
 - a. EOY Report
 - i. Reviewed Report that was edited from the end of last school year.
 - 1. Some revisions were made to eliminate information that were not related to the Scope of Work
 - 2. The group focused on the recommendations
 - ii. The report will be sent to ACPS for a response, and then returned to the committee for a rebuttal
 - iii. Report was approved
 - 1. New member abstained
 - b. Elections: Jeff motioned
 - i. Chair- Janet
 - ii. Vice Chair- Crystal
 - iii. Secretary- Aaron
 - iv. Secretary- Sandra
 - c. Erin Seconded
 - d. All in favor
- 8. New Business
 - a. Theresa Werner
 - i. Special Education Evaluation
 - 1. The evaluation has been approved and fully funded by the board
 - a. Goals: Evaluate progress of programs, systems, etc. They will also analyze data that will be used to improve plans, delivery and service, and compliance.
 - 2. Working on writing RFP
 - a. Draft in November will be based on surveys that were sent out to all parents of students with special needs, certain secondary ed students, and staff. They will also be conducting focus groups based off these surveys
 - i. ALL SEAC members will be involved in focus groups
 - 3. SEAC will review draft at December 5th meeting, and lead to a final draft that will hopefully go out around Winter Break
 - 4. Vendor will be picked around Spring Break
 - 5. Evaluation should span next summer and the 2017-2018 school year.
 - a. Report should be done by the end of next school year.
- 9. Topics tabled for future meeting:
 - a. Copy of Priorities of Specialized Instruction Presentation
 - b. Data Update from SOLs
 - c. Scope of Work for 2016-2016
- 10. Meeting adjourned at 9:15