Special Education Advisory Committee Meeting Minutes  
LCPS Administrative Building  
21000 Education Court, Ashburn, Virginia 20148  
SEAC-Sponsored Program, 6:00 – 7:30 p.m.  
Wednesday, October 6, 2021

**Presentation**
Meet the Office of Special Education Staff: Understanding Their Roles and Responsibilities  
(Supervisors, Specialized Instructional Facilitators, Consulting Teachers, and Specialist)  
Presenters: LCPS Office of Special Education Staff

**Business Meeting Agenda**
1. Welcome and Call to Order, Sharon Tropf, SEAC Chair at 7:35 p.m.

2. Public Comment.  
   Ms. Khattak Concern: Child dropped at wrong bus stop by a substitute driver. The same incident happened more than once. At least 3 similar incidents at the same school.

3. Reports and Updates.  
   A. SEAC Chair  
      • PTA/PTO Representatives: 19 PTO/PTA Reps should be about 70  
      • SEAC Members: Currently have 15 members, 2 new members were approved, 2 applications waiting for approval after the Executive Committee reviews. SEAC is able to have 21 voting members.  
      • Update Annual SEAC Awards: Trophies have been ordered and should be received on or about Oct. 11th.  
      • Annual SEAC Report will be in a new format.  
      • Current/New Issues:  
         • SEAC webpage is still in progress. SEAC is working with the Office of Special Education to get the webpage brought up to date. SEAC wants to ensure the page is easy to navigate with relevant information for parents. Looking to update with tips for parents and with special education terms and lingo.  
         • 2020-2021 SY SEAC Survey had 1578 responses. An independent third-party company reviewed the 2019-2020 data and categorized responses by preschool, elementary, middle and high school levels and by districts to analyze the data.  
         • Updated SEAC Bylaws have been, membership application and informational flyers have been translated in Spanish  
         • Date Changes: SEAC will be meeting on January 12 and February 9 versus the 1st Wednesday of the month due to scheduling conflicts with the budget process.  
         • CTE Committee report did not include much information regarding special education.  
         • State SEAC report published and priorities/issues established, this report will be posted
on the SEAC webpage.

- Current Issues brought to SEAC’s attention:
  - Staffing shortages
  - Access to online learning
  - Evaluations-failure to initiate
  - Information missing due to transition to VA IEP/Parent frustration
  - Student transportation

B. Executive Committee Members.
   - Meeting 10/6 after the business meeting.
   - Will be reviewing public comment guidelines.

C. Subcommittees.
   Transition
   Specialized Reading
   Executive Functioning/Social Emotional
   Policy/Compliance

   Ms. Leanne Kidwell
   Refer to Website for upcoming trainings. Sign up to receive newsletter.

E. Ian Serotkin, School Board Liaison Alternate.
   - Broad Run School Board vacancy.
   - New Board member may be the SEAC Liaison.
   - Budget season is in beginning stages and values SEAC’s input on the budget.
   - Strategic Planning Cycle for school division direction.

F. Office of Special Education.
   Donna Smith, Acting Director of Special Education
   Nothing additional since the office of special education presented this evening.

G. Department of Student Services.
   Dr. Asia Jones, Assistant Superintendent of Student Services
   - Thank you for everything you are doing in recognition of presentation given this evening.
   - Trainings are available to staff to best meet student needs. LCPS was one of the 1st divisions to bring students back into the school buildings for in person learning. Monies have been appropriated for enrichment and extension activities. COVID Recovery funds are being used to meet needs of all students.
   - Will be requesting to continue to fund enrichment and extension activities to include social emotional learning.
   - Teacher shortages are real. SEAC Chair requested to be provided the number of vacancies.
   - Carla Sola and Elizabeth Crotty new members of SEAC approved by board.

   A. Policy and Compliance Subcommittee.
B. Membership Quorum: 15 members, 13 members present.

Review Draft Policy 5320: Does net meet needs of the special education students.

Concerns:
• Parents are not part of the process and there is not enough time to prepare
• Transitions could result in learning loss
• Staff propose changes to diminish transparency, remove parent participation and weaken protection of parent rights.

Recommendation:
• Bring back the transparency, openness and collaboration. Provide time to process, post public input and responses consistent with school board
• Provide and IEP meeting prior to any change and with sufficient time

Voting: Melissa Waugh made a motion to accept all four changes at once. Vote was unanimous
2 members absent from meeting

Distance Learning Concerns:
• Students with medical disabilities are being denied distance learning due to deadlines.
• Needs not being met.
• Students cannot access school due to higher risk; students need a continuum of services to meet their needs.
• Students with medical disabilities are withdrawing from school.

Recommendations:
• Provide reasonable solutions for virtual learning by opening the virtual enrollment process for students with disabilities and adding capacity to distance forum for students.
• Provide multiple solutions along a continuum for students that cannot learn via a virtual environment but cannot attend in person school, a one size fits all will not work in this situation.

Voting: Nancy DeLlanas motion to accept, 14 yes votes
Katie Rosenbrook abstained

FOIA-Electronic participation: SEAC needs to have a policy in place, presented a draft policy for review. The Policy provisions for SEAC members ability to participate electronically per Virginia Code. Limited to two meetings per calendar year. Dr. Jones requested to take draft policy to Counsel for review. Ian Serotkin advised to allow Division Counsel to review. SEAC Chair agreed and this will be an informational item for this policy.

5. Adjourn: 8:50