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I. State of Virginia Mandate for Local Special Education Advisory Committees

There shall be a local advisory committee for special education appointed by each local school board to advise the school board through the division superintendent. The composition of the committee shall include parents of children with disabilities and persons with disabilities.

A. Membership
   Local school division personnel shall serve only as consultants to the committee.

B. The function of the local advisory committee shall be as follows:
   1. Advise the school division of unmet needs in the education of children with disabilities:
   2. Assist the local school division in the formulation and development of plans for improving performance of children with disabilities specified in the Virginia Special Education Improvement Plan:
   3. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities:
   4. Submit periodic reports and recommendations regarding the education of children with disabilities to the division superintendent for transmission to the local school board:
   5. Assist the local school division in interpreting plans to the community for meeting the special needs of children with disabilities for educational services:
   6. Review the policies and procedures for the provision of special education and related services prior to the submission by the local school board and the Virginia Department of Education.

C. Public notice shall be published annually listing the names of committee members and including a description of ways in
which interested parties may express their views to the committee.

D. Committee meetings shall be held at least quarterly and shall be open to the public.

II. Purpose of NNPS SEAC and Mission Statement
   A. Purpose
      1. Advise the superintendent, School Board and Special Education Department of any unmet needs in the education of children with disabilities in the NNPS system;
      2. Assist in the formation and development of long-range plans which will provide services for children with disabilities in the NNPS system;
      3. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
      4. Submit periodic reports and recommendations regarding the education of children with disabilities to the School Board through the Superintendent. Any advisory statements made to the School Board on behalf of the SEAC shall first be presented to the committee for review and approval;
      5. Assist the Superintendent and the School Board in interpreting to the community plans for meeting the needs of students with disabilities for educational services; and
      6. Review annually the updated Special Education Annual Plan and Funding Application for Federal Flow-Through Funds thirty days prior to the submission by the Superintendent to the School Board.

   B. Mission Statement:
      The Newport News Public School Special Education Advisory committee is comprised of parents of student with disabilities, persons with disabilities and community representatives. The mission of the SEAC is to work with the Special Education Department to help identify unmet needs of students with disabilities and advise the School Board accordingly.
III. Committee Membership

A. Parent Reps
1. Betty Anby  Grandparent
2. Sheila Canada  Parent
3. Brock Everett  Parent
4. Thomas Grummell  Parent
5. Chenelle Harris  Parent
6. Mary Beth Helsel  Parent
7. Chanel Mitchell  Parent
8. Sarah Russell  Parent
9. Dynatt Vann  Parent

B. Community Reps
1. Joan Brunner  Colonial Advocacy Rep
2. Brenda Claiborne  NN Department of Human Services
3. Kim Crutchfield  Ft. Eustis EFMP
4. Vera Hansley  Dept. of Rehab. Services Rep
5. Vicki Mortorano  Smart Ones Rep
6. Richard Mills  PCDC Rep
7. Warren Mills  ARC Rep
8. Maqbool Sheikh  Community Civic Rep
9. Beverly Smith  HNN-CSB

C. Consulting Members
1. Jeanice Bryant  Specialist, Special Education
2. Wanda Council  Supervisor, Special Education
3. Marian Harper  Supervisor, Special Education
4. Teddy Hicks  School Board Representative
5. Michele Mitchell  Director, Special Education
6. Marlene Montandon  Supervisor, Special Education
7. Ruthann Newton  Coordinator, Parent Educator
     Resource Center
8. Dr. Lisa Powers  Supervisor, Special Education
9. Glenn Whitlock  Supervisor, Referrals and Assessments
D. New Members approved September 3, 2008:
1. Lisa Butler
2. Hyunsuk Bywater
3. Karlene Greenhow
4. Nona Hilton
5. Nosuk Kim
6. Kelly Musick
7. Ayisha Muhammad
8. Ebony Pratt
9. Scott Silvis
10. Donald Skrinjorich
11. Theresa Swartzbaugh

E. Member resignations: Carl Brakman

F. Members dropped due to low attendance:

1. Stephanie Diggs
2. Latonya McCallum
3. Sara McLain
4. Pamela Santos
5. Amy Sroka
6. Lori Watson

G. Recommendations of Reappointment:
1. Vera Hansley
2. Chenelle Harris
3. Maqbool Sheikh

H. 2008-2009 Officers
1. Chair: Joan Brunner
2. Vice-Chair: Tom Grummell
3. Recording Secretary: Brock Everett
4. Corresponding Secretary: Sheila Canada
IV. Summary of SEAC meetings

A. September
   1. Public Comment Period
      a. A parent/advocate had concerns about scheduling at mutually agreed upon times.
      b. A parent had concerns regarding her child’s placement and education.

B. October
   1. Public Comment Period
      A. A parent had a question about the difference between ESY and summer school.
      B. A parent had a question about transition and placement graduation rates.
      C. A parent had a question about confidentially policies, definition of 1on 1, and what is the definition of a teacher’s assistant.
      D. A parent had a question regarding integration with CFA.
      E. A parent had a question regarding Project Success, SEAC announcement phone call, preschool time with peers and budget committee.
   2. Program topic: This meeting was our third annual Meet and Greet. Members of the committee and the Special Education Department were available after the meeting to informally meet and talk with parents.

C. November
   1. Public Comment Period
      A parent had a concern about the Special Education Voucher, legislative update and School Board reciprocation.
   2. Program topic: Technology Assistance Program-TAP. The program was presented by Barclay Sheppard the Disability Navigator from the Department of Rehabilitative Services. He brought in many examples of AT equipment for the committee to look at and manipulate.
D. January
   1. Public Comment Period- no parents spoke
   2. Program topic: An Overview of the Parent Educator Resource Center given by Ruthann Newton, Coordinator of the NNPS PERC. Mrs. Newton gave us an informative insight into what she does to help parents and educators work together in the Special Education Department.

E. February
   1. Public Comment Period- no parents spoke
   2. Program topic: Accessing Transition Services for Students with Disabilities given by Mrs. Michelle Jones, Transition Coordinator, NNPS. Mrs. Jones, aided by SEAC committee member Mrs. Vera Hansley from Department of Rehab Services, gave an overview of services available from her department.

F. March
   1. Public Comment Period: no parents spoke
   2. Program Topic: Presentation of the Annual Plan, given by Mrs. Michele Mitchell, Director of Special Education, NNPS.

G. April
   1. Public Comment Period:
      A. A parent had a concern about Special Ed policies and procedures.
      B. A parent had a concern about the Annual Plan, policies and current procedures, assurances and SEAC functions.
      C. A parent had a concern about the status of transition services.
   2. Program Topic: Alternative Assessment, presented by Mrs. Jeanice Bryant and Mrs. Marlene Montandon, both Supervisors in the NNPS Special Education Department.

H. May
   1. Public Comment Period: There were no comments.
2. Program Topic: Teacher of the Year recognitions. Seven Special Education Teachers were chosen by their schools as the Teacher of the Year.

V. Summary of Subcommittee meetings
   A. FERPA Subcommittee: This committee created a form to be used at all IEP meetings to determine how a parent wants confidential information sent home. The intention of this form is to help NNPS follow FERPA guidelines.

   B. Flowchart for Resolution of Concerns: This committee created a flyer to help parents become advocates on their own. It was the thought of the committee to inform parents of the steps to follow to resolution of concerns. If concerns can be addressed at the proper level, it can only improve the service delivery for all students.

   C. Handbook Subcommittee: This committee modified a State SEAC guide so that it offered information to parents regarding the NNPS SEAC.

   D. Membership Subcommittee: This committee has chosen 11 new members and are pending approval from the NNPS School Board.

   E. Transition Survey Subcommittee: This committee is still processing the information of the received surveys. Some are still trickling in. The Special Education Department has already implemented some changes due to the information coming in on some of the surveys.

VI. SEAC Recommendations: This committee has found that when issues arise, Mrs. Mitchell and her staff are quick to respond and make changes when necessary.
   A. Funding of a quarterly newsletter to parents of students in the NNPS that receive Special Education Services. This newsletter would list the dates of any upcoming training that would help
parents. Ruthann Newton, the coordinator of the PERC, would be in charge of this venture. She would coordinate with all community reps and school reps to have a comprehensive list of trainings offered on the Peninsula.

B. The committee was going to recommend the implementation of the FERPA permission slip as well as the Conflict Resolution Flowchart. The Special Education Department has already had these items printed and given an in-service regarding the permission slip.

VII. Meeting Schedule for 2008-2009

All meetings are held at the School Administration Building in Conference Rooms A and B.

Tuesday, September 23rd at 4:30 PM
Tuesday, October 28th at 7:00 PM
Tuesday, November 25th at 4:30 PM
Tuesday, January 27th at 4:30 PM
Tuesday, February 24th at 7:00 PM
Tuesday, March 24th at 4:30 PM
Tuesday, April 28th at 4:30 PM
Tuesday, May 26th at 4:30 PM