

AGENDA

**King George County Public Schools
Special Education Advisory Committee
Monday, October 2, 2016 6:00pm
Smoot Library**

Type of Meeting: Regular Schedule SEAC

Meeting Facilitator: Ann Bueche, Supervisor of Special Services

Invitees:

General Public, KGCS Consultants and King George Co. Public Schools SEAC Members 2017-18: Kristin Tolliver, Mollie Morris, Jessy Bryant, Melissa Lamb, Jennifer Jones, Ann Bueche and Lolita Gunter

Call to order and Introductions: Facilitator

Housekeeping : Ground Rules

- Respect confidentiality by not referring to families, students, or school employees by name.
- Respect each member and differing points of view
- Respect people's time and stay on agenda.
- Move off topic items will be considered "parking lot" discussions for later.

Public Comment: King George Co. SEAC Members, Public Comment Forms/In-Person

Reading and Acceptance of Meeting Minutes: May 1, 2017

New business

- *Nomination and elections of Officers*
- *Adoption of Bylaws*
- *Adoption of SEAC flyer and public comment form for the 2017-2018 year*
- *Topics for the year*
- *What's new is Special Education for the 17-18 school year*
 - *For Special Educators- online handbook*
 - *I'm Determined conference*
 - *Employment Training Program*
 - *PRE-ETS Program*

Adjournment- *Next Meeting December 4, 2017 6:00 pm at Smoot Library*

King George County Public Schools

Special Education Advisory Committee

Mollie Morris, Chair- Email: molliemcbutter98@aol.com Phone: 540-220-4277
Ann Bueche, Supervisor of Special Services – Email: abueche@kgcs.k12.va.us Phone: 540-775-8621
King George County School Board PO Box 1239, King George, VA 22485

PUBLIC COMMENT FORM AND GUIDELINES

The Special Education Advisory Committee (SEAC) of King George County welcomes ideas, comments or concerns from the public. The comments can be provided in person or writing, by fax, mail or email. At every meeting of the SEAC an opportunity is provided for visitors to make public comment. It is received without SEAC comment. The public comment is summarized in the SEAC meeting minutes and/or a copy of this sheet is attached to the minutes. The original of this sheet is forwarded to the Supervisor of Special Services.

The SEAC is always looking for ideas and suggestions from students, parents and teachers that will improve the education of children with disabilities. The SEAC requests that any concerns expressed be general comments dealing with global issues rather than a specific comment dealing with a personal matter or situation. The Committee suggests that you address concerns about personal situations directly to the Department of Special Education.

Please summarize your idea or concern in the space below:

Name: _____ Date: _____
Address: _____ Phone#: _____
Email: _____

For SEAC Use Only:

Date Received: _____
Name of SEAC member who received form: _____
Date of SEAC letter acknowledging comment: _____

**King George County Public Schools
Special Education Advisory Committee**

Tuesday May 1, 2017

6:00p.m.

DRAFT

L.E. Smoot Memorial Library
9533 Kings Hwy, King George, VA 22485

Type of Meeting: Regular Schedule SEAC with Special Guest

Meeting Facilitator: Mollie Morris - Chair

Attendees:

General Public, KGCS Consultants and King George Co. Public Schools SEAC Members 2016-17: Mollie Morris, Ann Bueche, Melissa Lamb, Lolita Gunter, Jennifer Jones

Call to order and Introductions: 6:09 p.m. by Mollie Morris

Housekeeping : Ground Rules

- Respect confidentiality by not referring to families, students, or school employees by name.
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Public Comment: King George Co. SEAC Members, Public Comment Forms/In-Person Public Speaking

Reading and Acceptance of Meeting Minutes: February 6th minutes Motion to approve minutes with corrected changes by Jennifer Jones and 2nd by Mollie Morris. Motion carried unanimously

Old business:

Parent Survey, previously discussed. SEE ATTACHMENT FLYER PRINTOUT

New business:

Presentation for School Board motion to approve with changes by Mollie Morris and 2nd by Liloita Gunter. Attached copy in binder.

Outreach: looking into getting a table at the Parks and Rec Special Needs Carnival May 11, 2017

Guest Speaker: Tracey Lee, Family Engagement Specialist in the Office of Dispute Resolution and Administrative Services at the Virginia Department of Education. Key notes in packet Tracey Distributed.

Adjournment: 7 p.m. Motion to adjourn by Mollie Morris 2nd by Jennifer Jones
Motion carried unanimously

SEAC By-laws

King George County Public Schools Special Education Advisory Committee

Article I – Name

The name of this body shall be the Special Education Advisory Committee (SEAC) for King George County Public Schools (herein referred to as “the Committee”).

Article II – Purpose

Major responsibilities of the Committee which are addressed in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia (Effective January 25, 2010) are as follows:

1. Advise the local school division of needs in the education of children with disabilities;
2. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
3. Submit periodic reports and recommendations regarding the education of children with disabilities to the division superintendent for transmission to the local school board;
4. Assist the local school division in interpreting plans to the community for meeting the special needs of children with disabilities for educational services;
5. Review the policies and procedures for the provision of special education and related services prior to submission to the local school board; and
6. Participate in the review of the local school division's annual plan.

Article III – Membership

1. Number

Membership of the Committee shall be limited to 20 members recommended by the Committee to the superintendent for appointment by the School Board. The majority of the committee may be parents of children with disabilities or individuals with disabilities. The committee must also include one teacher. Other membership may include representatives from public or private agencies or community members.

2. Appointment of Members

There shall be a standing membership subcommittee consisting of elected active members of the Committee. The vice chair for membership shall serve as chair of the membership subcommittee.

Prospective parent members must submit to the chair of the Committee, through the director of special education, an application outlining their desire and qualifications to serve on the Committee. In making its recommendations, the membership subcommittee shall strive to maintain diversity by considering the geographical location of the prospective parent member's residence, the area of disability he/she represents, their child's age, and the prospective parent member's gender and ethnicity. Prior to nomination, persons will be advised by the vice chair of

membership of membership responsibilities. The membership subcommittee shall forward on or before September 1 a slate to the superintendent for consideration of appointment by the school board. The superintendent and the school board reserve the right to nominate any candidate they believe to be qualified. New Members will be presented to the school board in the Fall of the new school year. Notification shall be sent to all new appointees. Applications from nominees not appointed shall remain on file for a period of two years.

3. Active Members

Members of the Committee shall include, but not be limited to, the following persons or representatives of groups, with the possibility that a member may be representative of more than one type of person or group:

- a. Persons with disabilities;
- b. Parents/guardians of persons with disabilities; and
- c. One teacher

Additional membership may include

- d. Community civic organizations;
- e. Business or industry;
- f. Public agencies concerned with the care of persons with disabilities; and
- g. Other local advisory committees concerned with the education and training of students with disabilities.

4. Consultants

The director of special education, or their designees, shall serve as consultants to the Committee. Note: State regulations stipulate that local school division personnel shall only serve as consultants to the Committee (except for one teacher who serves as a member of the committee). A School Board member may serve as a consultant.

5. Term of Active Members

Active members shall be appointed by the school board in the Fall for the upcoming school year. Also at that time it will be determined whether or not an inactive member shall be re-appointed. Any member wishing to resign during his or her term shall submit a written resignation to the SEAC Chairperson.

6. Vacancies

Should vacancies occur because of low application numbers or the withdrawing of an active Committee member, the membership subcommittee shall present a slate of names to the Committee for approval. Nominees shall be recommended to the superintendent for appointment by the school board.

7. Absences

Members are required to attend all meetings in a school year with no more than four absences of regularly scheduled meetings and a record of attendance shall be kept.

Article IV – Officers

1. The officers of the Committee shall consist of a chair, a vice-chair, and a secretary;

2. A nominating subcommittee, consisting of two active members appointed by the chair, will present for vote on proposed officers at the first meeting in the Fall. Additional nominations may be made by the membership during the first meeting with the consent of the nominees;
3. Officers shall serve a one year term;
4. In the event an office becomes vacant, the chair shall appoint a replacement for the unexpired term. Vacancy in the office of chair shall be filled by the vice chair for the unexpired term;
5. The duties of the officers shall be as follows:

Chair

- a. Serve as chief executive of the Committee with the powers and duties usually belonging to such a position;
- b. Call and preside at meetings of the Committee and provide notice
- c. Serve as ex-officio member of all subcommittees;
- d. Ensure that the annual report is submitted to the school board;
- e. Assure representation of the Committee at functions as requested by the Committee or others;
- f. Participate in orientation activities for new members;
- g. Appoint committee chairs; and
- h. Serve on other school advisory committees in order to facilitate collaboration regarding global issues.
- i. Maintain FaceBook page
- j. Create and distribute agenda

Vice Chair

- a. Shall chair the planning subcommittee (goal setting and programs)
- b. Serve in the place of the chair in case of absence; and
- c. Shall chair the membership subcommittee;
- d. Maintain FaceBook page

Secretary

- a. Keep minutes of the Committee meetings; and applications, correspondence.
- b. See that the minutes are made available to Committee members in a timely fashion.
- c. Keep a record of member attendance.
- d. All record keeping.

Article V – Subcommittees

Subcommittees, standing or special, shall be appointed by the chair as deemed necessary to carry out the work of the Committee. Each active member is required to serve on at least one subcommittee. Standing subcommittees shall consist of three or more members, one of whom may be an ex-officio staff person.

Article VI – Meetings

Frequency of regular meetings

Unless otherwise ordered by the chair, the Committee shall meet no less than four times. A calendar of meeting topics for the year shall be drawn up by the chair of planning and submitted to the director of special education by September 1 of each year. One meeting annually shall be designated to review the Annual Special Education Plan and Application for Federal Flow-Through Funds prior to the superintendent's submission of the final documents to the school board. The regular meeting in the Spring shall be known as the Annual Meeting and shall be for the purpose of nominating officers, approval of the Committee's Annual Report to the school board, and approval of a slate of committee applicants for referral to the superintendent and school board.

Notice

Notice of regular meeting shall be sent to each member at least three days prior to the scheduled meeting date except in unforeseen circumstances.

Open Meetings

All regular meetings of the Committee shall be open to the public. Three days public notice shall be given.

Public Comment

A 15-minute public comment period will begin each of the regular meetings. The public comment period will be designated to allow members of the community the opportunity to voice global concerns and matters of interest before the Committee and staff members. In accordance with Committee guidelines, the chair will respond in writing to persons making public comment. The vice chair of planning will maintain a list of issues raised during public comment periods for use in future planning activities.

Article VII – Quorum

A minimum of three active members shall constitute a quorum.

Article VIII – Amendments

These by-laws may be amended at any regular meeting by not less than two-thirds of the total active membership of the Committee. A copy of the proposed amendment(s) shall be submitted in writing at the previous regular meeting of the Committee.

Article IX – Rules of Order

Robert's Rules of Order, revised, shall govern the conduct of the Committee's meetings and other procedural matters, to the extent that such rules are applicable and not inconsistent with the provisions of these bylaws.

Adopted: October 17, 2016

Chair: Mollie Morris

SPECIAL EDUCATION ADVISORY COMMITTEE



2017-2018

DRAFT



KING GEORGE COUNTY SCHOOLS

Excellence for All

Call 540-775-8621 to check out a laptop and access our Online Parent Resource Center.



Mollie Morris, Chair

molliemcbutter98@aol.com

540-220-4277

Jenn Jones, Vice Chair

jonesjr@staffordschools.net

540-538-5411

Melissa Lamb, Secretary

WHAT WE DO

According to the VA regulations the local Special Education Advisory Committee (SEAC) advises the local school division of needs in the education of children with disabilities. We participate in the development of priorities and strategies for meeting the identified needs of children with disabilities and submit annual reports and recommendations regarding the education of children with disabilities to the division superintendent for transmission to the local school board.

We assist the local school division in interpreting plans to the community for meeting the special needs of children with disabilities for educational services and review the policies and procedures for the provision of special education and related services prior to submission to the local school board. Lastly, we participate in the review of the local school division's annual plan. For the complete Virginia regulations regarding SEAC please refer to 8 VAC 20-81-230

MEMBERS

Jessy Bryant, Teacher

Dante Majeed, Parent

Lolita Gunter, community representative

Kristin Tolliver, School Board member

Ann Bueche, Supervisor of Special Services

WHEN WE MEET

6 pm at Smoot Library

October 2- Organizational meeting

**December 4- I'm determined
Presentation**

March 5- DRS presentation

**May 14- Employment Training
presentation**

WE WANT TO HEAR FROM YOU!

The SEAC welcomes anyone interested in special education and all meetings are open to the public. There is designated time for public comment.

This is an opportunity to share successful educational experiences and express general concerns regarding educational issues for students with disabilities.

FOLLOW US ON

FACEBOOK



@KGSEAC

SEAC 2017-2018

Topic Calendar

Date	Topics/agenda items
October 2 At Smoot Library 6PM	PRESENTATION: Division SE Update (Handbook, Employment Training Program, I'm determined Conference, Pre-Ets Program) Agenda Topics: May 1 minutes, Elections, Bylaws and forms, and parent survey
December 4 At Smoot Library 6PM	PRESENTATION: I'm Determined (possibly KGES & PES) Agenda Topics:
March 5 At Smoot Library 6PM	PRESENTATION: Employment Training Program (KGHS) Agenda Topics: Review Special Education annual plan before submitted to the school board
May 14 At Smoot Library 6PM	PRESENTATION: Pre-Ets Program (Patti Hodge from DRS) Agenda Topics: Review report to the board

YELLOW AND GREEN- EDITING NEEDED

APPLICATION FOR CONSIDERATION KGCS SEAC MEMBERSHIP

Name:

Date of Application:

Address:

Home Phone:

E-mail:

Work Phone:

Cell Phone:

Are you a (check all that apply)

- ☐ parent? ☐ person with a disability? ☐ grandparent?
☐ guardian? ☐ foster parent of a child/youth with a disability?
☐ representative of a community agency? (please specify) _____
☐ representative of a business or association in the community? (please specify) _____

☐ other? (please specify) _____

If you are a parent or family member, what is your child's

Age: **School:**

Disability:

What do you hope to accomplish from your participation on the SEAC?

What unique experiences, perspectives, talents or skills could you bring to the SEAC?

Experience:

Perception:

Talents/Skills:

If invited to serve on the SEAC, what do you see as needs in special education?
(List system-wide issues rather than personal issues)

How did you hear about the KGCS SEAC? (please check one)

- ☐ SEAC Member ☐ Brochure ☐ KG Alert
☐ School Personnel ☐ Other:

Send completed application to: Ann Bueche

abueche@kgcs.k12.va.us

540-775-8621

9100 Saint Anthony's Rd, King George, VA 22485, VA 22448