



LOUDOUN COUNTY PUBLIC SCHOOLS

Ad Hoc Committee on Special Education

Beth Huck, Chair

SCHOOL BOARD

MINUTES

Thursday, August 30, 2018, 9:30 a.m.

Committee members and alternates present: Beth Huck, Chair; Debbie Rose, Board member; Brenda Sheridan, Board member; Asia Jones, assistant superintendent; Suzanne Jimenez, staff liaison; Beth Robinson, principal; Kirk Dolson, principal alternate; Heidi Smith, principal alternate; Lori Mercer, principal; Doug Anderson, principal; Joy Engstrom, special education supervisor; Megan Wagner, special education supervisor alternate; Donna Smith, special education supervisor; Bridget Gorey, special education supervisor alternate; Toni DeLuca Evans, special education supervisor alternate; Deana Czaban, parent; Nicki McMahon, parent; Jill Pope, parent; Chris Croll, Gifted Services; Craig Metz, SEAC; Shehnaz Khan, SEAC; Lorraine Hightower, SEAC past-chair; Sharon Tropf, SEAC past-vice chair

Other Board members and staff present: Jeff Morse, Chair, School Board; Michael Richards, Chief of Staff

Absent: VonEnde Coleman, MSAAC; Bridget Beichler, middle school principal alternate; Karen Berlin, BCBA

- I. **Approval of Minutes.** The Committee reviewed minutes for the meeting held on August 16, 2018. The minutes were approved unanimously.
- II. **Public Comment.** Members of the public are invited to send questions or comments to Mrs. Huck by email. Mrs. Huck informed the committee and attendees that the meeting would not be recorded due to a malfunction with the audio equipment. Mrs. Huck announced that Minutes would be taken.

Mrs. Lorraine Hightower. Mrs. Lorraine Hightower sought approval from Mrs. Huck to read comments on behalf of Dr. Carol Williams-Nickelson, SEAC Chair. Dr. Williams-Nickelson requested that the Ad Hoc Committee “formally review the policy approved at the August 14, 2018, Board meeting pertaining to parent access to student records, including what types of documents are and are not considered to be part of a student record.” Dr. Williams-Nickelson formally requested that “the School Board’s adoption of policy changes would not eliminate the opportunity for the Ad Hoc Committee to review and make recommendations to the Board.”

Mrs. Claudia Skinner. Mrs. Claudia Skinner requested that the Ad Hoc Committee provide a response to the document, *LCPS Parents for Change*. Mrs. Skinner addressed concerns with beginning-of-year bus transportation.

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III. Review of policy process.

Mrs. Sheridan reviewed the process for policy development and revision. She shared that policies are reviewed every five years and consistent with the *Code of Virginia*. The final approval of policy comes from the Board after opportunities for input and feedback through committees and public comment. Proposed policies appear on the Board agenda first as an information item and then the following meeting for action. Regulations follow each policy as appropriate/needed. Practices are not part of policy and may exist separately.

IV. Planned Activity: Review of homework.

Committee members were assigned to groups with the purpose to review the task related to the Futures Protocol. Each member was asked to review the protocol that was introduced at the August 16 meeting and develop ideas or recommendations for consideration at the August 30 meeting for steps that LCPS could initiate toward goal of the projected past. Dr. Jones shared that guidance documents are in development to address some of the identified themes/concerns. Members worked in small groups to exchange ideas and used flip chart paper to record their input. Each group was asked to share a highlight from their work of a recommendation for a guidance document or other action.

V. Next Steps.

For next steps, Dr. Jones and Dr. Jimenez will work with the Office of Special Education to take the input of the committee to draft guidance documents for special education practices. Committee members are encouraged to email any questions to Dr. Jimenez and the community may email Mrs. Huck. A listserv email will be developed for email to be distributed to the entire committee at once. Mrs. Huck reminded committee members to refrain from “reply all” because this will unintentionally begin a meeting by FOIA rules.

Mrs. Huck gave a reminder for the next meeting on September 13, 2018, at 9:30 a.m. in Room 100C.

VI. Adjournment. The meeting was adjourned at 11:10 a.m.