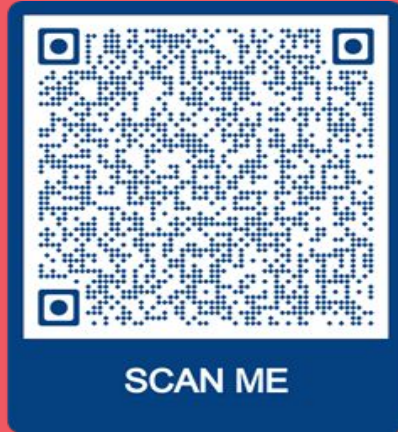


Welcome!

We are happy you have joined us today.
Please take an opportunity to sign in.



Executive Functioning: Promoting grit....but not grind

Rachna Varia, PhD
Licensed Clinical Psychologist
Director, Testing and Diagnostics
Co-Owner, MindWell Psychology

www.mindwell.us

703-378-7998



As parents,
what
questions
do we ask?

How do I get my child to:

- Get their homework done?
- Study ahead of time?
- Turn off YouTube?
- Not wait until the last minute?
- Stop snapchatting?
- Listen the first time?

Translation: How do I get my kid to do
what I want him or her to do?



Scan to ask a question or go to
<http://bit.ly/seacquestions>

Better Questions to Ask:

How do I get my child to:

- To feel motivated?
- To feel competent?
- To persevere through frustration?
- To believe that they can achieve?

•***Translation:*** How can I make my child resilient?



Scan to ask a question or go to
<http://bit.ly/seacquestions>

Our child's point of view



Scan to ask a question or go to
<http://bit.ly/seaquestions>

How to improve Executive Functioning

~~Download the APP and
everything will be solved.~~



FIRST, LET'S
IDENTIFY TOOLS



SECOND, LET'S
TALK ABOUT
MINDSET

This will require Explicit Teaching, Persistence, Effort, Practice, and

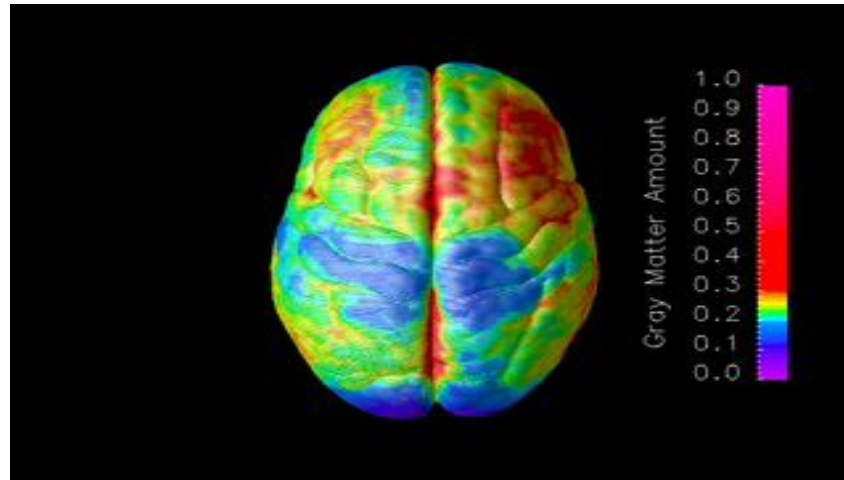
Be Modeling.

Prepared!



Scan to ask a question or go to
<http://bit.ly/seacquestions>

Watch the brain change.



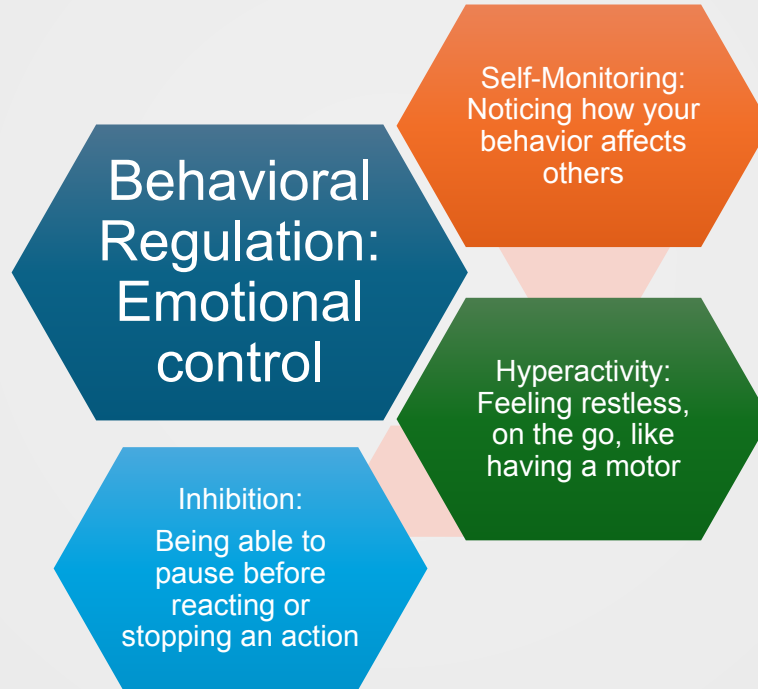
Scan to ask a question or go to
<http://bit.ly/neuroquestions>

Let's Break It Down



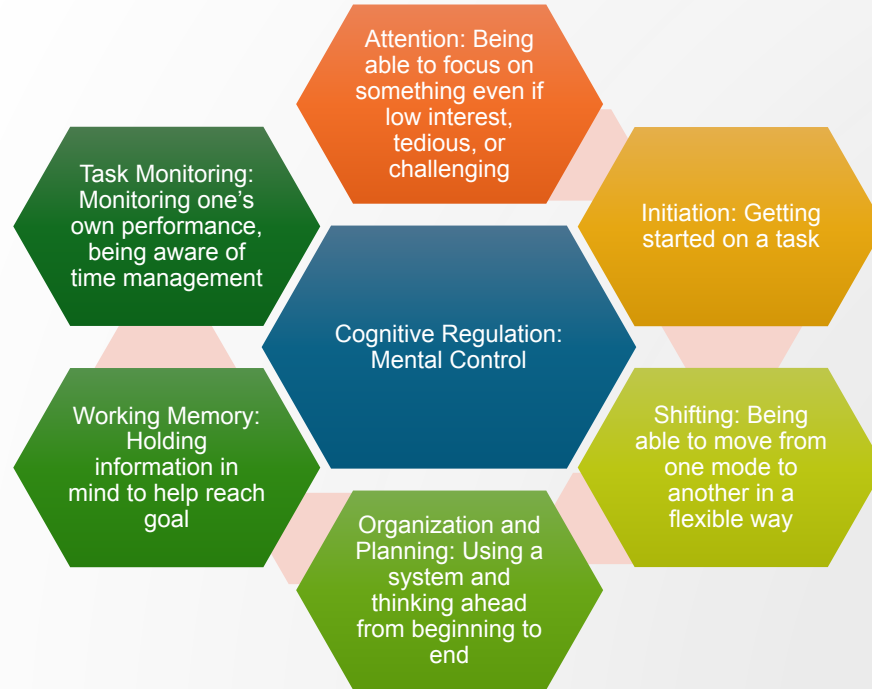
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<http://bit.ly/isaacquestions>

Behavioral Regulation



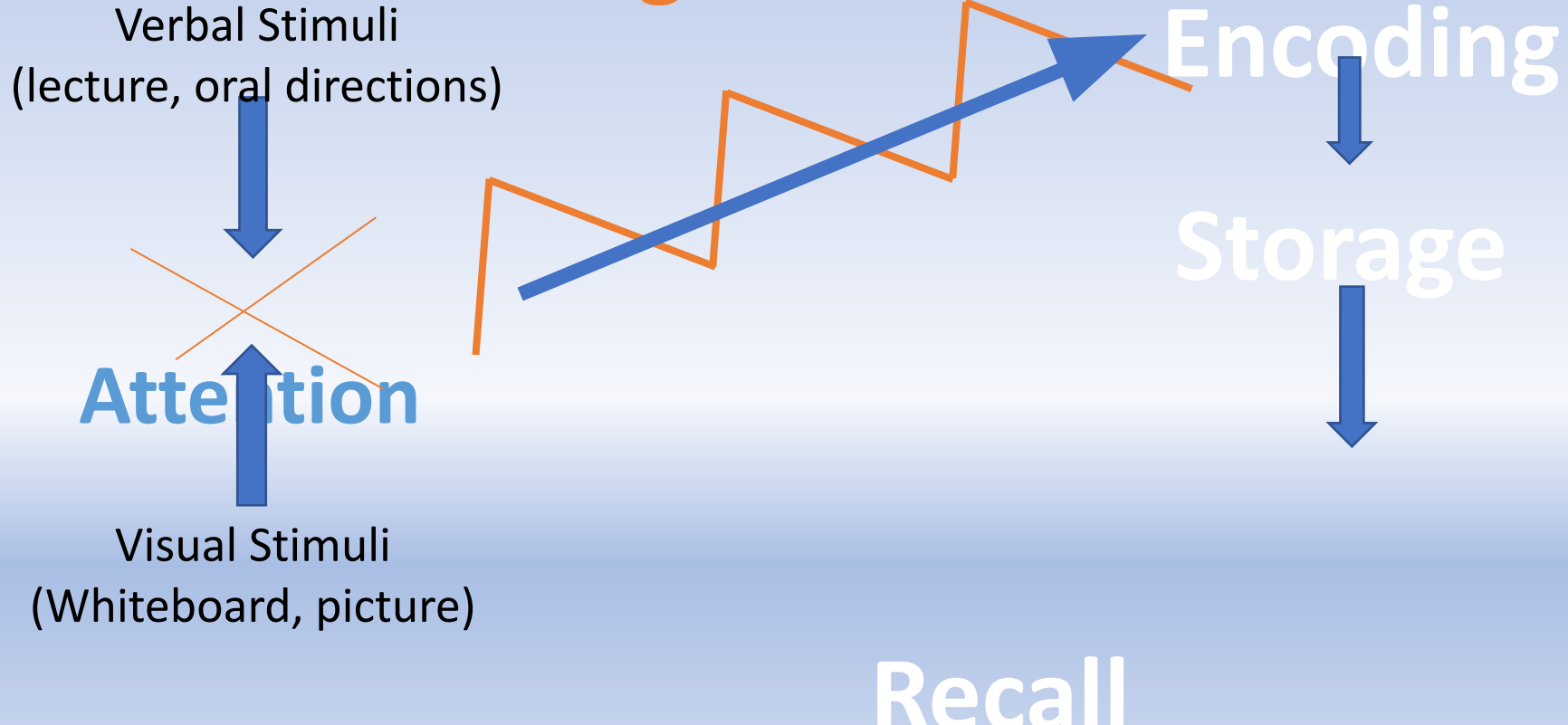
Scan to ask a question or go to
<http://bit.ly/learnquestions>

Cognitive Regulation



Scan to ask a question or go to
<http://bit.ly/seacquestions>

The Importance of Attention in the Learning Process



Sustaining Attention

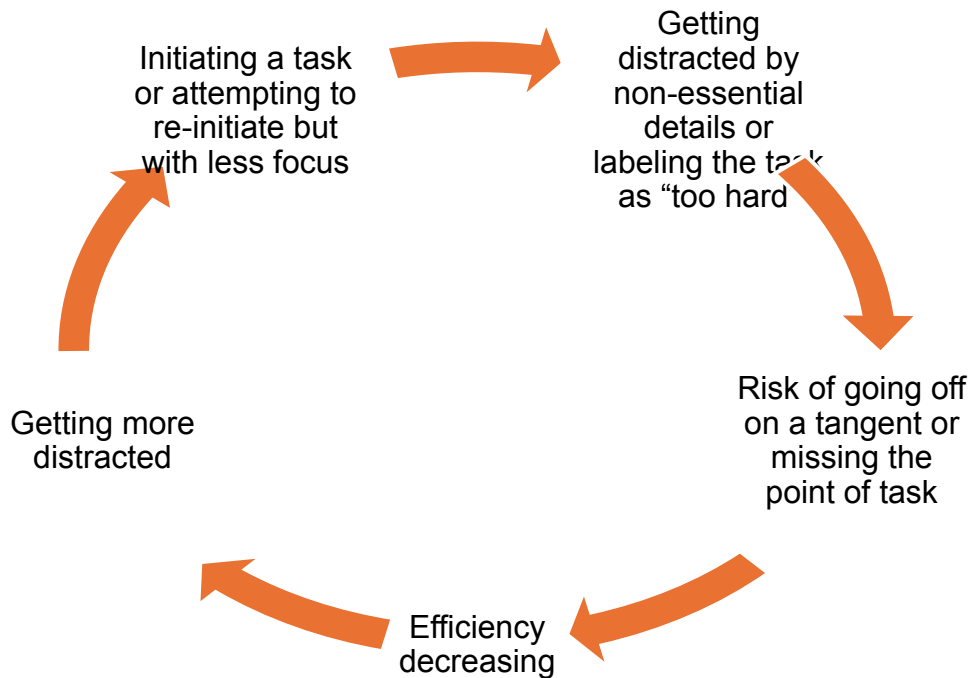


- **Attentional breaks**
- **Connect Auditory and Visual**
- **Fidget Aids**
- **Mindfulness**



Scan to ask a question or go to
<http://bit.ly/seacquestions>

Be Aware of the Amygdal a Hijack!



Scan to ask a question or go to
<http://bit.ly/seacquestions>

Initiation and Planning



Scan to ask a question or go to
<http://bit.ly/seacquestions>

- 1. Define Objective**
- 2. Break It Down**
- 3. Create a Timeline**
- 4. Allocate Resources**
- 5. Monitor Progress**
- 6. Celebrate Achievements**
- 7. Reflect and Learn**

Organization of things



- 1. Declutter Regularly**
- 2. Use a Calendar or Planner**
- 3. Prioritize Tasks**
- 4. Break Tasks Into Manageable Steps**
- 5. Create To-Do Lists**
- 6. Designate Specific Spaces**
- 7. Use Organizational Tools**
- 8. Manage Digital Files**
- 9. Minimize Distractions**
- 10. Review and Adjust**
- 11. Practice Time Management**



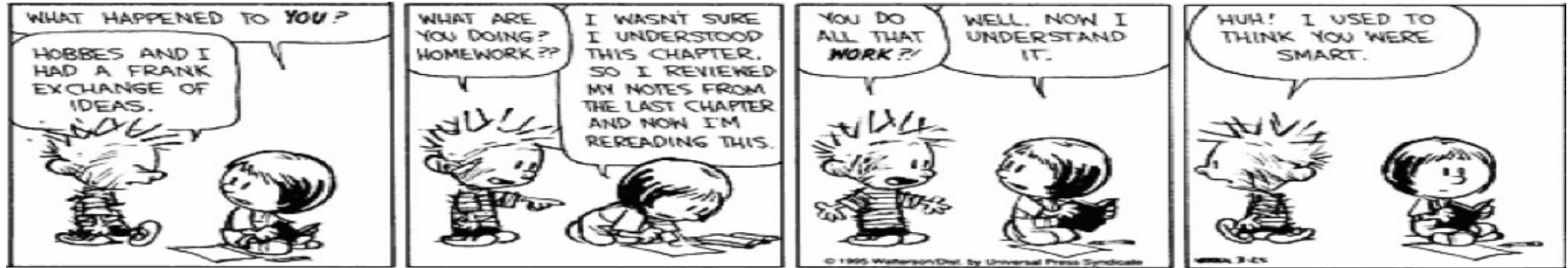
Create Scaffolding

- **Make a list of everything you do for your child** in a week. Then cross off everything they can do independently, and let them do it.
- **Ask, “What’s your plan?”** before giving them the plan (for organizing time with a friend or thinking about buying a present)
- **Know your child’s limits** – what they can do, and where they need assistance. But be careful to provide only the amount of help they need to keep going.
- **Let your child do the work**, but ask questions along the way to lead them in the right direction, and point out things that might be helpful.

Growth MindSet Versus Fixed MindSet



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<http://bit.ly/seacquestions>



Growth versus Fixed Mindset



Scan to ask a question or go to
<http://bit.ly/seacquestions>

| VARIABLE | FIXED MINDSET | GROWTH MINDSET |
|-------------------|--------------------|------------------------|
| Intelligence | Is static | Can be developed |
| Challenges | Should be avoided | Are embraced |
| Effort | Is fruitless | Is the path to mastery |
| Feedback | Is seen negatively | Is seen constructively |
| Success of others | Is threatening | Is inspiring |

Address the Perfectionism and Fixed Mindset.



I advise a two-step approach of connect with the feeling *and then* challenge the cognitive distortion.



First, connect using a “feeling stance” rather than a “logic statement”



Second, I encourage explicit labeling of cognitive distortions.



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<http://bit.ly/seacquestions>

How we talk to ourselves

98% of our thoughts
are repetitive thoughts

.....and 70-80 percent
of those thoughts are
negative.



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<http://bit.ly/seacquestions>



Cognitive Distortions



Scan to ask a question or go to
<http://bit.ly/seacquestions>

**All-or-nothing
thinking**

Overgeneralizing

**Disqualifying the
positive**

**“Should”
statements**

**Intolerance for
Uncertainty**

**Intolerance for
discomfort**

Pessimism:

Catastrophizing

Provide Specific Praise:



Scan to ask a question or go to
<http://bit.ly/seacquestions>

Instead of “You’re smart.....”

- Great problem solving.
- That showed a lot of creativity!
- You were so efficient!
- That took a lot of initiative....
- Nice way to think outside of the box.
- That reading really got you thinking!
- You made some great links in your writing.
- You’re approaching the math in a very organized way.

Overcoming
challenges is
critical to
developing
self-efficacy



Scan to ask a question or go to
<http://bit.ly/seequestions>

Both things can be true.

Things aren't black and white.

You can provide positive and negative feedback at the same time.

For example, "This is good writing AND it can be stronger."

Short-term Goals lead to Long-term Goals

| Question | One Month | One Year | Five Years |
|---------------------------|-----------|----------|------------|
| What do you want to be? | | | |
| What do you want to have? | | | |
| What do you want to do? | | | |



Scan to ask a question or go to
<http://bit.ly/seacquestions>

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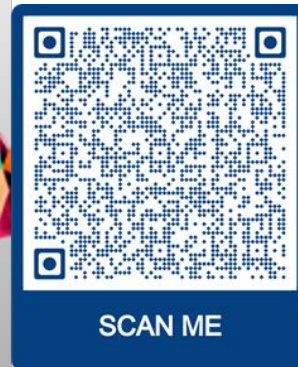
*Thank
You!*



Scan to ask a question or go to
<http://bit.ly/seacquestions>

SEAC BUSINESS MEETING

March 6, 2024



Please scan
the QR Code
for electronic
sign-in.

Introduction of SEAC Officers and Liaisons

SEAC Leadership

SEAC Leadership:

SEAC Chair

Liz Crotty

SEACChair@lcps.org

SEAC Vice Chair Planning

Jennifer DiDonato

SEACViceChairPlanning@lcps.org

SEAC Vice Chair Membership

Carla Sola

SEACViceChairMembership@lcps.org

SEAC Vice Chair Communications

Shehnaz Khan

SEACViceChairCommunications@lcps.org

SEAC Secretary

Kathryn Rosenbrook

SEACSecretary@lcps.org

SEAC Past Chair

Sharon Tropf

SEACPastChair@lcps.org

SEAC Liaisons:

Director of Special Education

Dr. Paige Carter

Paige.Carter@lcps.org

School Board Liaison

Kari LaBell

Kari.LaBell@lcps.org

School Board Liaison, Alternate

Melinda Mansfield

Melinda.Mansfield@lcps.org

The Role of SEAC and Virginia Regulations

The Regulations Governing Special Education Programs for Children with Disabilities in Virginia reflect the state and federal requirements for the provision of special education and related services. The regulations mandate that an active SEAC exists, as well as specific functions of the SEAC, as specified by Section 8VAC20-81-230 D.2, which are as follows:

1. Advise the local school division of needs in the education of students with disabilities;
2. Participate in the development of priorities and strategies for meeting the identified needs of students with disabilities;
3. Submit periodic reports and recommendations regarding the education of students 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 students 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.



Public Comment

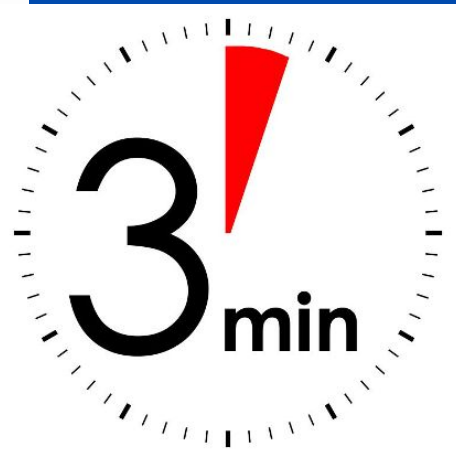
- SEAC uses public feedback to inform our work to advise School Board on special education needs.

- Focus on system-wide issues, rather than individual concerns or specific situations (please do not use student or staff names).

- Verbal comment may be given. Please complete and submit comment form tonight (please be sure to follow-up with SEAC Secretary with your written comment).

- Written comment may be read by author or SEAC Chair.

- Remarks limited to 3 minutes.



Office of Special Education Update





SEAC February 14, 2024

Office of Special Education

paige.carter@lcps.org

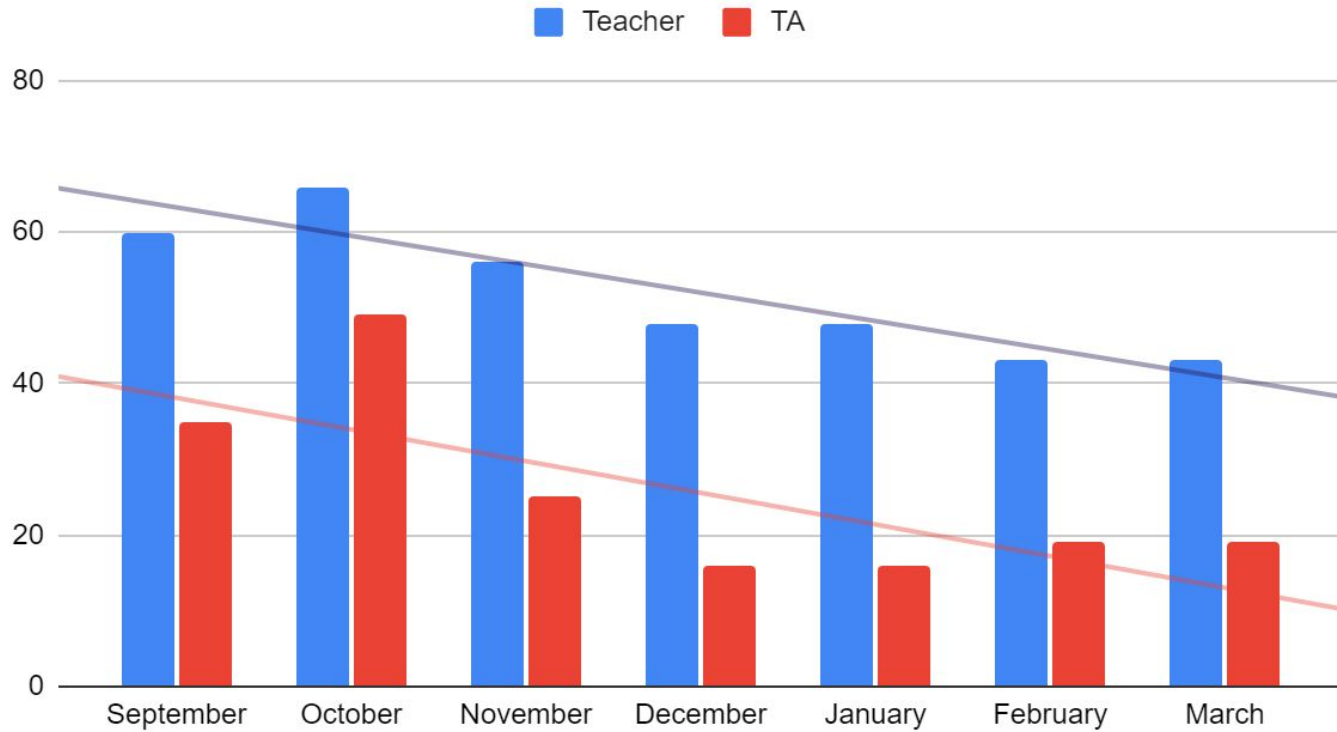
We are serving

10,227

students with disabilities.



Teacher and TA



Celebrations and Shout Outs!

- Collaboration for staffing
- Successful Professional Development Day - Over 1000 teachers and related services providers participated
- Shout out to lead division counsel, Wes Allen for his help with our keynote: **“Increasing Efficacy, Confidence, and Compliance through Data”**



Benefits of Data for the IEP Team

Using IEP data improves communication and increases trust with stakeholders by:

- facilitating communication across the IEP team
- providing solid information for discussion about student performance and goals moving forward,
- Allowing stakeholders to have the same understanding of the student's strengths and areas to target, and
- fostering a supportive environment for collaboration
- Producing evidence for decisions about placement and even classroom support (staffing)



Department of Student Services Update




DSS Delights

One LCPS Strategic Plan for Excellence

- Mid-year update provided for the board in February

Upcoming Items from DSS

- School Board presentations on MTSS and Student Mental Health in LCPS, March 12th at 4:30pm

Kudos to the Office of Special Education for another AMAZING professional learning experience for all Special Education staff in LCPS! 



Reports,
Updates,
and Announcements



THANK YOU
Megan Cannon!

Reports,
Updates,
and Announcements



Presentation on Virginia FOIA

Alan Gernhardt, Executive Director of Virginia

Freedom of Information Advisory Council



Scan to ask a question or go to
<http://bit.ly/seacquestions>



Scan to ask a question or go to
<http://bit.ly/seacquestions>

The Virginia Freedom of Information Act (FOIA) For Local Officials

Virginia Freedom of Information Advisory Council

<http://foiacouncil.dls.virginia.gov/>

foiacouncil@dls.virginia.gov

(804) 698-1810

Training Contents

- Introduction
- FOIA requirements for local officials
- Public Records
- Public Meetings
- Remedies and Penalties
- Other resources for further questions

Introduction

- About the FOIA Council
- Purpose and policy of FOIA
- Structure of FOIA – how to find what you need within the Code
 - General Provisions -- §§ [2.2-3700](#) through [2.2-3703.1](#)
 - Records Procedures and Exemptions -- §§ [2.2-3704](#) through [2.2-3706.1](#)
 - Training Requirements -- §§ [2.2-3704.2](#) and [2.2-3704.3](#)
 - Meetings Procedures and Exemptions -- §§ [2.2-3707](#) through [2.2-3712](#)
 - Remedies and Penalties -- §§ [2.2-3713](#) through [2.2-3715](#)

About the FOIA Council

§§ [30-178 through 30-181](#)



Scan to ask a question or go to
<http://bit.ly/seacquestions>

- State legislative branch advisory council
- Legislative forum for studies and recommendations to the General Assembly
- Answer questions from government, citizens, and media
- Publishes advisory opinions and educational materials
- Provides FOIA training presentations
- Not an investigative or enforcement agency

Purpose & Policy of FOIA

§ [2.2-3700](#)



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<http://bit.ly/seacquestions>

- Ready access to public records
- Free entry to meetings of public bodies
- FOIA is to be liberally construed to promote awareness of governmental activities and operations
- Any exemption from public access to records or meetings shall be narrowly construed
- No record shall be withheld or meeting closed to the public unless specifically made exempt



Scan to ask a question or go to
<http://bit.ly/seacquestions>

FOIA Requirements for Local Officials

Note: Constitutional officers are subject to FOIA for records purposes only. Other local officials who are members of public bodies are generally subject to both the records and meetings provisions of FOIA.

Requirements for Local Officials

§ [2.2-3704.3](#)

- Which local officials must receive training?
- Local elected officials; and
- The executive director and members of each industrial development authority and economic development authority; and
- Members of any boards governing any authority established pursuant to the Park Authorities Act.

Requirements for Local Officials

(continued) § [2.2-3704.3](#)

-
- Receive FOIA training from the FOIA Council or your local government attorney within two months of assuming office
 - Training may be presented live or online
 - Receive training again at least once every two (2) years since last training
 - Clerk of the public body must keep records of training (name of the official, date of the training) for five years
 - Note: There is no requirement to report training to the FOIA Council, only to keep your own records

Requirements for Local Officials

(continued) – § [2.2-3702](#)

- All elected, reelected, appointed, and reappointed officials must:
- Be furnished by the public body's administrator or legal counsel with a copy of FOIA within two weeks following election, reelection, appointment, or reappointment; and
- Read and become familiar with the provisions of FOIA.
- A current copy of FOIA may be found on the [FOIA Council website](#).

Other Laws May Also Apply

- Other laws may also affect access to public records and meetings, but which laws apply will vary depending on the type of record, type of meeting, and type of elected official.
- Because the FOIA Council's statutory authority is limited to providing advice and guidance regarding FOIA, there will be times when you need to consult others for advice.

Examples of Other Laws

- Court records are subject to laws in Titles [16.1](#) and [17.1](#) of the Code, as well as the [Rules](#) of the Supreme Court of Virginia
- Code §§ [15.2-1415 through 15.2-1421](#) set out specific laws for meetings of local governing bodies
- Various provisions in Title [15.2](#) address public hearings
- Code §§ [22.1-72](#) through [22.1-75](#) address school board meetings and procedures
- Code § [58.1-3](#) prohibits the release of certain tax information



Scan to ask a question or go to
<http://bit.ly/seacquestions>

Public Records

Recognizing and responding to FOIA requests

§§ [2.2-3704](#) through [2.2-3706.1](#)

Introduction to Records & FOIA

- All public records are presumed open unless specifically exempt
- Definition of “public record” (§ [2.2-3701](#))
 - all writings and recordings that consist of letters, words or numbers, or their equivalent . . . however stored, and regardless of physical form or characteristics
 - prepared or owned by, or in the possession of a public body or its officers, employees or agents
 - in the transaction of public business.
 - Note: draft versions are public records

Debunking FOIA myths

- FOIA addresses access to public records (§ [2.2-3704](#))
- FOIA does not require you to answer questions, give interviews, or provide explanations
- Inspect or Copy (requester's choice)
- Not free – public bodies may charge to produce public records
- FOIA exemptions generally do not prohibit release
- Informal vs. formal requests – no difference

Who has the right to make a request under Virginia FOIA?

- Citizens of the Commonwealth
- Representatives of newspapers & magazines with circulation in the Commonwealth
- Representatives of radio & television stations broadcasting in or into the Commonwealth

Requests from out-of-state

- Best practice is to respond to out-of-state requesters even if they do not have access rights under Virginia FOIA
 - Standardizes practices for internal consistency
 - Out-of-state requester can get a Virginia citizen to make the same request anyway
- Do not have to follow FOIA procedure strictly since out-of-state requesters cannot enforce Virginia FOIA

Requesting Public Records

- How requests may be made:
 - Requester must identify records with reasonable specificity
 - Public body may require the requester's name & legal address
 - A request does not have to be in writing or use any particular form
 - A request does not have to say "FOIA"
 - The requester's purpose does not matter
- Requester has the choice to inspect or to receive copies

Responding to Requests for Public Records

- Five working days to respond after request is received
 - The first day to respond is the day after the request is received
 - Weekends and legal holidays do not count as working days
- Failure to respond is deemed a denial of the request and a violation of FOIA
- Creation of new records not required
- Always allowed to make agreements with the requester on the production of records

Five Responses

- 1) Provide the requested records
- 2) Requested records are being entirely withheld
- 3) Requested records are being provided in part and withheld in part
- 4) Requested records could not be found or do not exist
- 5) Additional time needed to search for/produce records

Exemptions & Redaction

§ [2.2-3704.01](#)

-
- Most FOIA exemptions are not prohibitions – exempt records may be withheld, but they may also be released in the discretion of the custodian
 - Only exempt portions of records may be withheld (redacted)
 - An entire record may be withheld only if the entire record is exempt

Charges for Records Requests

- Public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records
 - Cannot charge more than the actual cost to the public body
 - Cannot charge for certain scholastic records if requested by parent or guardian (of minor student) or student (if 18 years or older)
 - Public body shall make all reasonable efforts to supply the requested records at the lowest possible cost

Charges for Records Requests (continued)

- Before searching for records, must notify requester of public body's right to charge and requester's right to a cost estimate
- Must provide an estimate in advance if requested
- Public body may require an advance deposit if estimate is > \$200
- If a bill goes unpaid 30 days or more, do not have to respond to new requests until the outstanding balance is paid

Exemptions of General Application

- Personnel records - § [2.2-3705.1](#) (1)
- Attorney-client privilege- § [2.2-3705.1](#) (2)
- Legal memoranda and other work product - § [2.2-3705.1](#) (3)
- Contract negotiations - § [2.2-3705.1](#) (12)
- Procurement exemptions - § [2.2-3705.6](#) (10) and (11)
- Account & routing numbers - § [2.2-3705.1](#) (13)



Scan to ask a question or go to
<http://bit.ly/seacquestions>

Public Meetings

Procedures for open, closed, and electronic meetings §§ [2.2-3707](#) through [2.2-3712](#)

Introduction to Meetings under FOIA

- Policy: All meetings must be open unless closed following an exemption – § [2.2-3700](#)
- Definitions of “public body” and “meeting” – § [2.2-3701](#)
- Open Meetings – §§ [2.2-3707](#) through [2.2-3710](#)
- Closed Meetings – §§ [2.2-3711](#) and [2.2-3712](#)
- Electronic Meetings – §§ [2.2-3708.2](#) and [2.2-3708.3](#)

Definition of “Public Body”

§ [2.2-3701](#)

- Any legislative body, authority, board, bureau, commission, district or agency of the Commonwealth or of any political subdivision of the Commonwealth, including cities, towns and counties, municipal councils, governing bodies of counties, school boards and planning commissions
- Any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body

Definition of “public body”

(continued)

- Also includes:
 - Other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds (may include tax-exempt organizations, for example)
 - Constitutional officers are included, but only for records purposes

Definition of “meeting”

§ [2.2-3701](#)

-
- Includes meetings including work sessions, when sitting physically, or through electronic communication means as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body
 - “quorum if less than three” means two members , if they are a quorum of the public body (Ex. A subcommittee with only two or three members total would have a quorum of two members)
 - Must be discussing or transacting public business in real time

Definition of “meeting” - Exceptions

The following are not considered meetings subject to FOIA:

- Gatherings of employees (the meetings rules only apply to members of the public body, not staff)
- Gatherings where no part of the purpose is the discussion or transaction of any public business
- Public forums, candidate appearances, or debates, the purpose of which is to inform the electorate and not to discuss or transact public business

Open Meetings - Requirements

- Notice to the Public
- Open to the Public
- Minutes

Notice Requirements

§ [2.2-3707](#)

- Contents: date, time, and location of the meeting
- For local public bodies, FOIA requires notice to be posted in three locations:
 1. Official public government website, if any;
 2. Prominent public location in which notices are regularly posted; and
 3. At the office of the clerk of the public body OR at the office of the chief administrator

Notice Requirements (continued)

- Regular meetings – post three working days before the meeting
 - Note: Do not count the day of the meeting as one of the working days
- Special, emergency, or continued meetings – two elements:
 - Notice must be “reasonable under the circumstance” (varies with circumstances)
 - Public notice must be posted at the same time the members are notified
- Direct notice to those who request it (usually by an email list)

What does it mean for a meeting to be open to the public?

- Open meeting or public meeting means a meeting at which the public may be present - § [2.2-3701](#)
- Must allow public to record, photograph, film, or otherwise reproduce
- FOIA does not address logistics such as room capacity
- Public bodies are encouraged to use additional means to increase public awareness (Ex. Live streaming online, broadcasting using television or radio, posting recordings of meetings, etc.)

Meeting Minutes

- Only required to be taken at open meetings
- Not required for study commissions, committees, or subcommittees appointed by local governing bodies or school boards, except where the membership of any such commission, committee or subcommittee includes a majority of the governing body or school board
- Must be posted on the public body's official public government website within 7 days of final approval
 - If the public body has no such website, then must be made available at a prominent public location in which meeting notices are regularly posted or the office of the clerk or chief administrator

Meeting Minutes (continued)

- Contents must include:
 - Date, time, location of the meeting
 - Members of the public body present and absent
 - A summary of matters discussed, deliberated, or decided
 - A record of any votes taken
 - Any motions to enter into a closed meeting and certification after a closed meeting

Agendas

- At least one copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body.
- FOIA does not have requirements regarding specific agenda items, agenda contents or agenda changes
- FOIA does not address parliamentary procedure



Scan to ask a question or go to
<http://bit.ly/seacquestions>

Closed Meeting Procedures

Motion, Discussion, Certification

§§ [2.2-3711](#) and [2.2-3712](#)

Motion to Enter into a Closed Meeting

§ [2.2-3712](#) (A)

- Public body must take an affirmative recorded vote in an open meeting approving a motion that:
 1. Identifies the subject matter for the closed meeting;
 - Must be more than quoting or paraphrasing the exemption
 2. States the purpose of the closed meeting; and
 - Quoting or paraphrasing the exemption does state the purpose
 3. Makes specific reference to the applicable exemption from the open meeting requirements

Closed Meeting Discussions

§ [2.2-3712](#)

- Restricted to those matters specifically exempted from the provisions of FOIA and identified in the motion (do not stray off topic)
- Minutes are not required, and if taken, are exempt from FOIA
- Who may attend?
 - Nonmembers if they are necessary or will aid consideration of the topic
 - Other members of public bodies may attend, but not participate in, closed meetings of committees, subcommittees, and other sub-entities of the parent body

Certification of a Closed Meeting

§ [2.2-3712](#) (D)

- At the conclusion of a closed meeting, public body must certify that the only things heard, discussed, or considered in the closed meeting were:
 1. Public business matters lawfully exempted from the open meeting requirements, and
 2. Such public business matters as were identified in the motion by which the closed meeting was convened
- Extra penalty for improper certification

Voting – §§ [2.2-3710](#) & [2.2-3711](#) (B)

- All votes taken to authorize the transaction of any public business must be taken and recorded in an open meeting
- No written or secret ballots
- May take straw polls or reach consensus in closed meetings
- Decisions made in closed meetings are not effective until a vote is taken at an open meeting (§ [2.2-3711](#) (B))

Commonly Used Exemptions

(Note: All meeting exemptions in FOIA are set out in § [2.2-3711](#).)

-
- Discussion of personnel - § 2.2-3711 (A) (1)
 - Discussion concerning scholastic records/students - § 2.2-3711 (A) (2)
 - Consideration of acquisition or disposition of real property - § 2.2-3711 (A) (3)
 - Discussion of prospective business or industry - § 2.2-3711 (A) (5)
 - Actual or probable litigation - § 2.2-3711 (A) (7)
 - Specific legal matters - § 2.2-3711 (A) (8)
 - Public safety issues - § 2.2-3711 (A) (19)
 - Discussion of award of public contract - § 2.2-3711 (A) (29)

Electronic Meetings

§§ [2.2-3708.2](#) and [2.2-3708.3](#)

- As of September 1, 2022, there are three general categories:
 - Remote participation: “participation by an individual member of a public body by electronic communication means in a public meeting where a quorum of the public body is otherwise physically assembled.”
 - All-virtual public meetings: “a public meeting (i) conducted by a public body, other than those excepted pursuant to subsection C of § 2.2-3708.3, using electronic communication means, (ii) during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.”
- States of emergency declared by the Governor or the locality

Electronic Meetings

Remote participation (may be used by any public body) - § 2.2-3708.3

- Four allowed reasons for remote participation:
 - Personal matter that prevents attendance
 - Medical condition or disability that prevents attendance
 - Medical condition of a family members that prevents attendance
 - Principal residence is 60 miles or more from the main meeting location
- All of these require a physical quorum and a participation policy
- Remote location does not have to be open to the public
- Personal matters may be used twice per calendar year per member or 25 percent of the meetings of the public body rounded to the next whole number, whichever is greater

Electronic Meetings

All-virtual public meetings - § 2.2-3708.3

- May be used by any public body except “local governing bodies, local school boards, planning commissions, architectural review boards, zoning appeals boards, and boards with the authority to deny, revoke, or suspend a professional or occupational license”
- Requires a participation policy (but no quorum)
- Remote locations do not have to be open to the public unless 3 or more members present at that location
- All-virtual public meetings may be used twice per calendar year per member or 25 percent of the meetings of the public body rounded to the next whole number, whichever is greater
- Additional procedural requirements

Electronic Meetings

During declared states of emergency (§ 2.2-3708.2 and State Budget)

- During a Governor-declared or local state of emergency:
 - *Purpose:* to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities- § [2.2-3708.2](#) (A) (3) (version in FOIA amended in 2021)
- During a Governor-declared state of emergency ONLY
 - Different procedural requirements and limitations – State Budget Item [4-0.01](#) (g) (version in the state budget originally added in 2020)
- Both may be used by any public body
- No requirement for a physical quorum or to have a policy in place

Electronic Meetings

(continued)

-
- Members may monitor (listen/watch) even if they cannot participate
 - Public & staff participation is always allowed – restrictions only apply to members
 - Please see our [Electronic Meetings Guide](#) for a more detailed discussion

A note about FOIA & Social Media

- Because the definition of “public records” includes all types of records that are in the transaction of public business, various forms of social media may be public records
- Because any assemblage of three or more members (or a quorum of two) of a public body discussing or transacting public business simultaneously is a meeting subject to FOIA, social media may also be used to conduct meetings
- Please see our guide on [FOIA & Social Media](#) for a more detailed discussion

Remedies and Penalties

What happens if something goes wrong?



Scan to ask a question or go to
<http://bit.ly/seacquestions>

Enforcement is through the courts

§ [2.2-3713](#)

-
- Petition for mandamus or injunction with affidavit showing good cause
 - Mandamus: when the court orders a public official or employee to do something
 - Injunction: When the court orders a public official or employee not to do something
 - Petitioner may choose to file in general district court or circuit court
 - Venue against a local body is in the county or city where the body is
 - A single violation is sufficient to invoke the remedies

Petition for mandamus or injunction

(continued)

- Expedited hearing within seven days
- Petitioner must notify public body before filing
- If the petitioner wins, shall be awarded court costs, attorney fees, and any expert witness fees (paid by the public body)
- Public body bears burden to prove an exemption applies

Willful & Knowing Violations

§ [2.2-3714](#) (A)

- Willful & knowing violation of records and meetings requirements
 - \$500 to \$2000 civil penalty for first violation
 - \$2000 to \$5000 civil penalties for second and subsequent violations
 - Paid by the individual to the Literary Fund (not paid by the public body)
- May introduce advisory opinions of the FOIA Council as evidence that it was not willful & knowing - § [2.2-3715](#)

Improper alteration or destruction of public records - § [2.2-3714](#) (B)

- Records altered or destroyed before record retention period expires
 - With intent to avoid FOIA
 - Civil penalty up to \$100 per record
 - In addition to any other penalties
 - Paid by the individual to the Literary Fund (not paid by the public body)
- Note: Record retention periods are set by the Library of Virginia under the Virginia Public Records Act

Improper certification of closed meetings - § [2.2-3714](#) (C)

- Improper certification of closed meeting
 - Civil penalty up to \$1000
 - Paid by public body to the Literary Fund
 - Mitigating factors: Opinions of the Attorney General, court cases, published Advisory Opinions from the FOIA Council

Additional Resources

- [FOIA Council](#) – Contact us with any FOIA questions
 - Telephone (toll free) 866-448-4100
 - Telephone (Richmond) 804-698-1810
 - Email: foiacouncil@dls.virginia.gov
- [Library of Virginia](#) Records Management Section (for records retention questions under the Public Records Act)



Scan to ask a question or go to
<http://bit.ly/seacquestions>

Additional Resources

(continued)

- For members of municipal councils, county boards of supervisors, and school boards:
- [Virginia Municipal League](#)
- [Virginia Association of Counties](#)
- [Virginia School Boards Association](#)



Scan to ask a question or go to
<http://bit.ly/seacquestions>

Additional Resources

(continued)

For constitutional officers:

- [State Compensation Board](#)
- [Virginia Sheriffs' Association](#)
- [Commonwealth's Attorneys' Services Council](#)
- [Treasurers' Association of Virginia](#)
- [Commissioners of the Revenue Association of Virginia](#)
- [Office of the Executive Secretary of the Supreme Court of Virginia](#)
- [Virginia Court Clerks Association](#)



Scan to ask a question or go to
<http://bit.ly/seacquestions>



**Please scan this QR code to access the
LCPS Draft Policies for review as a SEAC**





SEAC Recommendations AND Voting



No Recommendations

- ☐ Policy 6650
- ☐ Policy 2620
- ☐ Policy 7318
- ☐ Policy 8273
- ☐ Policy 8550

Voting



Special Education Policy 6640 Review, Findings and Recommendations

Overview: Policy 6640

EMERGENCY FIRST AID, CPR AND AED

Loudoun County Public Schools provides training for emergency first aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) certification in accordance with Code of Virginia Section 22.1-274.



Special Education Policy 6640 Review, Findings and Recommendations

Background:

Diabetes is the third most common chronic health disease of childhood according to [*The Search for Diabetes in Youth \(SEARCH\) Study*](#) (Hamman, Richard, et. al. SEARCH, 2014).

“The majority of young people with diabetes spend many hours at school and/or in some type of childcare program. Trained and knowledgeable staff are essential to provide a safe school and childcare environment for children with diabetes. This includes the provision of care during the school day, field trips, and all school-sponsored activities in the school setting and in preschool, daycare, and camp programs in the childcare setting. Staff play a critical role in helping to reduce the risk of short-and long-term complications of diabetes and ensuring that children are well-positioned for academic success and normal growth and development” (Diabetes Care in the School Setting: A Position Statement of the American Diabetes Association, 2015).

According to the National Diabetes Education Program, “the school nurse, who provides care to students with diabetes and facilitates diabetes management training for school personnel, has the professional responsibility to acquire and maintain current knowledge and competency related to diabetes management on a regular and ongoing basis.” (Helping the Student, 2020).



Special Education Policy 6640 Review, Findings and Recommendations

Concern 1:

The policy as written does not explicitly reference diabetes in the title or opening paragraph, although the policy does reference diabetic care later in the policy.

Concern 2:

The policy is not up to date with current diabetes management practices in schools as outlined by the American Diabetes Association (ADA) and VDOE (see attached reference documents), and is not up to date with the current technology most students diagnosed with T1D are utilizing to support diabetes management during the school day.



Special Education Policy 6640 Review, Findings and Recommendations

Concern 3:

Current LCPS practice results in students with diabetes not being carefully monitored across the school day, resulting in unnecessarily being pulled from instruction to treat preventable high and low blood glucose levels. Low blood glucose can develop over a short period of time and impacts students functioning including but not limited to concentration, processing, and behavior. If treated early, most episodes of hypoglycemia can be treated in the classroom with fast-acting sugar. Delayed treatment of High blood glucose can result in symptoms of illness, slowing of cognitive functioning, and attention, and many long-term health issues. Current LCPS practice results in parents having to be “on call” throughout the school day in order to monitor their child’s CGM data from a remote location, insert or reinsert pump insets, and provide diabetes care.



Special Education Policy 6640 Review, Findings and Recommendations

Concern 4:

This policy does not address the staff training requirements needed to keep our students with diabetes safe in our schools. It is critically important to have staff who are trained to read and respond to continuous glucose monitor (CGM) alarms and trends, manage levels of blood glucose levels throughout the day, and reinsert insulin pumps when needed. There needs to be enough trained, redundant staff to cover staff absences or illnesses so that our students with diabetes are able to attend school safely and without interruption.

State Guidelines specify 3 tiers of training and for whom they are appropriate.



Special Education Policy 6640 Review, Findings and Recommendations

Recommendation 1:

- Change the title of this policy to “EMERGENCY FIRST AID, CPR, AED, AND DIABETES MANAGEMENT” to clearly articulate that this policy covers diabetes as well as emergency first aid, CPR, and AED.

Recommendation 2:

- Line 3, add “**diabetes management, and**” after “training for”

“Loudoun County Public Schools provides training for **diabetes management, and** emergency first aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) certification in accordance with Code of Virginia Section 22.1-274.”



Special Education Policy 6640 Review, Findings and Recommendations

Recommendation 3:

- Add citation for “§ 22.1-274.01:1” on line 4 where relevant Code of Virginia is referenced. This section of code addresses “Students who are diagnosed with diabetes; self-care; insertion and reinsertion of insulin pump.”

Recommendation 4:

- Replace at Line 9, “shall be at least two employees who have Level 3 diabetes training in the administration of insulin, including the use and insertion and reinsertion of insulin pumps or any of its parts, reading and responding to continuous glucose monitor (CGM) alarms and trends, and the administration of glucagon and insulin. Staff working with students diagnosed with diabetes, to include but not be limited to teachers, bus drivers, playground monitors, cafeteria managers, will receive level 2 diabetes training.”



Special Education Policy 6640 Review, Findings and Recommendations

Recommendation 5:

- Replace at line 14, “having diabetes attend such school, there shall be at least two employees who have Level 3 diabetes training in the administration of insulin, including the use and insertion and reinsertion of insulin pumps or any of its parts, reading and responding to continuous glucose monitor (CGM) alarms and trends, and the administration of glucagon and insulin. All staff working with identified students diagnosed with diabetes, including but not be limited to teachers, bus drivers, playground monitors, and cafeteria managers, will receive level 2 diabetes training.”

Recommendation 6:

- Replace at line 17, “a registered nurse or nurse practitioner, unless another member of the LCPS staff is authorized by the parent and per the Diabetes Medical Management Plan (“DMMP”), shall assist with continuous glucose monitoring, the administration of insulin, insertion and reinsertion of insulin pumps or any pump parts, and administration of glucagon.”



Special Education Policy 6640 Review, Findings and Recommendations

Recommendation 7:

- At line 29 add the following cross references:

AM. DIABETES ASS'N, Helping the Student with Diabetes Succeed: A Guide for School Personnel (2022), available at <https://diabetes.org/sites/default/files/2023-10/School-guide-final-11-16-22.pdf>.

VA. DEPT. OF EDUC., Diabetes Management in Schools: Manual for Unlicensed Personnel, available at <https://www.doe.virginia.gov/home/showpublisheddocument/32070/638090488413830000>.



SEAC Recommendations AND Voting



Policy 6640 – **EMERGENCY FIRST AID, CPR AND AED**

Voting

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SEAC Recommendations AND Voting



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Policy 6640 – **EMERGENCY FIRST AID, CPR AND AED**

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- VA. DEPT. OF EDUC., Diabetes Management in Schools: Manual for Unlicensed Personnel, available at <https://www.doe.virginia.gov/home/showpublisheddocument/32070/638090488413830000>.

New Business



- Policy Reviews, role call for quorum
 - [Policy 6640, Emergency First Aid, CPR and AED Certified Personnel](#)
 - [Policy 6650, Personnel Training – Viral Infections](#)
 - [Policy 2620, Recognition of Student and Staff Accomplishments by the School Board](#)
 - [Policy 7318, Resignation of Staff Members](#)
 - [Policy 8273, Student Speech and Expression](#)
 - [Policy 8550, Parental Notification Concerning Sex Offender and Crimes Against Minors Registry](#)

New Business



- SEAC Officer Slate
 - Chair - Liz Crotty
 - Vice Chair of Communications - Erin Roselle Poe
 - Vice Chair of Membership - Carla Sola
 - Vice Chair of Planning - Catherine Moran
 - Secretary - Kathryn Rosenbrook

Slate for 2024-2035



- Chair, Liz Crotty

- Liz has served as the Chair of SEAC this past year. Prior to that she served as the Vice Chair of Membership, Co-Chair of the Meaningful Inclusion subcommittee, and as a SEAC PTO representative for her children's school. She also served as Treasurer for the PTO at her children's school. Liz has three children with IEPs which has given her broad, hands-on experience over the last 8 years with many areas of disability. From the beginning of Liz's time on SEAC she has eagerly enjoyed attending as many subcommittee meetings as possible and learning from the incredible breadth of knowledge that our members share so generously. She is invigorated by the collaboration with our schools, administration, and school board. Liz is most passionate about implementing inclusive practices across our school division and always believing in the potential of all of our students. Her goal for this upcoming year is to do her best to ensure that students with disabilities are always part of the conversations and considerations throughout our division.

Slate for 2024-2035



- Vice Chair of Communications, Erin Roselle Poe
 - Erin Roselle Poe has been an active member of the community and in our schools for many years. She has served on many PTOs as both president and member of the board. Erin has also volunteered in the classrooms of her children as room mom and volunteer. Both of her sons attend LCPS schools and have IEPs. Erin's focus has been in the Special Education community for 12+ years where she has navigated the road for her own children and most recently now serves other families in the community as a Board-Certified Special Education Advocate. Her goal is to support families during what can be an emotional process. Erin has also helped advocate for changes in education in Richmond. Erin has always held a special place in her heart for all children but most particularly this demographic of students.

Slate for 2024-2035



- Vice Chair of Membership, Carla Sola
 - Carla Sola and her family have been residents of Loudoun County for over 20 years. Her son graduated last year from Independence High School and is now participating in Project Search, a vocational internship program administered by LCPS and Didlake Employment Services. She is very interested in making sure that special education students are integral members of their school communities, and in promoting competitive integrated employment for recent graduates with Applied Studies diplomas. To that end, she serves as the Co-Chair of the Meaningful Inclusion Subcommittee and attends the Transition Subcommittee meetings. She is currently serving as the Vice Chair of Membership and looks forward to creating more opportunities for SEAC members to get to know each other and become working partners in SEAC initiatives.

Slate for 2024-2035



- Vice Chair of Planning, Catherine Moran

- Catherine Moran, MA, currently serves as a CAST teacher for LCPS. Within LCPS, she has also served as a Project SEARCH teacher, Middle School Transition support and Vocational Evaluator. Ms. Moran formerly served as Transition Coordinator of a nationally recognized Parent Training and Information Center Transition program funded by US Department of Education, Rehabilitation Services Administration. She has worked with TACC (Technical Assistance Coordination Center), providing technical assistance on Communities of Practice and Transition to the Technical Assistance and Dissemination Network Centers across the US. She actively partners with the National Community of Practice - Transition and NTACT-C (National Technical Assistance Center on Transition - The Collaborative) to support states and territories providing technical assistance on transitioning youth and their families. She received a master's degree in Transition Special Education-Collaborative Vocational Evaluation Training from The George Washington University and teaching licensure from George Mason University. Using both personal and professional experience, Catherine encourages collaborative partnerships between families, students, educators and service providers, leading to more effective school to life outcomes for youth.

Slate for 2024-2035



- Secretary, Kathryn Rosenbrook
 - Currently, Kathryn is the Instructional Specialist for SOS (Start of Success) and CAST teacher. She has been with Loudoun County for 17 years. She began as a teaching assistant while she earned her Masters Degree in Education. Kathryn has been serving on SEAC for the past 4 years as Secretary. It is her desire to remain the SEAC Secretary for the upcoming year.

SEAC Chair Report

2024/2025 Nominations

Subcommittee

- Carla Sola and Alicia McFadden
- Vote on Officers, April 3



Reports and Updates

01 Did you know? Extended School Year (ESY)
Presented by SEAC member Sharon Tropf



SEAC Chair Report

Welcome new SEAC

Members,

Beth Carlson

Sakina Zarhbouch!



SEAC Chair Report

Membership

PTA/PTO Representatives and Member Training

- 77 Schools with PTA/PTO Representatives - 19 additional are needed
- 20 voting members - 1 open membership

Membership application and SEAC bylaws are on the SEAC page on the LCPS website:

<https://www.lcps.org/SEAC>



Executive Committee

- 01 Will be meeting tonight at Clyde's after the business meeting



Subcommittee

Reports

- 01 Meaningful Inclusion, Co-Chairs Tom Ketcham and Carla Sola
- 02 Policy and Compliance Committee, Co-Chairs Craig Metz and Melissa Waugh
- 03 Specialized Programs
Specialized Reading and Math, Co-Chairs Alicia McFadden and Erin Roselle-Poe
- 04 Transition, Co-Chairs Shehnaz Khan and Catherine Moran
- 05 SEAC Awards Planning, Co-Chairs Shehnaz Khan and Sharon Tropf



Literacy and Math Worksessions

At the LCPS Administration Building

Quarter 1, October 23, 9:30-10:30AM

Quarter 2, December 4, 9:30-10:30AM

Quarter 3, March 18, 9:30-10:30AM

Quarter 4, May 13, 9:30-10:30AM



Transition Worksessions

At the LCPS Administration Building

Quarter 2, January 24, 9:30-11:30AM

Quarter 3, March 4, 9:30-11:30AM

Quarter 4, May 22, 9:30-11:30AM



SEAC Representative Report

- 01 Career and Technical Education Advisory Committee
 - Next Meeting, Wednesday, April 17, 8:30-10:00AM
- 02 Equity Committee
 - Next Meeting, Thursday, March 7, 5:30-7:30PM
- 03 Gifted Education Advisory Committee (GEAC)
 - Next Meeting, Thursday, March 7, 7:00-8:30PM





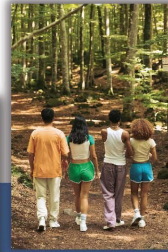
How Do I Contact Parent Resource Services?

- Loudoun County Public School,
Douglass School
- 407 E. Market Street, Leesburg,
VA 20176
- 571-252-6540
- Leanne Kidwell –
Leanne.Kidwell@lcps.org
- Lcps.org/ParentResourceServices
- Like Us on Facebook: LCPS
Parent Resource Services
- Follow Us on Twitter:
[@LCPS_PRS](https://twitter.com/LCPS_PRS)



Summer Resource Fair for Families of Students with Disabilities

**Saturday,
March 9, 2024**
Snow Date: 3/16/2024
9:00 AM - 12:00 PM
LCPS Administration Building
21000 Education Court
Ashburn, VA 20148



Join LCPS to explore summer camps, classes, and activities that are available for your child.

Learn about summer opportunities that are being offered through nonprofit and government agencies as well as for-profit organizations.

LCPS does not endorse any individual vendor or agency.

Registration is required.

To register:

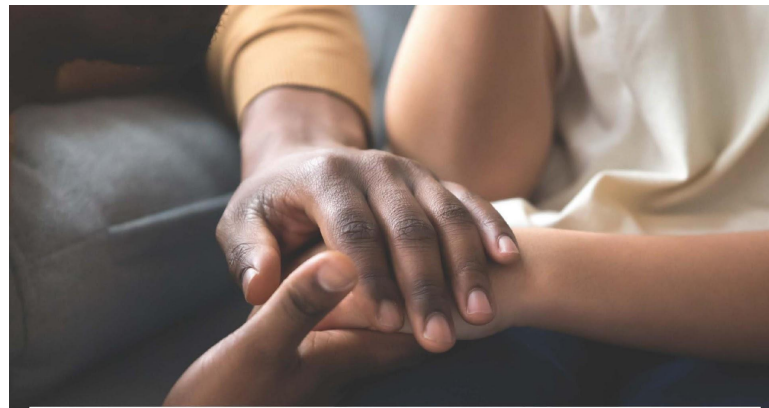
<https://bit.ly/30CjCtb>



If, due to a disability, you need assistance to enable you to participate in a workshop or need a language interpreter, call Parent Resource Services at 571-252-6540 at least five business days prior to the event.

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Parenting the Anxious Child

Thursday, March 14, 6:30 - 8 p.m.

LCPS Administration Building
21000 Education Ct., Ashburn

Anxiety alerts us to danger and helps us avoid it. However, anxiety becomes a problem for children and teens when they begin to misinterpret situations that do not actually pose a real danger. This workshop will present skills necessary for coping with anxiety and provide parents/caregivers with strategies for supporting their anxious child.

*This workshop will be presented by Joaquin Perez-Arrieta, LCSW,
School Social Worker, Broad Run High School*



This event is sponsored by the Loudoun County Public Schools Office of Student Mental Health Services. If, due to a disability, you need assistance to participate or need a language interpreter, call Parent Resource Services at 571-252-6540 at least five business days before the event.





Diploma Options & Graduation Requirements for Students with IEPs

Thursday, March 21, 2024
6:30 PM - 8:00 PM
LCPS Administration Building
21000 Education Court
Ashburn, VA 20148



This presentation provides information to parents of students with IEPs about diploma options, graduation requirements, credit accommodations, and locally verified credits.

What do these things mean and how does it impact your child's future?

Registration is required.

To register:

<https://bit.ly/3Bv4QOA>



If, due to a disability, you need assistance to enable you to participate in a workshop or need a language interpreter, call Parent Resource Services at 571-252-6540 at least five business days prior to the event.

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Reports, Updates, and Announcements



UPDATE

School Board Liaison, Kari LaBell

- The School Board meets at 4:00PM every second and fourth Tuesday.
- The public can visit the School Board page on the LCPS website to see a listing of emails and phone numbers for their individual district representative along with the At-Large representative. The entire Board can be emailed at lcsb@lcps.org.

SEAC Presentations & Business Meetings

April 3, 2024

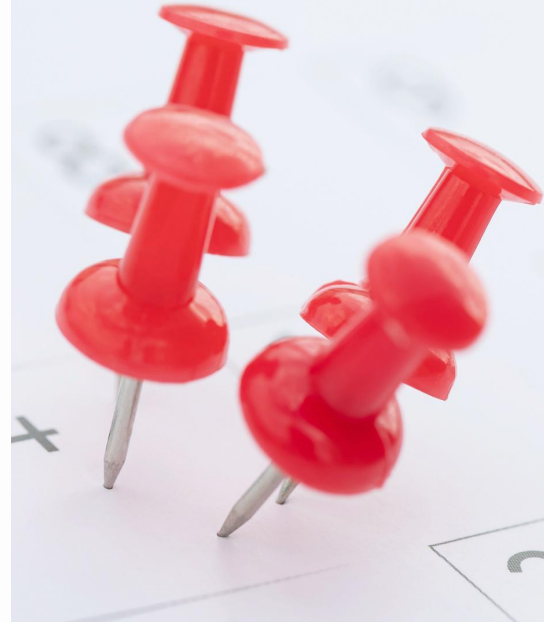
Presentation of 2022/2023 Annual Report

May 1, 2024

Business Meeting and Subcommittee Worksessions



**Mark your
calendar!**



Thank you!

Learning knows
no bounds



Thank you!

Learning knows
no bounds

