



Special Education Advisory Committee Draft Meeting Minutes
LCPS Administrative Building, 21000 Education Court, Ashburn, Virginia 20148
SEAC Business Meeting & Subcommittee Work Session 6:00 p.m. to 8:30 p.m.
Wednesday, April 12, 2023 - [Livestream](#)

Business Meeting

1. Welcome and Call to Order, Sharon Tropf, SEAC Chair at 6:02 p.m.
2. Public Comment
 - a. Lisa Williams, Dispute with LCPS to ensure daughter receives FAPE. No teachers trained at the level of specialized reading that her student requires. Third party providers are not allowed to provide services in the school. LCPS has a narrative that is well versed, and she believes that parents need to fight for equitable services. Shared daughter's persuasive essay on providing dyslexia font books to help students learn and make reading fun. These books are not costly.
 - b. Erin Roselle-Poe, Concerns regarding IDEA compliance and IEP implementation at the high school level. She wants to ensure all services in the IEP are being provided to students. Lack of communication between administrators and teachers. Ms. Pope is also concerned with the services being given to prepare students with disabilities that are going to be entering college and their preparedness for the rigor at this level. Another concern is the level of training provided to the general education teachers to prepare them to work with students with disabilities and their ability to provide accommodations and modifications needed for students. Lack of transparency by schools and LCPS. Culture of high schools is that students with disabilities are more work and an "inconvenience". Procedures are outdated and need to be revamped.
 - c. Kristin Washington, Eligibility issues. Homeschooled student during COVID. Her scores after returning placed student in Tier 3 interventions. Denied evaluation, admin wanted to wait until Spring, and she had to hire advocate. Daughter has been formally diagnosed with dyslexia. She is being forced into due process for services. Due process requires \$10,000 retainers and you have a 1% chance of getting a ruling in your favor. She has had to hire private tutor to meet the needs of her student.
 - d. Dina Griffiths, Concerned about learning loss during COVID and special education students. Her child does not have IEP but wants to be sure students receive services due to learning loss. Running for Ashburn School Board.
 - e. Rock Ridge Performing Arts- Spring Musical *Bring it On*. Offering a relaxed performance on Saturday, May 6th at 11AM for special needs guests. Can stand during performance, house lights are on, encourage audience participation, and tickets are free or by donation.
3. Office of Special Education Community Connection Activity
4. New Business
 - a. Policy and Compliance Subcommittee.
Policy Reviews
 - Policy 8440, *Student-Athlete Sudden Cardiac Arrest*, No recommendations.
SEAC membership vote, passed unanimously.
 - Policy 5047, *Review of Challenged Instructional and Library Materials*, No recommendations.
SEAC membership vote, passed unanimously.
 - Policy 5048, *Family Life Education*, No recommendation.
SEAC membership vote, passed unanimously.

- Policy 3310, *Evaluation of New and Established Programs*,
 - Include identified relevant stakeholders
 - Need clear guidance, added request for Superintendent propagate a regulation to 3310. SEAC Membership vote, passed unanimously.
- Policy 5045, *Criteria and Selection of Supplemental Instructional Materials*-
 - Accessible print materials, evidenced-based for intended use, align with policy 5048.
 - LCPS has a policy that governs FLE materials, and these should be accessible and compliant with policy 5048. SEAC membership vote, passed unanimously.
- Policy 5046, *Criteria and Selection of Classroom Library Materials*-
 - Accessible print materials should follow federal guidelines, evidence-based for intended use. SEAC membership vote, passed unanimously.

SY 23-24 Special Education Annual Plan Review

- SEAC is concerned with the current data and evidence that LCPS has not adhered to IDEA state and federal regulations. Set aside funds for students that are parentally placed in private school or homeschooled. LCPS is limiting the funds to speech and transition services, which does not cover the needs of all students with disabilities. SEAC believes FTEs should be used for direct IEP services. Designed for supporting teachers and the needs of students. The spirit of IDEA is not being followed. SEAC membership vote, passed unanimously.
- b. Nominating Committee
- Slate of Executive Committee Nominees Presentation
Presented the slate for next year's leadership positions along with brief bios of each member.
 - Chair, Liz Crotty
 - Vice Chair Planning, Lisa Williams
 - Vice Chair Membership, Carla Sola
 - Vice Chair Communications, Shehnaz Khan
 - Secretary, Katie Rosenbrook
- c. Meaningful Inclusion Subcommittee
- Inclusion Spotlight on Schools Inclusion - Celebrated 2 schools.
- *Buffalo Trails Elementary*- Chicka-Chicka Boom Boom video, News Crew
 - *Hillside Elementary*- Library-Universal Design, Ease to find books, Genre-fied the library, dynamic shelving, student work displayed, maker moment, grade-level events, lessons include voice & choice, authors come to library.

5. Reports and Updates

a. Executive Committee

- **SEAC Awards Date June 6th**, at 6:30 pm, 220 Nominations, Recipients will be announced May 3, 2023.
- **2022-23 SY SEAC Survey**, Published, April 10, 2023.
- **2021-22 SY Survey** – currently being analyzed.
- **2020-21 Annual Report and Survey Analysis**, Submitted to Office of Special Education.

b. SEAC Chair Report

- **Quarterly Report to the School Board** – was on March 14, 2023: Staffing Concerns. Special Education Staffing Cuts for FY 23-24. FY23-24 budget cuts of special education teachers and the deep cuts to related service professionals (SLP, OT, PT, etc.) impact all areas and levels of special education across LCPS. Currently, LCPS is understaffed. Teacher Unaccounted Responsibilities. Reports of no planning periods, IEP Meetings, taking on the roles of related service providers, evaluations, training, and behavior/Crisis Support. Related Services Unaccounted Responsibilities: Conduct Evaluations, 60-day kindergarten screenings, attend eligibility meetings, IEP meetings, Planning, Report writing, and Travel between schools (each therapist may have several schools). Revisit Related Services Staffing Standards. This situation results in students: Not receiving services, Services being cut, and Eligibility denials. Denial of FAPE.
- **New Issues**
 - i. Notified the Office of Special Education:
 - 1. 2018 LCPS *Procedures for Implementation of Regulations Governing Special Education Programs for Children in Virginia* are outdated. SEAC would like to be involved.
 - 2. ECSE programs have not adopted the VDOE Preschool Standards which should have been implemented in Fall 2021.
 - ii. SOL Item Review Committee enrollment is until this Friday, April 14th. Math and Reading Standards. VDOE Superintendent's Memo 045-23.

c. Subcommittees

- Policy and Compliance
 - i. Next meeting agenda to be posted.
- Specialized Reading
 - i. Next meeting, working with LCPS, April 17 9:30
 - ii. Regular meeting for subcommittee, April 19 at 5:30
- Transition
 - i. Next meeting April 26th at 4:30
- Meaningful Inclusion
 - i. Last meeting worked on spreadsheet to address concerns of barriers.
 - ii. Next meeting April 18th

d. Committees

- Career and Technical Advisory Committee: Need a SEAC member to serve on the committee. Meetings are the 3rd Wednesday of each month at 8:30 am.
- Gifted Education Advisory Committee (GEAC): May 11, 2023
- Equity Committee: 1st Thursday of the Month next meeting April 13, 2023

e. Membership

- 71 Schools with PTA/PTO Representatives (25 schools outstanding)
- 20 voting members -1 open membership
- 1 new application for consideration
- New member Kathy Lambert

f. Parent Resource Services

- Specialized Reading & Math in Action: Engaging Students to Support Students @ Home (4/20/23)
- Distracted Driving: Keep Teen Drivers Safe (4/26/23) [Register Here](#)
- Trauma Informed Emergency Safety Procedures (4/27/23) [Register Here](#)
- All workshops are listed on our webpage. [Parent Resource Services](#)
- Relocated to the Historic Douglas High School

g. School Board Liaison

- Thanked SLPs for coming to the School Board meeting for their passion and advocacy. SLP Staffing standards are currently 1 to 55. Not all students are receiving the services that they need. Potential issue on policy 8155—still awaiting confirmation—parental concerns with special needs children being denied special permission while neuro-typical peers are not.

h. Office of Special Education

- Annual Plan Application for Federal Funds for 2023-2024 overview given and detailed plan to be shared with SEAC Chair. Presented to School Board as informational item 4/11/23. Currently serving 9835 students with disabilities, 881 in the eligibility process. SEAC feedback was shared with the School Board. Due May 12, 2023, to Virginia Department of Education.
- Staffing Updates: 2023-2024 Working with Business and Financial Services, HRTD, Department of Instruction, individual school sites. Planning for 2024-2025 to consider revising factors that go into our staffing standards: transfers in and out of school district, students in eligibility process and number that are generally found eligible, students monitored in tier 3 interventions/slotted for referral in child study, evaluations from mandatory screenings. Roles and Responsibilities of SpEd teachers and Related Service provider. Focus on Cross Cat teachers and maintaining 1:10 ratio. Role of SLPs. Sharing data points with division leadership to consider workload, caseload, and additional responsibilities that SEAC had shared with the school board. Commend and acknowledge SLPs and SEAC.
- Update on ECSE. Early intervention service needs have grown exponentially. Programs reached or exceeded state staffing standard. Letters sent to parents. Addition of hourly TA staff to meet this new need. Created ECSE Teacher workgroup. Focus: Current Service models, Developmental appropriateness of curriculum and instruction for 2-, 3-, and 4-year-olds, services for preschool exception students, impact class observations - Classroom scoring system, using that information on how we move forward. Improving inclusive practices in preschool (I-Pop initiative). Curriculum alignment for Tools of the Mind with the Early Childhood Guidelines from VDOE.
- Current vacancy data:

| | Teachers | Teacher Assistants |
|------------|----------|--------------------|
| Elementary | 10 | 12 |
| Middle | 6 | 6 |
| High | 11 | 29 |

- i. Department of Student Services, Dr. Asia Jones, Assistant Superintendent of Student Services
Federal dollars are about 6 ½ percent of operating budget. Review the number of students receiving services and provide FTEs to meet the growing needs of our special education students.
6. Old Business
 - a. Subcommittees Work Session
7. Adjourn to Subcommittee at 8:04 p.m.

SEAC Leadership:

| | | |
|--------------------------------|--------------------|--|
| SEAC Chair | Sharon Tropf | SEACChair@lcps.org |
| SEAC Vice Chair Planning | Shehnaz Khan | SEACViceChairPlanning@lcps.org |
| SEAC Vice Chair Membership | Elizabeth Crotty | SEACViceChairMembership@lcps.org |
| SEAC Vice Chair Communications | Craig Metz | SEACViceChairCommunications@lcps.org |
| SEAC Secretary | Kathryn Rosenbrook | SEACSecretary@lcps.org |

SEAC Liaisons:

| | | |
|--|------------------|--|
| Director of Special Education, Specialized Instruction | Tedra Richardson | Tedra.Richardson@lcps.org |
| School Board Liaison | Tiffany Polifko | Tiffany.Polifko@lcps.org |
| School Board Liaison, Alternate | Erika Ogedegbe | Erika.Ogedegbe@lcps.org |

Stay Connected: Facebook: loudounseac

Twitter: @loudounseac

WWW: www.loudounseac.org

Anyone needing accommodation for a disability to attend or take part in this activity should call (571) 252-1011.

Calls should be made five days prior to the activity when possible so that proper arrangements can be made.

If schools close for weather or other reasons, there will be no SEAC meeting.

SEAC is an advisory committee to the LCPS School Board