



Special Education Advisory Committee Draft Meeting Minutes
LCPS Administrative Building, 21000 Education Court, Ashburn, Virginia 20148
SEAC Sponsored Presentation: 6:00 -7:10 p.m., Business Meeting 7:15 to 8:30 p.m.
Wednesday, January 11, 2023, [Livestream](#)

Presentation: Transition in the IEP Interactive Workshop

Presenters: Marianne Moore, Virginia Department of Education, Secondary Transition Specialist
Jenna Arndt, LCPS Special Education Supervisor and Suzanne Burch, LCPS Transition Specialist

Business Meeting

1. Welcome and Call to Order, Sharon Tropf at 7:29 p.m., Quorum Established 15 of 17 members
2. Public Comment, None
3. Office of Special Education Community Connection Activity, Tedra Richardson
4. Reports and Updates
 - a. Executive Committee
 - Monthly meeting, January 11, 2023 following the SEAC Business Meeting
 - Nominating Committee Formation
 - **SEAC Awards Date June 6th**
 - Nominations window will open at the end of February
 - **2021-22 SY Survey Data**
 - Currently Awaiting Analysis
 - Meeting with Dr. Adam Winsler, January 17
 - **Quarterly Report to the School Board**
 - December 13, 2022, SEAC Presentation was well received by school board members
 - March 14, 2023, next presentation
 - **Membership**
 - 67 Schools with PTA/PTO Representatives (28 schools outstanding)
 - 17 voting members - 4 open membership, please welcome Tom Ketcham our newest member!
 - b. SEAC Chair Report
 - **New 22-23 SY Community Concerns:**
 - Combining Programs
 - Teachers and Teaching Assistant Shortages
 - ASL not available at all High Schools
 - IEE Funding
 - SOL Scores
 - **2021-2022 Follow-up:**
 - SEAC is requesting an updated implementation of Policy 5350 Parental Notification for Screening and Assessments.
 - What services are provided at the middle and high school level for students not meeting benchmark.

- **FCPS OCR Findings. Office Special Education will provide a response at the February 8, 2023, SEAC Business Meeting.** SEAC requests for LCPS to provide an update on the provision of recovery and compensatory services to special education students.

Related to:

- Services during the Governor's Mandatory School Closure period (2019-2020)
 - Reduced Special Education and Related services provided during the Modified Return to Learn plan for 2020-2021 (Virtual, Hybrid)
 - Students who were unable to access virtual learning
 - Number of students who received recovery or compensatory education
- **Committee Representatives. SEAC is seeking members to sit on the following committees. Please contact the SEAC chair if you are interested seacchair@lcps.org**
 - 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): January 12, 2023
 - Equity Committee: 1st Thursday of the Month need SEAC representative by 1/19 so it can be approved on 1/24/23

c. Subcommittees

- **Policy and Compliance Committee: Co-Chairs Shehnaz Khan & Craig Metz**
Upcoming topics to be discussed:
 - Team Teaching
 - Capping of Services
 - Review updated IEE Guidelines
 - Student Behavior
- **Specialized Programs**
 - Transition, Shehnaz Khan & Rozeena Khattak- next meeting, January 17, 2023 @4:30
 - Specialized Reading, Lorraine Hightower- next meeting, January 18, 2023 @5:30
 - Meaningful Inclusion-Liz Crotty & Heidi Bunkua, next meeting January 24, 2023 @7pm

d. **Parent Resource Services.** Leann Kidwell

- Middle School Connection: Moving on from Elementary School to Middle School with an IEP- January 19, 2023, [Register Here](#)
- While the Bus is Still Coming: Exploring Self-Advocacy & Workplace Readiness Skills in Elementary School -January 26, 2023, [Register Here](#)
- **ONE LCPS:** United for Wellness-Mental Health & Wellness Conference- January 28, 2023, [Information and Registration Here](#)
- Updating a new tutoring list to make it user friendly
- All workshops are listed on our webpage. [Parent Resource Services](#)

Next SEAC Presentation: February 8, 2023 Writing SMART IEP Goals, PEATC and LCPS

e. **School Board Liaison.** Tiffany Polifko

- The School Board meets at 4:00pm every second and fourth Tuesdays.
- 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. The entire Board can be emailed at lcsb@lcps.org.
 - Policy 8610 Student Records (impact related to student transfer)
 - Policy 8155 Placement (importance of conveying critical information)
 - House Bill 1461 (disruptive behavior and potential of uniform policies)
 - House Bill 1492 (special education and related services (change to 30 business days rather than 30 calendar days))

f. Office of Special Education and the Department of Student Services

- **Special Education Department.**

Tedra Richardson, Director of Special Education, Specialized Instruction

- Update on vacancies in LCPS for special education.

Staffing	Cross Category	Specialized Programs	Teacher Assistants
Elementary School	4	3	13
Middle School	6	1	7
High School	8	2	27

Previous Public Comments: Classroom in specialized programs, giving classroom with windows. Actively involved in planning for new construction to maximize classrooms with windows. Will review with schools for staffing and placement of programs for the upcoming year; Professional learning for staff as related to PSAT's. This will help ensure appropriate information is shared with the College Board. Also, will be addressed with IEP teams; Assault on Special Education student, Targeted professional development for program teachers and assistants.

IB program is open to all LCPS families and will be located at Loudoun Valley and Heritage High Schools. This will be done by a lottery system. There will be a pre-IB program that would like to partner with SEAC's Meaningful Inclusion subcommittee.

- **Department of Student Services**

Dr. Asia Jones, Assistant Superintendent of Student Services.

- Budget priorities are to be presented next week. Applaud the team with presentation tonight on transition. Budget will include an increase mental health team at the elementary level. MTSS model are universal supports for all students but also to include targeted supports. Budget presentations are available on BoardDocs.

5. Old Business

a. Policy and Compliance Subcommittee

i. **Draft Policy 8215, In-School Disciplinary Measures**

- Recommendations and Concerns: chart for behavior progression, counseling, understanding behavior, need evaluation by unified mental health team, restorative practices, detention, no notification timeline, activities to promote positive behavior, denial of school privileges, removal from class, track disciplinary measures used and provide to parents and school personnel, denial of bus transportation, align with IDEA, appeals process, parents may review disciplinary actions, focus should be on skills.
 - Motion to adopt as presented as block and seconded and pass unanimously.
 - A concern was raised by a PTA/PTO representative, SEAC member made a motion to for reconsideration it was seconded.
 - Further discussion: Vote on each recommendation, member discussed that these have been thoroughly reviewed by the sub-committee and block motion should carry.
 - Vote to re-consider denied.
 - Motion restated to adopt Policy recommendations as a block-motion carries unanimously.

Draft Regulation 8215, In-School Disciplinary Measures:

- Recommendation 1 passed unanimously.
- Recommendation 2 passed unanimously.
- Recommendation 3 passed unanimously.

6. New Business

a. Policy and Compliance Subcommittee

i. Policy Reviews

o **Policy 8155, School Assignment**

This policy was reviewed by SEAC in October 2022 with recommendations provided to the school board. Policy 8155 was returned to SEAC for review based on division counsel additions to the draft policy. SEAC reviewed these revisions and recommended language for students with IEP's and 504 plans and child find.

- Recommendation 1 passed unanimously.
- Recommendation 2 passed unanimously.

o Policy 3210, Office of Ombuds

SEAC raised a concern and requested the school board clarify what information could be forced to disclosed.

- Recommendation 1 passed unanimously.

• ***Policies with no changes as recommended by subcommittee passed unanimously.***

- o Draft Policy 1030, A Code of Conduct for School Board Members
- o Draft Policy 2430, School Board Agenda
- o Draft Policy 2610, Loudoun County School Board Staff Aides
- o Draft Policy 3070, Safety and Emergency Related Communications
- o Draft Policy 5040, School Counseling Services – Elementary, Middle and High Schools
- o Draft Policy 7620, Payroll Procedures
- o Draft Policy 8010, Fundraising
- o Draft Policy 8290, Threat Assessment for the Protection of Schools
- o Draft Policy 8610, Student Records
- o Draft Policy 8650, Student Technology Acceptable/Responsible Use Policy

• ***Referred back to Subcommittee:***

- Draft Policy 8640, Disclosure of Personally Identifiable Information was referred back to Policy & Compliance Subcommittee with a vote of 12 Yes and 1 Nay vote.

7. Adjourn 8:47 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:

LCPS Staff Liaison, Director of Special Education	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

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Anyone needing accommodations 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.