

**Special Education Advisory Committee**  
**Virginia Beach City Public Schools**  
 Approved SEAC Minutes – Sept 12, 2011

**Attendance**

Present Members:	Sandy Hermann, Kara Russell, Sara MacDonald, Rayna Amorena, Ping Camano, Cherese Jenks, Carolyn Stark, Cheryl Ward, Elizabeth Jones, Melissa Barnett
Absent Members:	JoAnna Bryant, Deborah Dougherty, Jan Solock, DRS
Consultants Present:	Suzie Kumpf, Dr. Brenda Reid, Dr. Daisy Wood, Allison Jordan, SECEP
Consultants Absent:	Jennifer Stratton
Guests:	Jusette Odom, Suzi Noyes, Michelle Redmond, Tom Dougherty, Susan Dolson, Donna Robel
Quorum Present:	Yes

**Welcome/Introductions**

The meeting commenced at 9:10 AM, with Sandy Hermann welcoming everyone present. Sandy briefly explained the role of the volunteer committee. She also reminded everyone of meeting guidelines including the guidelines for public comment. Around the room individual introductions were made.

**Public Comment**

Jusette Odom provided public comment concerning transportation of her daughter. On the first day of school, her daughter was taken to the wrong school. Ms. Odom transported her to the correct school. The following day a new bus driver took her daughter to the correct school. That day while her daughter was at school, Ms. Odom was contacted by her daughter's teacher to let her know that her daughter would be riding yet another bus home. Ms. Odom attempted to contact transportation but there was no answer and there was no opportunity to leave a message. Ms. Odom stated she is no longer confident that school transportation is a safe option for her special needs daughter.

<b><u>Announcements</u></b>	Dr Reid announced that the Virginia Collaborative for College, which promotes secondary education for students with intellectual disabilities, is accepting ACE-IT applications.
<b><u>Correspondence</u></b>	Lisa Parker sent a letter to the committee stating she would need to resign for work reasons.

**Reports**

<b>Dr. Daisy Wood, OPEC</b>	Michelle Hopkins, the special education coordinator whom is heading up the standards based IEP writing effort, presented a short description of the IEP goals training given to teachers this summer. She then answered several questions from SEAC members and guests concerning the standards based IEP training. Questions (and answers) included: <ul style="list-style-type: none"> <li>▪ <i>Does training material suggests limiting the number of goals to only a few?</i> No, but if there are too many goals they may not all be obtainable.</li> <li>▪ <i>Who is explaining to parents that if a child takes the SOLs then the general</i></li> </ul>
-----------------------------	---

## Special Education Advisory Committee

### Virginia Beach City Public Schools

Approved SEAC Minutes – Sept 12, 2011

	<p><i>ed curriculum wouldn't be IEP goals? The teacher and/or administrator need to make sure parents understand this.</i></p> <ul style="list-style-type: none"> <li>▪ <i>How are goals written and standard curriculum modified for students several grade levels behind? Goals should always be written as to build the student up and move them towards grade level.</i></li> <li>▪ <i>Is there a website where parents can learn more? Virginia Department of Education has a website.</i></li> <li>▪ <i>Is anything wrong with using objectives for students in less than third grade or with students with significant disabilities that may need the objectives to break the goals down into smaller increments? Objectives should be written when the IEP team feels they are needed.</i></li> <li>▪ <i>How will social goals be written? These goals are written as before.</i></li> <li>▪ <i>Will the baseline testing and data collection be different? This will be the same process as before and as before assessment data does not need to come through tests, but can come from less formal assessments.</i></li> <li>▪ <i>Do coordinators and administrators go? Yes.</i></li> <li>▪ <i>What is your measure of effectiveness for the training? They have monthly meetings at the schools to follow up.</i></li> </ul> <p>Many SEAC members are pleased with the move to standards based goals. Guest Tom Dougherty suggested OPEC develop a survey for parents to take after an IEP meeting to help determine how well the IEP goal training is working. Mr. Dougherty's idea was well received by SEAC members and consultants.</p> <p>Dr. Wood discussed the hiring of special education coordinators. Two coordinators have just been hired but have not started. OPEC has 11 standard contract special education coordinators and is attempting to fill 3 one-year positions.</p> <p>Dr. Wood also stated that they are moving forward with the zone teams and encouraging pre-planning within zone teams for difficult IEPs.</p>
<p><b>Dept. Parks and Rec. Carolyn Stark</b></p>	<p>Carolyn Stark shared that the Parks and Rec. Therapeutic Rec. department has been receiving some positive press include an article on the front page of the Beacon. She distributed a copy of her therapeutic recreation program registration and provided the group a description of the various programs. She thanked Dr. Reid for attending both summer camp sites and the therapeutic recreation sign ups to provide information on the Parent Support and Information Center.</p>
<p><b>Parent Support and Information Center Dr. Brenda Reid</b></p>	<p>Dr. Brenda Reid distributed a copy of her report for the month of August and September. Three trainings/workshops were held including the Back to School Workshop, Back to School Extravaganza, and the VBCPS Resource Officers Training. Upcoming events include the PEATC Lunchtime Learning Series, on-line webinars for parents and professionals, several PTA Open House Meetings, an Understanding Special Education training on 10/14/2011, and a Parent Happy Hour on 10/26/2011. For more information please contact Dr. Reid at 263-2066 or by email <a href="mailto:Brenda.Reid@vbschools.com">Brenda.Reid@vbschools.com</a>.</p>
<p><b>Dept. of Rehab. (DRS)</b></p>	<p>No report/activity reported.</p>

**Special Education Advisory Committee**  
**Virginia Beach City Public Schools**  
 Approved SEAC Minutes – Sept 12, 2011

<b>Cheryl Ward Independence Center</b>	Cheryl Ward passed flyers announcing that there would be a rally in Washington DC for Medicaid Reform on 9/21/2011 and a bus would be leaving from the Independence Center. She passed another flyer for the first PIER meeting of 2011-2012 on 9/24/2011, the topic for this meeting was SEACs in the Tidewater Area. She also announced that the Medicaid waiver guides were out and provided a copy to the committee. Finally she discussed the on-going White House call in meetings which she continues to participate and that the meetings are looking for topics.
<b>VBDHS: Melissa Barnett</b>	Melissa Barnett discussed some recent person first terminology changes, notably "case managers" are now "support coordinators" and "service plans" are now "person centered plans". She also stated that PALS is taking intakes for adults and after school kids. For more information please contact Melissa Barnett at 385-4212 or by email mbarnett@vbgov.com.
<b>Jennifer Stratton C&amp;I</b>	No report/ activity reported.

**SEAC Standing Subcommittees**

<b>Membership Subcommittee Chair: Kara Russell</b>	Peaches Ellis is coordinating Donna Robels letter on the School board agenda as well as Lisa Parkers resignation.
--	---

<b>Policy Review Subcommittee Chair: Sandy Hermann</b>	No policies have come forward therefore the subcommittee has not met.
--	---

**SEAC Ad Hoc Subcommittees:**

<b>SEAC Effectiveness Chair: JoAnna Bryant</b>	No report/activity reported.
<b>Minority Review Cheryl Ward</b>	No report/activity reported.
<b>Disability Awareness Subcommittee Cherese Jenks</b>	<p>Sandy Hermann explained that the governor and general assembly have both designated October as disabilities awareness month and a Superintendents Memo has encouraged local superintendents to plan activities that will promote the goals of this initiative.</p> <p>Cherese Jenks provided update on the committee's activities:</p> <ul style="list-style-type: none"> <li>▪ The committee met and update the information from last year.</li> <li>▪ A letter was sent out in the Principals Memo on August 26th. Dr. Wood will be sending the committee a copy of the memo.</li> <li>▪ The committee divided up the schools and will be contacting each school</li> </ul>

**Special Education Advisory Committee**  
**Virginia Beach City Public Schools**  
 Approved SEAC Minutes – Sept 12, 2011

	<p>individually.</p> <ul style="list-style-type: none"> <li>▪ The committee also stated that in the future would like to have a contest similar to PTA reflections.</li> <li>▪ The committee will attempt to engage both administration and PTAs in the disability awareness.</li> <li>▪ Ping Camano provided the example that at Kemps Landing she coordinated with the PTA and school administration to get the Sun Wheelers to come to the school for a demonstration.</li> </ul>
<b>Annual Report Committee</b> <b>Chair: Sara MacDonald</b>	No report/activity reported.
<b>Transportation Subcommittee</b> <b>Carolyn Stark</b>	Carolyn Stark stated that over the summer the committee met regarding concerns with the transportation manuals including 1) person first language 2) removal of sections describing character traits 3) questioning two separate manuals. OPEC provided an update to the committee on Transportation Training during the "New Business" portion of the meeting.
<b>Inclusion Subcommittee</b>	<p>The committee met and have began looking through the inclusion manual and several inclusion documents including the MGT audit and responses from the division.</p> <p>Dr. Wood stated that the MGT audit is finished. She felt the report was misleading and did not give the school division justice. It was a boiler plate audit and was not the quality they were expecting. She felt they were particularly harsh for inclusionary practices. She then stated that inclusion was more than co-teaching.</p>

**SEAC Representatives**

<b>VBCPS Transition Advisory Committee Meeting (JoAnna Bryant/Kara Russell)</b>	No report/activity reported
<b>SECEP Joint Board Meeting Representative(s)</b>	Donald 'Rusty' Fairheart has been hired as the new chair. Dr. Hawkins will remain as the acting chair until Mr. Fairheart begins after 11/25/11. Mr. Fairheart is currently the Superintendent of Middlesex County Schools.
<b>VBCPS Curriculum for Students with Moderate to Severe Disabilities Committee</b> <b>SEAC Rep: JoAnna Bryant</b>	<p>Dr. Wood said that this committee is really debunked. She thought the committee had unfortunately started looking at curriculum versus material. She stressed that curriculum should be based on standard curriculum and modified as appropriate for the student. She did however mention that some of the materials identified by the committee had been purchased.</p> <p>Sandy Hermann asked if the SEAC committee should disband this subcommittee also. Because the subcommittee chair was absent, this was deferred to the next SEAC meeting.</p>

**Special Education Advisory Committee**  
**Virginia Beach City Public Schools**  
Approved SEAC Minutes – Sept 12, 2011

<b>School Board Representative</b>	No report/activity reported.
------------------------------------	------------------------------

**OLD Business**

**Disability History and Awareness Month**

Cherese Jenks will be presenting to SEAC on disability awareness next month.

**SEAC Meet and Greet**

Sandy Hermann reminded committee members that the Meet and Greet is 6:30pm on 11/2/11 at the Central Library. She asked everyone to distribute the flyers widely and do their best to advertise.

**Community Resource Fair**

Sandy Hermann stated that over 100 vendors would be at the resource fair on 11/14/11. Again, she asked everyone to distribute the flyers widely and do their best to advertise.

**New Business**

**Companion Service Animal Policy – Cheryl Ward**

Cheryl Ward sent around two handouts concerning Norfolk's companion service animal policy. She felt this was relevant to the VBCPS SEAC because the Norfolk policy had been copied from Virginia Beach. The Norfolk SEAC made recommendations to the Norfolk policy, and Cheryl was suggesting the same recommendations be made to the Virginia Beach policy.

Allison Jordon made the comment that the Virginia Beach city attorney has updated the regulations and the first step would be for her to check with the city attorney on the status of the policy.

The Policy Review subcommittee will meet depending on the status of the policy change.

**Transportation Training Update with OPEC and Transportation Department and Assistant Principals - OPEC**

OPEC met with the persons in charge of Special Education and General Education transportation, both of whom were receptive to OPEC's suggestions. OPEC was able to develop some "just in time" training for all bus drivers and bus assistants concerning person first language and disability categories. They are in a process of working out the logistics for continuing education.

Transportation along with OPEC are in the final stages of updating the manuals with the inputs provided from the transportation subcommittee. The manuals should be due in the next few weeks. Sandy Hermann stated that the transportation subcommittee should review the manuals prior to being finalized.

The transportation subcommittee had questioned the need for two manuals. OPEC discussed this with Transportation and this is because the accessible manual is also for assistants.

OPEC reported that the assistant principal training included a discussion about the sharing of information with bus drivers. This is "need to know" and is provided to the bus driver from the AP. The driver is instructed that this is confidential.

There were a few questions concerning transportation including:

**Special Education Advisory Committee**  
**Virginia Beach City Public Schools**  
Approved SEAC Minutes – Sept 12, 2011

- *Has the "drop off without a parent" rule has changed?* Allison Jordon confirmed that they have not.
- *Is there a quiz to see if the drivers read a manual?* Allison Jordon answered that there is no quiz but there is regular mandatory training. In addition they have discussed developing a module on disability awareness on-line that bus drivers would also be required to take.
- *Can assistants drive the bus?* Allison Jordon confirmed that they can only if they have already been through bus driver training.

**Other Business** - None

**Review of Public Comment**

Sandy Hermann questioned if the issue was related to SECEP or Transportation. There had been a lack of communication but it was not clear where. Allison Jordon stated that she was looking into the exact details. Cherese Jenks added that she had a similar issue with a vo-tech bus dropping her son off at the wrong location. Rayna Amoreno questioned why there is no voice mail system on the number for Transportation and Allison Jordon stated that she will ensure that the voicemail works for daytime hours, when nobody answers, as well as after hours.

Rayna Amoreno moved to approve the August minutes with correction, Cherese Jenks seconded. The meeting was adjourned by Sandy Hermann at 11:40 AM.

Next SEAC Meeting: October 3, 2011 ■ 9:00 a.m. at the Special Education Annex, Room 25