

**State Special Education Advisory Committee**  
**DRAFT Agenda**  
**February 10-11, 2011**

Persons needing special accommodations, including sign language interpreting should contact Ms. Cathy Pomfrey (Email: [Cathy.Pomfrey@doe.virginia.gov](mailto:Cathy.Pomfrey@doe.virginia.gov)) or by phone: 804-225-3252 Voice; Text users dial 711 (Relay) before the meeting date. This agenda and other information are available at: <http://www.doe.virginia.gov/VDOE/Instruction/Sped/sseac.html>.

**In case of inclement weather, call 804-225-2707, after 2:00 PM on the previous day, for recorded information on cancellation.**

***Location:***

Doubletree Hotel Richmond Airport  
5501 Eubank Road, Sandston  
Virginia, United States 23150-1909

Tel: 1-804-226-6400 Fax: 1-804-226-1269

[http://doubletree1.hilton.com/en\\_US/dt/hotel/RICAHDT-Doubletree-Hotel-Richmond-Airport-Virginia/index.do](http://doubletree1.hilton.com/en_US/dt/hotel/RICAHDT-Doubletree-Hotel-Richmond-Airport-Virginia/index.do)

***Thursday, February 10***

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|--------------------|--|
| 8:00 AM            | <b>Continental Breakfast</b>   |
| 8:30               | Call to Order, Welcome, and Introductions  |
| 8:40 – 9:15        | Business Session: <ol style="list-style-type: none"><li>1) Approval of Minutes</li><li>2) Report Follow-up to Public Comment from Previous Meeting</li><li>3) Subcommittee Assignments</li><li>4) Membership Update</li><li>5) Annual Report Update</li><li>6) Future Meeting Schedule &amp; Locations</li></ol> |
| <b>9:15 –11:30</b> | <b>Presentations</b>   |
| 9:15- 9:45         | State Education Information Management System and Use by School Divisions ( <i>Mr. Jason Ellis</i> )   |
| 9:45- 11:00        | Career and Technical Education Data – Discussion carried forward from the October Meeting ( <i>Dr. Pat Abrams, Dr. Sandra Ruffin, Ms. Bonnie English</i> )   |

**Break, as needed**

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|--------------------|--|
| 11:00-11:30        | Special Education Data and State Performance Plan-Annual Performance Report Update ( <i>Mr. Paul Raskopf</i> )   |
| 11:30 – 12:00 noon | Public Comment - Refer to SSEAC Public Comment Guidelines  |
| 12:00 or earlier   | Complete Presentations/Discussion from morning, as needed  |
| 12:15 – 1:00 PM    | <b>Working Lunch</b>   |
| <b>1:00</b>        | <b>Presentations, continued</b>  |
| 1:00 –1:45         | Standards-based Individualized Education Program ( <i>Mr. Jeff Phenicie</i> )                                    |
| 1:45-2:15          | Early Childhood Special Education – Special Quest Project ( <i>Ms. Phyllis Mondak</i> )                          |
| 2:15-2:30          | Break  |
| 2:30-2:45          | Constituency Reports   |
| 2:45-3:15          | Assistant Superintendent Report ( <i>Mr. Doug Cox</i> )  |
| 3:15- 4:15         | Presentation by Special Education Aspiring Leaders Cohort 3 ( <i>Dr. Pat Addison</i> )                           |
| 4:15               | Adjourn  |
| 4:30 – 6:00        | Reception SSEAC Members with Regional Local Special Education Advisory Committee Chairpersons in Regions 2 and 3 |

***Dinner on Your Own***

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***Friday, February 11***

***SSEAC Members:***

8:00 AM	<b>Continental Breakfast</b>
8:30 – 9:30	Call to Order & Ad hoc Subcommittees Meetings
9:30 – 10:30	Ad Hoc Subcommittees' Report
10:30 – 10:45	<b>Break</b>
10:45 – 11:15	Regions 2 and 3 Focus Group Report ( <i>VCU-PPD</i> )
11:15 – 11:30	Public Comment Review
11:30 – 11:45	Future Meeting Agenda Discussion
11:45	Adjourn
11:45 – 12:00noon	Executive Subcommittee Meeting for Future Agenda

***Friday, February 11***

***Local Special Education Advisory Committee Chairpersons:***

8:00 – 8:30 AM	Continental Breakfast with SSEAC Members
8:30 – 10:30	Local Advisory Committee Chairperson Focus Group Session ( <i>VCU PPD</i> )
10:30-10:45	Break
10:45	Join SSEAC Committee Meeting

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**Speakers should keep the following guidelines in mind when making public comment.**

**State Special Education Advisory Committee  
Guidelines for Public Comment**

(adopted April 27, 2006, revised July 13, 2006)

The State Special Education Advisory Committee (SSEAC) welcomes public comment at each of its regular meetings. **SSEAC members use comments from the public and other information sources to advise the Virginia Board of Education and the Virginia Department of Education of the unmet educational needs of children with disabilities in the state.** Among the other information sources used by the SSEAC to identify issues and solutions are the state performance plan, annual reports, and local school division reports. These reports are available on the Virginia Department of Education's Web site [www.doe.virginia.gov](http://www.doe.virginia.gov).

1. The total time allotted to public comment will generally be thirty (30) minutes. Each public comment is limited to 3 minutes.
2. Those wishing to speak should contact Ms. Cathy Pomfrey by phone at 804-225-3252, Text users dial 711 (Relay) or by E-mail at [Cathy.Pomfrey@doe.virginia.gov](mailto:Cathy.Pomfrey@doe.virginia.gov) to be scheduled to speak. Speakers should request special accommodations, if needed.
3. Public comment can be provided in person or may be forwarded to a SSEAC member to read at the meeting. Written copies of comments are helpful. A single copy may be handed to the secretary and if desired, multiple copies (23 for members and staff) may be distributed at the meeting.
4. The SSEAC does not respond directly to public comment at the meeting, except to ask clarifying questions.
5. The topics of public comment are included in the SSEAC's meeting minutes. Public comment will become part of the public record and accessible to anyone wishing to review the minutes of the SSEAC meetings. Speakers should withhold information they do not wish to make public.
6. Virginia Department of Education staff members serve as consultants to the SSEAC. If the public comment involves student- or school-specific information, staff will contact the speaker to determine appropriate follow-up.

More information on the SSEAC is available from the Virginia Department of Education, Special Education and Student Services Office by phone at 804-225-3252, Text users dial 711 (Relay) and at the Web site: [http://www.doe.virginia.gov/boe/committees\\_advisory/special\\_ed/index.shtml](http://www.doe.virginia.gov/boe/committees_advisory/special_ed/index.shtml).