

**State Special Education Advisory Committee (SSEAC)  
Agenda for January 10-12, 2007**

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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; 800-422-1098 TTY by January 3, 2007. This agenda and other information are available at: <http://www.doe.virginia.gov/VDOE/Instruction/Sped/sseac.html> .

<p><b>In case of inclement weather, call 804-225-2707, after 2:00 PM on the previous day, for recorded information on cancellation.</b></p>
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Location

**Comfort Inn Conference Center  
3200 West Broad Street  
Richmond, VA 23230  
Phone (804) 359-4061  
Fax (804) 359-3189**

***Wednesday, January 10***

5:30 – 6:30 PM	Executive Subcommittee <sup>1</sup> Dinner Meeting (Executive subcommittee members only)
6:30 – 8:00 PM	New SSEAC Members' Orientation

***Thursday, January 11***

8:00 AM	Continental Breakfast
8:30	Call to Order, Welcome, and Introductions
8:45 – 11:30	Business Session: 1) Approval of Minutes 2) Bylaws Revision 3) Operational Procedures Revision 4) Public Comment Follow-Up 5) Other Business Items
10:15 – 10:30	Break
11:30 – 12:00 Noon	Public Comment (refer to <i>SSEAC Public Comment Guidelines</i> )
12:00 – 1:00 PM	Lunch
1:00 – 1:30	Assistant Superintendent's Report (Mr. Doug Cox)

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<sup>1</sup> Executive Subcommittee Members– Anne Fischer (Chair), Mike Behrmann (Vice Chair), Stacie Ellis (Secretary), Emily Dreyfus, Peter Squire, VACANT (At-large)

1:30 – 3:30	Meetings of Ad Hoc Subcommittees <sup>2</sup> 1) Autism 2) Constituency Involvement 3) Data and Reports 4) Personnel  Ad Hoc Subcommittee Reports and Discussion
2:30 – 2:45	Break
3:30	SSEAC Constituency Reports
4:30	Adjourn
6:30 – 7:30 PM	Dinner
7:30 – 9:00 PM	Public Forum:  The SSEAC welcomes local special education advisory committee representatives and others for informal discussion (refer to the <i>SSEAC Guidelines for Participation in the Public Forum</i> ).

***Friday, January 12***

8:00 AM	Continental Breakfast
8:30	Call to Order
8:30 – 10:00	Informational Presentations: 1) Response to Intervention Update 2) Special Education Regulations Update 3) 2007 Legislative Update
10:00 – 10:15	Break
10:15	Continue Presentations
11:00	Future Meeting Agenda Discussion
11:30	Adjourn
11:30 – 12:00 Noon	Executive Subcommittee Meeting for Future Agenda

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<sup>2</sup> Refer to Subcommittee Assignment List

**Ad Hoc Subcommittee Assignments (updated Nov. 2006)**

**Autism:** Suzanne Conroy (Chairperson), Stacie Ellis, , Mary Ann Discenza  
(Staff – Marie Ireland)

**Constituency Involvement:** Peter Squire (Chairperson), Anne Fischer,  
Carletta Pittman Wilson  
(Staff – Judy Hudgins)

**Data & Reports:** Emily Dreyfus, David Martin, Mike Wong, Jacqueline Nelson,  
Tamara Temoney, Carol Hamilton – *Note: needs new Chairperson*  
(Staff – Paul Raskopf)

**Personnel:** Mike Behrmann (Chairperson), Cindy Mills, Rick Richardson, , Sharon Duncan,  
Melodie Henderson  
(Staff – Pat Burgess)

**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, TTY-toll free 800-422-1098, TTY-local 804-371-2822 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, TTY-toll free 800-422-1098, TTY-local 804-371-2822 and at the Web site: [www.doe.virginia.gov/VDOE/Instruction/Sped/sseac.html](http://www.doe.virginia.gov/VDOE/Instruction/Sped/sseac.html).

**State Special Education Advisory Committee  
Guidelines for Participation in the Public Forum**  
(adopted October 19, 2006)

The State Special Education Advisory Committee (SSEAC) welcomes members of the public to an informal public forum at most of its regular meetings. SSEAC members use issues raised and points made at these forums, as well as 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 commonwealth.

Public participation at these forums differs from formal public comment made during the designated public comment period at each SSEAC meeting. The informal public forums are not recorded nor are minutes kept. Attendees are asked to sign-in with their names, addresses, e-mail addresses and telephone numbers, and this information is made available to SSEAC members and is a matter of public record.

Topics raised at the informal public forums will be summarized by the SSEAC chair during a portion of the quarterly meeting and that summary will be entered into the minutes. There is no requirement for formal follow-up on statements made during the forums.

The public should keep the following in mind when participating in the informal public forums:

1. The total time allotted for each forum is 90 minutes, and while speakers do not have to observe strict time limits, they should monitor their time so all who wish to participate have a chance to do so.
2. SSEAC members will interact with forum participants in a discussion about the issues raised.
3. The views expressed by individual SSEAC members are the views of those members only and do not necessarily represent the views of the SSEAC, the Virginia Board of Education, or the Virginia Department of Education.
4. Neither SSEAC members nor staff of the Virginia Department of Education can comment on matters involving due process, administrative complaints, or any other legal actions, nor can they divulge other confidential information.

If at any time a speaker wishes to enter their statements as formal public comment, they may do so by either attending the SSEAC meeting during the public comment period, or providing a written public comment to a SSEAC member or Department of Education staff member to be read during the public comment period. Public comments are part of the official public record of each SSEAC meeting.

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, TTY-toll free 800-422-1098, TTY-local 804-371-2822 and at the Web site: [www.doe.virginia.gov/VDOE/Instruction/Sped/sseac.html](http://www.doe.virginia.gov/VDOE/Instruction/Sped/sseac.html), or by sending an e-mail to the Virginia SSEAC parent e-mail account: [vasseac\\_parents@yahoo.com](mailto:vasseac_parents@yahoo.com).

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\* Among the other information sources used by the SSEAC to identify issues and solutions are testimonies delivered as public comments at the SSEAC meetings, constituency reports by SSEAC members, information from Virginia Department of Education staff, the state performance plan, annual reports, and local school division reports. Minutes of the SSEAC meetings and reports are available on the Virginia Department of Education's Web site [www.doe.virginia.gov](http://www.doe.virginia.gov).