**STATE SPECIAL EDUCATION ADVISORY COMMITTEE (SSEAC)**

**to the Virginia Board of Education (BOE)**

**Virginia Department of Education (VDOE)**

# SSEAC Meeting Minutes Draft

March 1-3, 2023

DoubleTree by Hilton Richmond Airport

445 International Center Drive

Sandston, Virginia 23150

(804) 236-1111

## Wednesday, March 1, 2023

**Committee Members:**

Ms. Candace Barnett, Member-at-Large (absent)

Dr. Dani Bronaugh, Member-at-Large

Ms. DaleAnna Curry, Member-at-Large

Ms. Margarete Hecker Jeffer, Chair

Dr. Patricia Popp, Secretary

Ms. Sandi Thorpe

Mr. Mychael Willon, Vice Chair**VDOE Representatives:**

Mrs. Lisa Crafton (Recorder), SEFFE, SESS

Mr. Hank Millward, Jr., SEFFE, SESS

Ms. Chiquita Seaborne, SEFFE, SESS

### Executive Committee Meeting

**Margarete Jeffer**,SSEAC Committee Chair, welcomed attendees and called the meeting to order at 5:56 p.m.

### Business Session

**Approval of Agenda**

The agenda was distributed prior to the meeting via email. Dr. Bronaugh made a motion to approve the agenda and Ms. Thorpe seconded. The motion was approved unanimously.

**Proposed Meeting Dates Through June 30, 2024**

* July 13-14, 2023, executive committee to meet the evening of July 12, 2023
* September 28-29, 2023
* December 7-8, 2023
* March 7-8, 2024, executive committee to meet the evening of March 6, 2024

**“Draft” Annual Report to the Board of Education**

The executive committee reviewed and edited the draft annual report provided by email from Ms. Jeffer.

The executive committee discussed nominations and SSEAC membership changes.

The executive committee will act as the nominating committee. Nominations are needed for vice chair, two members-at-large, and secretary.

Tomorrow, March 2, 2023, subcommittees will review progress on goals.

Ms. Jeffer adjourned the meeting at 7:43 p.m.

## Thursday, March 2, 2023

**Committee Members:**

Ms. Candace Barnett, Member-at-Large (absent)

Ms. Suzanne Bowers

Dr. Dani Bronaugh, Member-at-Large

Ms. Monica Cabell

Dr. Dennis Carter

Ms. DaleAnna Curry

Ms. Anne Downing

Mr. Adam Dreyfus

Mr. Russell "Rusty" S. Eddins

Ms. Melina Hemp-Gardzinski (absent)

Ms. Jen Krayeski

Ms. Amy Hunter (absent)

Ms. Margarete Hecker-Jeffer, Chair

Ms. Kellie Lockerby

Ms. Mary-Frances Morse

Ms. Caren Phipps (absent)

Dr. Patricia Popp, Secretary

Mr. Nathan Selove

Mr. Brandon Stees

Ms. Sandi Thorpe

Mr. Mychael Willon, Vice Chair

**VDOE Representatives:**

Ms. Kendra Belcher, SEPI, SESS

Ms. Lisa Crafton, SEFFE, SESS

Ms. Sabrina Gross, ODRAS, SESS

Mr. Hank Millward, Jr., SEFFE, SESS

Ms. Chiquita Seaborne, SEFFE, SESS

### Call to Order, Welcome, and Introductions

**Margarete Jeffer,** SSEAC Committee Chair, called the meeting to order at 9 a.m. Mr. Millward explained the reasons for the hotel change. The SSEAC meetings will continue at the Doubletree for the remainder of the year. Mr. Millward announced that the state superintendent, Jillian Balow, has resigned, effective March 9, 2023. The current secretary of education, Aimee Guidera, will be filling those responsibilities until an official replacement is appointed. Mr. Millward shared a message from Dr. Hollins that this will not affect special education processes.

Ms. Jeffer asked members and VDOE staff to introduce themselves by sharing their names and roles.

### Business Session

**Approval of the Agenda**

The agenda was distributed before the meeting via email. Ms. Thorpe made a motion to approve the agenda and Mr. Willon seconded. The motion was approved unanimously.

**Approval of Minutes from previous SSEAC Meeting**

Mr. Willon made a motion to approve the minutes. Dr. Bronaugh seconded the motion. The motion was approved unanimously.

**Finalize Meeting Dates Through June 30, 2024**

Ms. Jeffer presented the dates the executive committee proposed the previous evening.

* July 13-14, 2023, executive committee to meet the evening of July 12, 2023
* September 28-29, 2023
* December 7-8, 2023
* March 7-8, 2024, executive committee to meet the evening of March 6, 2024

Dr. Bronaugh made a motion to approve the proposed dates, Mr. Willon seconded the motion, and it was approved unanimously.

**Voting on new SSEAC Vice Chair and Members-At- Large**

Ms. Jeffer explained that due to her absence, the nomination committee was not constituted during the December 2022 SSEAC meeting. The executive committee agreed to take the role for the current election. Positions needing nominations are vice chair, secretary, and two members-at-large.

**Business as put forth by the Chair and committee**

Ms. Jeffer asked if the Committee would like to have Ms. Coleman present prior to breaking out into subcommittees. Ms. Lockerby made the motion to accept the agenda change and Dr. Bronaugh seconded. The motion passed unanimously.

**The Annual Plans Applications and Update on VDOE’s Application for IDEA Part B Funds**

***Tracie Coleman,*** *Director, Office of**Special Education Finance and Budget (FAB), SESS, VDOE*

Ms. Coleman shared funding information proposed for fiscal year 2023 and the IDEA 611 applications. Public comment will be requested once the application for funds is made available on the VDOE website. Ms. Coleman provided an overview of the types of funding that are in the budget: administrative costs, flow-through funds to State Operated Programs (SOPs) and school divisions, state set-aside for services to schools and implementing requirements/regulations. USED has not determined 2023 funding at this time.

**Review/discussion/finalization of “draft” Annual Report to the Board of Education**

Ms. Jeffer review the current annual report draft and explained that subcommittees would be continuing the work by reviewing constituency reports and subcommittee work through the year to develop commendations and recommendation.

**Models of Disability Rhetoric Through History**

Nathan Selove, Lecturer, James Madison University

Mr. Selove began by listing names of civil rights leaders. Members knew of those from racial and women’s rights but not those from disabilities civil rights. He shared the story of the Capital Crawl that preceded the *1990 Americans with Disabilities Act* (ADA). People in wheelchairs, left their wheelchairs and crawled up the steps. This is not well-known by the broader public as the audience was Congress. The action was symbolic of the physical barrier to accessing our federal buildings and the social barrier created when people cannot access policy makers to inform legislation.

Mr. Selove described three models for understanding disabilities:

* Moral - The origin of disability is derived from some moral digression from some metaphysical being. That could be an action of the individual or family which led to infanticide, ostracizing, etc. If seen as the result of actions by society, the response could be a focus on caring for individuals with disabilities. Primary leaders in this model are clergy.
* Medical - The origin is medical, including genetics which implies there must be a medical solution to the “problem.” The goal is to eliminate, alleviate, or prevent the disability which supposes there is an ideal form of human being, and we must conform to that ideal. Primary leaders in this model are doctors. A positive impact is research to accommodate disabilities. “How do we help the individual?” A negative response could be, “How do we protect society from the individual?” An extreme response was eugenics to eliminate genetic inferiorities. In Buck versus Bell, 1927, Oliver Wendell-Holmes wrote, “Three generations of imbeciles is enough,” allowing women to be forcibly sterilized. Nazi Germany based its efforts on this work. There are still 31 states with legal forced sterilization, including Virginia.
* Social - The origin of disability is society. Disability is the result of impairment interacting with society. Using the need for glasses/contacts as an example, Mr. Selove explained that the impairment is so common and easily accommodated that it is not considered a disability. Not being able to run 70 miles per hour (mph) is a limitation but since this is true for all humans, it is not perceived as a disability and access to motor vehicles allows such movement. Disability in this model is viewed as a social identity. Disability is the largest minority in the United States. Individuals can become part of this minority at any point in life from birth to old age and is not limited by race or gender. Civil rights violations consider the extent of the disability which is not an issue with other civil rights violations. This uniqueness occurs since society still views disability primarily under the medical model and its civil rights history is not emphasized.

Mr. Selove noted the non-partisan nature of disabilities civil rights with passage of the ADA. He discussed Virginia’s legislation allowing service animals in schools. He shared his personal story of accommodations starting at a young age that were critical to his current success which includes having a master’s degree and lecturing at a university. Mr. Selove emphasized the need to recognize the expertise of individuals with disabilities and include that voice in our work.

Mr. Willon asked about medication for autism when a child says, “I don’t need it.” When should a parent let the child make that call? Mr. Selove recommended that you ensure access to the accommodation. He explained how just knowing the accommodation existed he found he needed it less. He recommended allowing an older child to have agency in deciding when the accommodation was needed.

Ms. Downing asked if there were issues in the university when accommodations were not requested in all classes leading to “push back” from disability services. For example, “Why don’t you need it in those classes?” Not recognizing that a particular situation may not require the accommodation. While Mr. Selove did not experience this, he knows others who had that type of experience.

Mr. Selove noted a critique of ADA was that people would request extreme accommodations and abuse of mandate. However, many accommodations are reasonable and easy to provide and noted how critical it is that teachers are trained to implement accommodations and teach students how to use them.

Ms. Curry commended Mr. Selove for beginning with the history of the issue. Ms. Curry noted the role of returning Vietnam veterans in the passage of ADA as well. General education preservice teachers need this information as well. She recommended one licensure to avoid the “them versus us” issues between general and special education.

Mr. Selove advocated for a universal approach to accommodations and the value of universal design.

Mr. Selove addressed using identity-first language and terms such as “autistic person” which he used during his presentation. He challenged that people-first can be interpreted to suggest that disability is “less than” and requires people-first approach. Mr. Selove recommended allowing individuals to choose the language they prefer.

Ms. Bowers asked about parameters considered with service dogs. Young children may have a third-party handler when unable to handle the dog independently. The school would not be required to pay for the service dog or handler. There was a discussion of the difference between emotional support animals and service dogs. The Virginia Department of Education (VDOE) staff shared a memo on this issue that is included with these minutes.

Mr. Selove concluded noting the importance of educating the public that not all disabilities are visible. Committee members shared stories of people in the public challenging use of accommodations when the reason is not visible.

**Report on Follow-up to Public Comment from Previous Meetings**

***Hank Millward*,** *Director, Office of Facilities and Family**Engagement (SEFFE), SESS, VDOE*

The VDOE examined the procedural safeguards to address the comment regarding concerns with the document being described as “out-of-date”. The date on the document is current in line with no new requirements from a state or federal level that would necessitate an update. The VDOE is aware of the Fairfax County Public Schools (FCPS) civil rights report, findings, and corrective action plan. The VDOE continues to monitor and request local educational agencies (LEAs) eliminate/revise language added during COVID-19. Multiple offices at the VDOE have reviewed and addressed the case of the student not being evaluated. The concern regarding not being able to access curriculum was taken back to the office to pursue appropriate avenues to address.

A committee member asked about the due process challenges discussed and whether it is an issue SSEAC can address. VDOE staff noted that subsequent discussion will need to be based on final determinations decisions and formal findings. Ms. Gross recommended looking at the Joint Legislative Audit and Review Commission (JLARC) report and Office of Special Education Programs (OSEP) to consider recommendations as these are supported by data.

**Subcommittee Meetings**

***Subcommittee Chairs***

Ms. Jeffer asked subcommittees to review this year’s minutes and develop commendations and recommendations to use time available prior to lunch.

**Working Lunch**

* Discuss ideas for needed presentations at upcoming meetings
* Discuss subcommittee goals/objectives

**Call to Order and Public Comment Period**

***Margarete Jeffer,*** *SSEAC Committee Chair*

Ms. Jeffer called the meeting to order at 1:10 p.m. There were no persons signed up for public comment. One email was provided to committee members in the SSEAC packets. Mr. Willon read the comment aloud to the committee for the allowed three minutes. Mr. Millward checked the SSEAC email account, and no other comments had been submitted.

The email comment was from a parent who claims that her son has not been provided access to a free appropriate public education (FAPE) by Chesterfield County Public Schools (CCPS) and has been denied access to his education during the 2022-2023 school year.

**Constituency Reports**

***Margarete Jeffer,*** *SSEAC Committee Chair*

**Constituency Reports**

**Region 1 – Margarete Hecker-Jeffer**

* Lack of appropriate behavioral specialists, autism specialists, as well as mental health specialists in the school systems
* Staffing crisis (teacher recruitment and retention)
* Lack of training and some school divisions have inexperienced special education teachers on a provisional license
* In some school divisions, the individual "I" is removed from the individualized education program (IEP), and school divisions move forward with less support, accommodations, and modifications
* The balance between inclusion versus self-contained classrooms is difficult, and some school divisions do not have a good balance
* High demands from the VDOE on divisions and with less staff, school divisions struggle to handle all of the demands
* Lack of accountability
* Local SEAC’s have difficulty getting started after the pandemic

**Region 2 – Mychael Willon**

* The issue in the area with student safety has heightened concerns about what the impact of new measures, like metal detectors, would have on our special education population.
* The recruitment and retention of special education teachers, support staff, and paraprofessionals continues to be problematic.
* Some parents are saying they have issues with having their children tested. If the district does not test them, they are traveling long distances to get their children tested, which means taking them out of school.

**Region 3 – Kellie Lockerby**

I reached out to all divisions in Region 3 and the comments and concerns I have to list are as follows:

* teacher recruitment and retention
* lack of training of Special Education (SPED) department
* SPED department not following the law

\*I had a parent from Spotsylvania County Public Schools (SCPS) reach out to me regarding concerns they have. First being issues using the state-provided mediation services they had requested which were not received in a timely manner. Also, the parent informed me that they wanted to accept part of the IEP and continue the mediation process for other areas of it. The parent indicated that they were told that partial acceptance was not permitted in the IEP.

Mr. Millward and Ms. Gross explained that partial consent cannot change the overall offering of FAPE in an IEP. It should be used for limited issues such as goals or accommodations. If the proposal of FAPE is the issue, the school division does not have to accept this as partial consent. Ms. Thorpe shared that many IEP systems do not allow for partial consent and teachers may not understand these processes.

This could be a recommendation for in the annual report that the VDOE consider additional guidance and information related to the provision of partial consent on IEPs.

Commendation: Ms. Lockerby visited a life skills program for students with significant disabilities which provides a cookie baking business.

**Region 4 – Amy Hunter** - no report

**Region 5 – Melinda Hemp-Gardzinski** - no report

**Region 6** – Vacant

**Region 7** – Vacant

**Region 8 – Candace Barnett** - no report

**The Virginia Association of School Superintendents** – Dennis Carter

The crisis of teacher vacancies causes a burden on veteran teachers. The General Assembly has proposed a change to a 6-month rather than 12-month break in service. Superintendents had advocated for a one-month break. Mr. Carter also noted the long wait for mental health support services when a student is not in crisis that may take weeks to a month.

**Teacher Representative – Dale Anna Curry**

* Commendations:
* Kudos to the Governor for increasing awareness and communication for parents of children with disabilities.
* Kudos to the VDOE for creating the full-scale recruitment program and search for new teachers, using all modes of advertising, such as: social media, media, and national search.
* Kudos to the VDOE for creating the full-scale recruitment for substitutes, using all modes of advertising (such as: social media, media, and state-wide search; including the use of pre-service teachers through increasing opportunities for their education within the classrooms).
* Kudos to local Training and Technical Assistance Centers (TTACs) for their support and ongoing training, especially regarding the Virginia Essentialized Standards of Learning (VESOLs) and implementation of the new Virginia Alternate Assessment Program (VAAP).
* Concerns:
* Increasing demands of the returning fully licensed teachers have increased caseloads and expectations, specifically due to the lack of retaining teachers versus the number of teachers serving under provisional licenses, based on high leverage practices
* Lack of time to complete all necessary training for teachers serving with provisional licenses
* Students not receiving all services due to lack of people for provisions of services
* Fully licensed teachers’ social/emotional wellbeing
* Continued concerns for recruitment and retention
* Severe student behaviors, parental demands, and lack of training in trauma care for all school personnel
* Safety for all in schools, specifically regarding the increase of behaviors
* Complaints:
* Due to the current rising costs of inflation, the lesser amount of funding for classrooms, especially in divisions/schools that are not Title I.
* Fully licensed teachers receive same or less compensation with higher expectations than provisionally-licensed teachers or long-term substitutes and have increased workloads.

**Private Schools – Adam Dreyfus**

Rate setting that is proposed go into effect July 1, 2023, continues to be a challenge and strain on private schools. Proposed budget language in the General Assembly may put rate setting on hold for the next year. Challenge hiring staff continues. Changes from VAAP to VESOL and reporting requirements are another priority.

**Virginia Department of Juvenile Justice – Mary-Frances Morse**

Welcomed nine new teachers.

**Transition/Vocational Education – Rusty Eddins**

COVID-19 has affected staffing in offices. Wilson Workforce and Rehabilitation Center (WWRC) adopting Work Readiness as a way to receive a vocational evaluation. Mr. Eddins provided a Workforce Recruitment Program (WRP) flyer included with these minutes.

**Board for People with Disabilities – Nathan Selove**

Need to incorporate disability history into history courses in elementary-high school curricula has been requested by others with disabilities.

**People with Disabilities - Anne Downing**

Students are not receiving services due to lack of staff.

**Higher Education – Dr. Dani Bronaugh**

* Concerns:
* The VDOE developing an approved add-on for K-12 Adapted Curriculum endorsement.
* Four courses and practicum - For current teachers who want to add on to current SPED licensure.
* Low enrollment in endorsement areas programs for provisionally-licensed teachers (those trying to get an initial license, and those whose schools are asking them to take courses in order to become certified in Adapted).

**Local Director of Special Education – Sandi Thorpe**

* Commendations:
* Being able to have big ideas and creative ways of solving issues and superintendents more willing to listen to them
* Concerns:
* Finding, retaining, and training new and provisional staff
* Caseloads, not the numbers, but the time involved with each student
* Size of caseloads; provisional staff cannot have caseloads
* Therapeutic Day Treatment (TDT) is becoming more difficult to provide and get funding. Many agencies are discontinuing there TDT services
* Number of provisional staff
* Parents go to a complaint/due process prior to reaching out to the director which can delay resolution of issues
* When staff are new to conducting eligibility and IEP meetings, mistakes will occur. The director needs to be informed to address these issues

**PEATC – Suzanne Bowers**

**Our top three current statewide trends from intakes this quarter include (in order of call volume):**

1. General IEP questions
2. Behavior/Bullying
3. Eligibility/Evaluations

**PEATC is pleased to announce (and provide copies to members present) the following:**

* PEATC’s Complaint Toolkit
* PEATC’s Mediation Toolkit
* PEATC’s Parent Leadership Training Series flyer
* Wrightslaw Special Education Law and Advocacy Training flyer

All the above can also be accessed on the [PEATC website](http://www.peatc.org/).

**Virginia Department for the Blind and Vision Impaired – Caren Phipps -** no report

**Person with a Disability – Brandon Stees**

Participated in a panel on “I’m Determined” for paraprofessionals at James Madison University (JMU). The Breeze had a JMU article available online entitled “[Faculty Push for Inclusion, Accessibility for Disabled Students](https://www.breezejmu.org/culture/jmu-professors-work-toward-equal-education-opportunities-for-people-with-disabilities/article_fa307516-a81b-11ed-95af-2398d19f457e.html).” It referenced discussions with a couple of faculty members, including Laura Desportes Bowman, who teaches a class in the College of Education (EXED 309, Supporting Community Access for Young Adults with Disabilities). She and others would like to see an actual program developed at JMU for young adults that have Intellectual Disabilities/ Developmentally Delayed (ID/DD). She would like to have that available for local students. The journalist also interviewed Brandon as a student who participates at JMU and would like to see a program and expanded opportunities for his peers and himself who have ID/DD. They interviewed Brandon’s mother as well.

**Project HOPE-Virginia – Dr. Patricia Popp**

Dr. Popp was asked to serve on a panel for an OSEP meeting for directors of special education in February that explored the intersection of McKinney-Vento and IDEA. Pat shared the basic overlap and examples of Virginia’s implementation.

The Project HOPE conference scheduled for March 6-8, 2023, in Staunton reached its maximum registration.

Child count data for 2021-2022 was shared for students experiencing homelessness. Of the 16,416 students, 18.6 percent had IEPs.

*Virginia 2021-2022 Consolidated State Performance Report (CSPR) Preliminary (Total 16,416)*

Grade: 3-5 not K MV Enrolled: 401

Grade: KG MV Enrolled: 1310

Grade: 01 MV Enrolled: 1219

Grade: 02 MV Enrolled: 1250

Grade: 03 MV Enrolled: 1256

Grade: 04 MV Enrolled: 1286

Grade: 05 MV Enrolled: 1196

Grade: 06 MV Enrolled: 1218

Grade: 07 MV Enrolled: 1201

Grade: 08 MV Enrolled: 1213

Grade: 09 MV Enrolled: 1840

Grade: 10 MV Enrolled: 1084

Grade: 11 MV Enrolled: 963

Grade: 12 MV Enrolled: 979

**Note**

2018-2019: 20,443 14.4 percent decrease in 2019-2020

2019-2020: 17,496 20.6 percent decrease in 2020-2021; Pandemic decrease by 2020-2021: 32 percent

2020-2021: 13,896 18.1 percent increase in 2021-2022; Pandemic decrease by 2021-2022: 19.7 percent

**Virginia Department of Social Services (VDSS) Foster Care - Monica Cabell**

The Virginia Department of Social Services (VDSS) partners with Project HOPE-VA to provide educational stability support to local schools and local department of social services agencies for youth in foster care.

The VDOE-Project HOPE and VDSS added additional joint virtual trainings for any VDOE/VDSS community partners who may work with or be involved in the educational stability process with children and youth in foster care.

The VDSS continues to champion ways to support youth transitioning out of foster care after the age of 18. The VDSS is making diligent intentional efforts to obtain knowledge and information to remove barriers to accessing housing opportunities for youth transitioning out of foster care in accessing the Foster Youth to Independence housing voucher.

**Voting on new SSEAC Vice Chair and Members-At- Large**

The nomination committee presented its slate: chair - Mychael Willon; vice chair - Candace Barnett; secretary - Patricia Popp; at-large members - Kellie Lockerby, Dennis Carter, Amy Hunter, Adam Dreyfus (third at-large needed to replace Ms. Barnett)

Dennis Carter removed his name from nomination as at-large member. Open positions and nominations matched. All nominees were elected unanimously.

**Subcommittee Meetings**

***Subcommittee Chairs***

Subcommittees returned to annual report work. Time was adjusted to reconvene at 3:30 p.m.

**Reconvene as Full Committee**

***Margarete Jeffer,*** *SSEAC Committee Chair*

Each subcommittee shared its recommendations and commendations.

Mr. Willon requested the recommendations/commendations be shared with the executive committee to wordsmith.

Ms. Jeffer requested Dr. Popp send the draft annual report to the full committee to review during Friday’s meeting.

The report will be used to create a PowerPoint of highlights to present to the Virginia Board of Education (BOE) in June.

Prior to adjournment, the committee discussed organizing a training for new SSEAC members, especially parent representatives to be done in conjunction with the July executive committee meeting.

Ms. Curry motioned to adjourn the meeting and Ms. Bowers seconded. The motion carried unanimously. The meeting was adjourned at 3:53 p.m.

## Friday, March 3, 2023

**Committee Members:**

Ms. Candace Barnett, Member-at-Large (absent)

Ms. Suzanne Bowers

Dr. Dani Bronaugh, Member-at-Large

Ms. Monica Cabell

Dr. Dennis Carter

Ms. DaleAnna Curry

Ms. Anne Downing

Mr. Adam Dreyfus

Mr. Russell "Rusty" S. Eddins

Ms. Melina Hemp-Gardzinski (absent)

Ms. Jen Krayeski

Ms. Amy Hunter (absent)

Ms. Margarete Hecker-Jeffer, Chair

Ms. Kellie Lockerby

Ms. Mary-Frances Morse

Ms. Caren Phipps (absent)

Dr. Patricia Popp, Secretary

Mr. Nathan Selove

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Ms. Sandi Thorpe

Mr. Mychael Willon, Vice Chair

**VDOE Representatives:**

Ms. Kendra Belcher, SEPI, SESS

Ms. Lisa Crafton, SEFFE, SESS

Ms. Sabrina Gross, ODRAS, SESS

Mr. Hank Millward, Jr., SEFFE, SESS

Ms. Chiquita Seaborne, SEFFE, SESS

### Call to Order, Welcome, and Introductions

**Call to Order and Review/Approval of the Agenda**

***Margarete Jeffer,*** *SSEAC Committee Chair*

Ms. Jeffer, SSEAC Committee Chair, called the meeting to order at 9:01 a.m. Ms. Jeffer announced that this would be her last meeting and thanked the committee for their efforts yesterday. Ms. Jeffer reminded members to submit their constituency reports to Dr. Popp ([pxpopp@wm.edu](mailto:pxpopp@wm.edu)), submit travel expense forms, and sign in.

Mr. Millward explained there is no formal update from the VDOE. Mr. Willon motioned to approve the agenda and Ms. Thorpe seconded. The motion passed unanimously.

**Recognition of Service Awards to Outgoing SSEAC Members**

***Hank Millward***,*Director, SEFFE, SESS, VDOE*

Mr. Millward explained that this is the last meeting for members whose terms end in June 2023. Dr. Hollins asked that he share her appreciation for the SSEAC and commitment of members. Members who were recognized are:

* Ms. Anne Downing three years
* Ms. Margarete Jeffer, six years
* Ms. Sandi Thorpe, six years; Ms. Thorpe shared her appreciation for being a member and how much she benefited from the discussions at our meetings.
* Ms. Caren Phipps, two years; Mr. Millward shared an email from Ms. Phipps who recently retired.

Mr. Millward requested any nominations for open positions as soon as possible, hoping to have the replacements available at the July SSEAC meeting.

**Department of Education (VDOE) Updates/Q & A Session**

***Hank Millward*,** *Director, SEFFE, SESS, VDOE*

Mr. Millward shared that Dr. Hollins did not attend the meeting as there are no significant updates beyond the announcement of the state superintendent resigning.

Ms. Bowers asked about the status of the Parent Handbook. It is ready to be printed and all reviews/approvals have been completed.

Ms. Jeffer inquired about any changes to special education law. There has been no word about federal changes. Mr. Willon requested any changes be shared so members could address with legislators.

**Subcommittee Meetings**

***Subcommittee Chairs***

Ms. Jeffer requested conducting the review of the annual report as a full committee. After further discussion, subcommittees were convened to sort and wordsmith identified categories for recommendations. Subcommittees met to refine the recommendation section.

The full committee reconvened to share subcommittee edits.

Dr. Bronaugh motioned to allow the chair and vice chair to refine the annual report. Ms. Downing seconded. The motion was approved unanimously. The final version will be shared with the full committee.

Mr. Willon discussed his conversation with Ms. Bowers to create a template for the annual report that can be populated during each meeting to reduce the amount of time needed in the March meeting.

**Future Meeting Agenda Discussion**

***Margarete Jeffer,*** *SSEAC**Committee Chair*

Topics for presentations:

* SSEAC Bylaws
* Virginia Freedom of Information Act (FOIA) training for SSEAC members
* TTACs
* VA IEP
* CFI Parent Navigators
* Aspiring Leaders update in the fall
* Presentation on the Family Engagement Network

Ms. Thorpe motioned to adjourn the meeting and Ms. Downing seconded. The motion carried unanimously. The meeting was adjourned at 11:57 a.m.

### Upcoming Meeting Dates

* July 13-14, 2023, executive committee to meet the evening of July 12, 2023
* September 28-29, 2023
* December 7-8, 2023
* March 7-8, 2024, executive committee to meet the evening of March 6, 2024