



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF EDUCATION

P.O. BOX 2120  
RICHMOND, VA 23218-2120

February 13, 2006

TO: SOP Education Directors  
Two Virginia Schools for the Deaf and the Blind  
FROM: Nancy Haynes & Karen Trump, State Operated Programs and State Schools  
SUBJECT: Review of Annual Plans

We are writing to provide information regarding the required upcoming review of annual plans by the State Special Education Advisory Committee (SSEAC). The SSEAC has designated a subcommittee to complete this task. As you know, we convene and conduct a presentation/discussion format for the subcommittee after they have had an opportunity to review the materials you submit.

This year, we will be following the same procedure as last year. Materials are attached for your review. Materials from Mental Health, Hospital Education Programs and Juvenile Detention will be submitted to Nancy Haynes, by May 1, 2006, for verification of completeness and mailed to SSEAC subcommittee members via the department. Materials from Woodrow Wilson Rehabilitation Center, the Department of Correctional Education, Mental Retardation Programs, and the two Virginia Schools for the Deaf and the Blind will be submitted to Karen Trump by May 1, 2006. The Comprehensive System of Personnel Development and the Local Improvement Plan/Sliver Grant sections are no longer part of the annual plan. The review meeting will be held on May 17th, 2006 at the Department of Education, 20<sup>th</sup> Floor Conference Room of the James Monroe Building, in Richmond, Virginia beginning at 1:00 pm. The public comment period will be conducted from 2:15 to 2:30 pm.

Presenters will report on the following:

- annual plan changes and how they are implemented
- overview of how federal funds are used
- how programs are evaluated for effectiveness

There will be opportunity for questions and discussion. Thank you for your continued commitment to children with disabilities in the Commonwealth. We look forward to seeing you and hearing about your programs.

KET/nh

C: H. Douglas Cox, Assistant Superintendent  
Patricia Abrams, Director, Special Education Instructional Services Office

**MEETING INFORMATION and PUBLIC NOTICE  
VIRGINIA STATE SPECIAL EDUCATION ADVISORY COMMITTEE**

**Review Process and Agenda**

Meetings of the SSEAC – Annual Plan (SSEAC) are open to the public. The subcommittee meeting includes time to receive public comment. For additional information or if special accommodations are needed, please contact Ms. Beverly Wynter, Assistant to the Director of State Schools, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120; telephone 804/786-8079, TTY 804/786-2691.

The SSEAC review of State Operated Programs’ annual plans will be held on May 17, 2006 from 1:00 pm to 3:00 pm at the Virginia Department of Education, 20<sup>th</sup> Floor Conference Room of the James Monroe Building, Richmond Virginia. Please refer to the attached agenda for information about the order of events. The public comment period will be from 2:15-2:30 pm. More time for public comment will be added as needed. Those wishing to make public comment, but not able to attend the meeting may submit a statement that will be read to the committee by the Director of State Schools.

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**SSEAC Subcommittee Members:** Cindy Cave, Cindy Mills, Carman Sanchez, Peter Squires, Michael Wong.

**Process:**

SOP/VSDDB and/or agency staff representatives will present the required information. After the overview(s), there will be time for questions.

**State Operated Programs**

| <i>Program</i>  | <i>Presenter</i>                                      | <i>State Agency Contacts</i>                      |
|---|---|---|
| (1) Department of Correctional Education  | Sharon Trimmer  | Jeff Phenicie (VDOE)                              |
| (2) VA School for the Deaf and the Blind at Staunton and, VA School for the Deaf, Blind And Multi-Disabled at Hampton | Nancy Armstrong (Staunton)<br>Darlene White (Hampton) | Debbie Pfeiffer (VDOE)                            |
| (3) State Mental Retardation Programs   | Debbie Overfelt                                       | Shirley Ricks (MHMRSAS)<br>John Eisenberg (VDOE)  |
| (4) State Mental Health Programs  | Linda Bradford  | Nancy Haynes (VDOE)<br>Irene Walker-Bolton (VDOE) |
| (5) Regional & Local Detention Homes  | Nancy Haynes  | Nancy Haynes (VDOE)<br>Jeff Phenicie (VDOE)       |
| (6) Hospital Education Programs   | Jan Teagle  | Nancy Haynes (VDOE)<br>Phyllis Mondack (VDOE)     |
| (7) Woodrow Wilson Rehab. Center  | Maggie Clower   | Karen Trump (VDOE)<br>Marianne Moore (VDOE)       |

**Agenda – May 17, 2006**

**1:00 – 1:05 pm**

Welcome, & Introduction  
(Nancy Haynes, Karen Trump)

**1:05 – 2:15 pm**

Review of State Operated Programs Changes in Policies & Procedures:

1. State Mental Retardation Facilities
2. State Mental Health Facilities
3. Virginia School for the Deaf and the Blind at Staunton
4. Virginia School for the Deaf and the Blind and Multi-Disabled at Hampton
5. Hospital Education Programs
6. Woodrow Wilson Rehabilitation Center
7. Department of Correctional Education
8. Regional & Local Detention Homes

Suggestions for Future Review Process

**2:15 – 2:30 pm**

Public Comment

Adjourn

## SOPS AND VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND

### *Presenter's Guide*

Please refer to the attached agenda in preparing your materials. Plan for a 10-minute presentation. However, presenters may have up to 15 minutes should that be needed. Bring a copy of what was submitted to the department of education with you to the meeting.

#### Presentation Outline

Overview of how state or federal funds are used:

Brief statement of changes to the annual plan:

How changes to the annual plan are being implemented:

Driving forces that led to these changes:

What outcomes you hope to see as a result of these changes: