

State Special Education Advisory Committee (SSEAC) Agenda

Persons needing special accommodations, including sign language interpreting should contact Ms. Cathy Pomfrey (Email: Cathy.Pomfrey@doe.virginia.gov) or by phone: 804-225-3252 Voice; 800-422-1098 TTY by April 2, 2007. 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

Best Western Inn - Crossroads Inn & Conference Center
911 E. Atlantic Street
South Hill, VA 23970
Phone (434) 447-3123

Directions: Take I-95 south to the I-85 south exit at Petersburg. Take the I-85 south exit to the right. Follow I-85 south to Exit 12B. Take Exit 12B and follow around to the right. Crossroads Inn & Conference Center is located on the right just beyond the stop sign.

Wednesday, April 18

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| 5:30 – 6:30 PM | Executive Subcommittee ¹ Dinner Meeting
(Executive subcommittee members only)
1) 2007 SSEAC Annual Report process
2) Review member term expirations |
| 6:30 – 8:00 PM | Ad Hoc Subcommittee Meetings:
All subcommittees will draft their sections for the 2007 SSEAC Annual Report |

Thursday, April 19

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| 8:00 AM | Continental Breakfast |
| 8:30 | Call to Order, Welcome, and Introductions |
| 8:45 – 10:15 | Business Session:
1) Approval of Minutes
2) Review edited Bylaws
3) Public Comment Follow-Up
4) Other Business Items:
a. 2007 SSEAC Annual Report process and assignments,
b. Set meeting dates and locations for Oct. '07, Jan. '08, April '08, July '08, Oct. '08, Jan. '09, April '09, July '09 |
| 10:15 – 10:30 | Break |

¹ Executive Subcommittee Members– Anne Fischer (Chair), Mike Behrmann (Vice Chair), Stacie Ellis (Secretary), Emily Dreyfus, Peter Squire, Jacquelyn Nelson

10:30 – 11:00	Ad Hoc Subcommittee ² Reports 1) Autism 2) Constituency Involvement 3) Data and Reports 4) Personnel
11:00 – 11:30	Constituency Reports
11:30 – 12:00 Noon	Public Comment (refer to <i>SSEAC Public Comment Guidelines</i>)
12:00 – 1:00 PM	Lunch
1:00 – 2:00	Assistant Superintendent's Report (Mr. Doug Cox) Assistive Technology State Activities Update (Mr. John Eisenberg)
2:00 – 2:45	State Performance Plan Annual Report (Mr. Paul Raskopf)
2:45- 3:00	Break
3:00 – 4:00	State Performance Plan Annual Report, continue discussion
3:30 – 4:30	State Special Education Regulations Update (Dr. Judy Douglas)
4:30	Adjourn
5:30 – 6:30 PM	Dinner (SSEAC members and VDOE staff)
7:00 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, April 20

8:00 AM	Continental Breakfast
8:30	Call to Order
8:30 – 10:00	Standing Subcommittee Meetings & Reports
10:00 – 10:15	Break
10:15	Public Comment Review
11:00	Future Meeting Agenda Discussion
11:30	Adjourn
11:30 – 12:00 Noon	Executive Subcommittee Meeting for Future Agenda

² Refer to Ad Hoc Subcommittee Assignment List

Ad Hoc Subcommittee Assignments (updated January 2007)

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

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

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

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

Standing Subcommittees:

1. Executive
2. Policy & Regulation
3. State Operated Programs Plan Review
4. Nominating

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.

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 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.

**State Special Education Advisory Committee
Guidelines for Participation in the Public Forum**
(adopted October 19, 2006; revised January 2007)

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. 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,

^{*} 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.