

**Local Special Education Advisory Committee (SEAC)  
Prince George Public Schools, VA (Region 1)**

**Meeting Minutes**

**August 17, 2017**

- Members in attendance: William Gandel, Larry Hahn, Leila Holmes, Kimberly Lee, Kathleen Mitchell, Kimberly Shanks, and Mark Simpson. Ms. Zetta Ethington participated as a consultant from the Student Services office.
- Chairperson Lee called the meeting to order at approximately 5:00 pm.
- There were no visitors to address the Committee during the available Public Forum Period, so there were no public comments.
- Past Business:
  - Members reviewed the draft minutes to the previous SEAC meeting (10 May 2017). With minor recommended changes, the minutes for the 10 May meeting were approved.
- New Business:
  - Ms. Lee indicated that she was proposing some changes to the manner in which the Committee functions, to include the following:
    - Establish “goals” for the Committee
    - Perform in a manner which is a potential resource for the PG school division, e.g., bring forth and/or represent issues as an advocate for the needs of students with disabilities and parents/guardians
    - Concentrate more efforts on securing parental input to better focus the resources and effectiveness of the SEAC
    - Participate in the development of priorities and strategies for meeting the needs of the children – to include potential considerations for the annual budget submission by the school division
    - Participate more fully in the PG school division’s annual plan
    - Review the available resource: “*A Guide for Local Special Education Advisory Committees in Virginia*”, and look to see whether there are opportunities for the Prince George SEAC to adopt and/or mirror some of those recommended practices. This will be a topic of discussion at the next scheduled SEAC meeting.
  - Ms. Lee proposed that the current SEAC elected officers (Lee, Simpson, & Gandel) remain in place until the May 2018 timeframe, at which time the Committee would look to consider new appointments. The motion was carried.
  - Discussions ensued about future training seminars that the Committee could sponsor. Ms. Lee recommended that we continue to offer two such seminars each year,

- targeting the October and March timeframes so as to avoid school start-up, holidays, and spring break where children and parents/guardians may otherwise be unable to take advantage of the information. Also discussed were possibilities for recording these future seminars for the purpose of making them available (e.g., YouTube or otherwise) as a possible future resource for the SEAC or the PG Resource Center.
- All members were encouraged to think about and propose additional topics and opportunities that the committee can pursue in the future, whether it requires outside expertise, and perhaps even doing some of our own research on various topics (e.g. transition), for presentation at a future session. There should be an on-going effort by the Committee members to garner suggestions for continued program improvement.
  - There was discussion about other tools that the Committee could utilize to solicit input from any number of resources (students, parents/guardians, teachers, etc.) about what they would like to see improved in the PG Special Education Program. The recommendation was for a simple flyer that could be posted on the Facebook website, bulletin boards. Printed flyers could also be made available at any number of upcoming functions, to include Special Olympics, Back-to-School Fair, etc.
  - Ms. Mitchell gave a Special Olympics update. The kick-off event for this year will be September 9<sup>th</sup>. Bowling will begin October 13<sup>th</sup> – to be hosted at the new Fort Lee Bowling facility. The expectation is for more bowlers this year.
  - The Back-to-School Fair is scheduled Thursday, August 24<sup>th</sup> @ 4:00pm at Scott Park.
  - The Committee schedule for future meetings was tentatively identified as follows: 2017 (Sep 21<sup>st</sup>, Oct 19<sup>th</sup>, & Nov 16<sup>th</sup>), and for 2018 (Jan 18<sup>th</sup>).
- The next SEAC meeting is scheduled for Thursday, September 21, 2017 @ 5:00 pm, Prince George School Board facility.
  - The meeting adjourned at approximately 6:35 pm.

LAST ENTRY