

**Special Education Advisory Committee  
Norfolk Public Schools  
Approved Minutes**

**Meeting location, time and date:** School Administration Building 800 Main Street, 11<sup>th</sup> floor Conference Room 1/10/19 6:00pm

**Attendance:**

<b>Members present:</b>	C. J. Frank, Diane Outlaw, Tasha Washington, Vashti Washington, Tonya Shell
<b>Members absent:</b>	Vaughan Frederick, Teressa Gordon, Sharon Houston, Katie McCurdy, Shirley Confino-Rehder. Vicky Greco. Shirley Wilson
<b>Consultants present:</b>	Joy Richardson, Denise Thomas
<b>School Board Liaison:</b>	Adale Martin (absent)
<b>Guests:</b>	Jacqueline Chavis, Nichole Davis, Ellen Fitzenrider, Martha Rollins

**Welcome/Introductions:** Welcome and introductions.

**Public Comment:** Dr. Ellen Fitzenrider provided public comment regarding her experiences over 4 years with Norfolk Public Schools. She posed questions to the committee regarding the special education background and certification requirements for NPS Representatives. She shared concerns with the special education background for individuals responsible for leading IEP meetings.

**Approval of Minutes:** Upon motion by Diane Outlaw, the minutes from 11/8/18 were approved as written.

**Announcements:** None

**Correspondence:** No correspondence was reported

**Reports:**

<b>Membership</b>	The committee discussed the tenure of committee members. The School Board document was distributed. Committee members are limited to two consecutive, three-year terms and may reapply for appointment after not having served on that committee for one year. The committee has 8 members having served for at least two consecutive, three-year terms. The SEAC Chair, Mr. Washington may request an exception from the School Board. If not, those members are welcome to continue to attend SEAC meetings, without being official members after June 2019. Four new parent member applications have been submitted for consideration by the School Board.
<b>Bylaws</b>	The committee tabled this discussion for the upcoming work session in February. Committee members were asked to review the draft bylaws. Ms. Rollins offered to assist the committee in revising the bylaws.

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**SEAC Standing Subcommittees:**

Membership:

- a. Paper applications were developed with a fillable form option. The School Board is reviewing the membership application link (online).
- b. The committee announced today that elections for Secretary will take place at the next official SEAC meeting, where a membership quorum is present. This information will be made public.

**Unfinished Business:**

- a) The committee requested that Dr. Janice James-Mitchell provide a date or date(s) for the Coffee with the Director. The committee is requesting that Dr. Boone be invited.
- b) Mrs. Tasha Washington will serve as Interim Secretary until the committee is able to vote for someone to replace Cheryl Ward. This individual will serve through June of 2019.

**New Business:**

- a) Ms. Martha Rollins, President, Chesapeake Unit of Parliamentarians provided training to the committee on Parliamentary Procedure. She made several recommendations such as requiring a 2/3 vote versus a majority, modifying wording in the minutes to read Unfinished Business rather than Old Business, moving announcements to the end of the agenda, and reviewed several meeting procedures. Mr. Washington, SEAC Chair requested that the shortened version of Roberts Rules of Order be purchased for committee members.
- b) The February meeting was moved to the 21<sup>st</sup> of the month (changed from the 14<sup>th</sup> of the month). This will be a work session to complete unfinished business. March – Parent Training on IEP meeting Ins and Outs, April – Parent Training on Transition, May – Regular Meeting, June – Parent Training on Mental Health Awareness and Social Emotional needs. SEAC will let LS-SES know if anything is needed for these presentations.

**Other Business:**

- The report of recommendations was submitted to the school board.
- Meeting dates are on the NPS website.
- Meeting adjourned at 7:50pm.

Respectively submitted,

Tasha Washington

Interim Secretary