

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

**Meeting location, time and date:** School Administration Building 800 Main Street, 11<sup>th</sup> floor Conference Room 8/23/18 6:00pm

**Attendance:**

<b>Members present:</b>	Shirley Confino-Rehder, C. J. Frank, Vicky Greco, Diane Outlaw, Tonya M. Shell, Cheryl Ward, Tasha Washington, Vashti Washington, Shirley Wilson
<b>Members absent:</b>	Vaughan Frederick, Teressa Gordon, Sharon Houston, Katie McCurdy
<b>Consultants present:</b>	Joy Richardson
<b>School Board Liaison:</b>	Adale Martin
<b>Guests:</b>	Helen Brown

**Welcome/Introductions:** Welcome and introductions were skipped since there were no new guests present.

**Public Comment:** No public comment was made.

**Approval of Minutes:** Diane Outlaw made a motion to accept minutes as written, Cheryl Ward second the motion and all approved.

**Announcements:** Shirley Confino-Rehder distributed flyers for a PEATC IDEA training taking place, noted changes to intended audience include that parents and people from cities outside of Norfolk are now welcome to attend. CJ Frank told committee of an event taking place at Sweet Jam Café where backpacks were going to be filled with supplies for students. Shirley Confino-Rehder told committee that Slover Library will have an additional 17 handicap accessible parking spots.

**Correspondence:** No correspondence was reported.

**Reports:**

<b>Special Education Joy Richardson</b>	<ul style="list-style-type: none"> <li>a. Restructuring of the department will result in a reallocating of responsibilities. She will report in more detail at the September meeting. A new organizational chart will be posted on the NPS website.</li> <li>b. CEIS positions (24) – There has been a change regarding who could apply for the positions and the hierarchy of hires. Schools do not have a choice of staff assignments. The plan is still in progress.</li> </ul>
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	<p>Questions from SEAC:</p> <ol style="list-style-type: none"> <li>1. CEIS aides – are there enough to fill the vacancies; can more be hired if necessary</li> <li>2. Madison – has a new administrator – how does Madison benefit students             <ol style="list-style-type: none"> <li>a. ISS funding focused at elementary level to prevent discipline issues at higher grade levels</li> <li>b. Recommendations to vocational program?</li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>c. A review of the VDOE report will take place at future meetings, not enough specific details at this point on NPS implementation of plan for addressing problematic issues noted in report. NPS will make recommendations, 15 days to offer feedback to VDOE, final copy should be available to SEAC before next meeting after Dr. Boone responds to VDOE.</li> <li>d. Parent Resource Center will be hosted at Rosemont Elementary with a part time schedule in a classroom space.</li> </ol>

**Welcome and Introductions:** Welcome and introductions took place at this point of meeting as new guests arrived.

**SEAC Standing Subcommittees:** No reports given.

**SEAC Ad Hoc Subcommittees:** No reports given.

**New Business:**

1. A question from SEAC regarding the health information of students and teacher that was released accidentally to the public. Ms. Martin explained what occurred.
2. A suggestion was made to have a coffee meeting with Dr. James-Mitchell and Learning Support staff as a way to meet SEAC. SEAC just needs to pick a date.
3. Five goals were set for SEAC for the upcoming year.
  - a. Improved and enhanced communication between schools, parents and staff
  - b. Identify volunteer opportunities to establish a presence, such as school board meetings and PRC visits
  - c. Improve SEAC knowledge with Roberts Rules of Order and participate with Chesapeake in PEATC workshop for new members

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- d. Recruit more parents from Southside and military to serve on committee.
- e. Increase and support parental engagement in IEP process. Looking at family engagement specialists or parent liasons.

**Other Business:** Discussion took place regarding new members and application process. Also discussed were ways to let parents know about resources that are available through school. Vashti Washington requested that any ideas, thoughts or comments on this topic be sent to himself or Cheryl Ward.

Vashti Washington is still working on report of recommendations to the school board.

Recommendations for presentations for this year's meetings need to be sent to Vashti Washington. Suggestions of Transition services, Behavior Intervention Plans, and Discipline were suggested.

Please have any subcommittee reports ready by next meeting.

Meeting dates are on the NPS website.

Meeting adjourned at 8:27pm.

Next meeting date is Tuesday, 9/13/18 at 6:00 pm.

Respectively submitted,

Cheryl Ward