

**Arlington Special Education Advisory Committee
Minutes
April 23, 2019**

Members Present:

Wendy Pizer (Chair), Nadia Facey (Vice-Chair), Nick Walkosak (Co-Secretary), Margy Dunn (Co-Secretary), Amber Baum, Caitlin Davies, Kristin Gillig, Kay Luzius, David Rosenblatt, Kurt Schuler, Minerva Trudo, Cristina Yacobucci

Members Absent:

Alison Acker, John Best, Michelle Best, Leila Carney, Keith Channon, Alison Dough, Jay Hamon, Jennifer Johnson, Sarah Jane Owens, Tauna Szymanski

Staff:

Paul Jamelske (Director of Special Education),
Kathleen Donovan (Parent Resource Center),
Kelly Mountain (Parent Resource Center)

Guests:

Nicole Davidson, Stacia Kiraly

AGENDA:

Agenda Items	Discussion/Decisions	What to do/who/when
Welcome		
7:00PM Wendy Pizer	Welcome and introductions	
Public Comments		
Kay Luzius	Kurt S. and Kay are on the Stratford renaming committee and are requesting potential names and input. To avoid confusion with the actual Stratford Building, the program is being renamed. The input is requested in 2 weeks.	
Paul Jamelske - Office of Special Education (OSE) Updates and Response to Past Public Comments		
7:22PM	Paul Jamelske responds to comments from the February 2018 ASEAC meeting: <ul style="list-style-type: none"> • Regarding the 48 hour review request from OSE - if OSE is in a meeting with stakeholders, they want to at least be aware of official ASEAC communications. The request is for courtesy to be aware of communications and ready to respond, if necessary. • APS Data Request Policy – this is more of a practice or 	

	<p>procedure rather than an official policy. Generally, if a data report is already in existence, it can be replicated and shared if needed (i.e., some indicator data exists disaggregated with APS and VDOE). Other indicators are reported at the school division level (i.e., indicator 11). Data is potentially available school by school but not necessarily readily. So if data is requested to Paul he will 1) share with Dr. Natrass and dialogue, 2) then share the request with IT and take it from there. A data request should be in writing and include the reason for the request. There were follow on questions and discussions on this topic. It was asked if there was a timeline window of response, and Paul could not give a specific window for receipt of actual data because it will all depend on the request. However, it is reasonable to have a “yes/no” response to a data request by the following ASEAC meeting. It was asked if these requests were being treated as a FOIA request, and the answer was no. A FOIA request goes through a separate formal process, which may or may not be quicker depending on the specifics of the request. It was asked how he would like to be contacted for requests and the answer was to channel it through the ASEAC leadership team who will then contact OSE. There is no template for this request. Paul just asked that it be streamlined with the most basic information – clear, specific, brief and to the point that includes the purpose and function of seeking the data.</p> <ul style="list-style-type: none">• Dr. Murphy’s Letter to Staff – it was distributed to Principals on Monday 4/22. It will be shared by different offices and staff from there. A copy of the letter is available to ASEAC. Dr. Natrass requested ASEAC wait to distribute the letter until 4/29.• Proposed Elimination of MS Pathways Program – it is a small program that requires staff to be reserved, but often there are zero students in it. If there are students, it is usually 1, 2, or 3. They will have it co-located with New Directions but not in the same room. Wendy Pizer asked Paul if he knew about the new proposal to shift the program to the individual student’s home MS. Paul had not heard the newest proposal. Heather Rothenbuscher is the primary contact for this program if the student also has an IEP. Cintia Johnson or Dr. Allen generally are always involved with Pathways placement and HS 45 day.• Response to a Parent VDOE Communication in April – Paul is not able to respond to this item.• Public Comment from Stacia Kiraly in March - Paul spoke with the transportation office and it seems to be an isolated incident. It is expected that transportation will be contacting the involved parent about it. Stacia was present and able to comment on the follow up from	
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	<p>transportation. Karen Archer said it was the school's fault for not calling Stacia and informing her of what was happening. She said the bus schedule was too tightly packed. Apparently this happens frequently on early dismissal days. There appears to be a void of information and no clear policy. ASEAC does not believe this to be an isolated incident and will follow up on this with an official letter from ASEAC to transportation. Nadia and Stacia agreed to work on the draft.</p> <ul style="list-style-type: none"> • Public Comment from Sonia Rosen in March- Arlington has engaged with Marilyn for additional time to come work with secondary schools. Shannon Ellis (math curriculum supervisor) is engaging with Marilyn for professional development for teachers. • Extended Day Process Change – OSE spoke with the office of extended day. If a family doesn't get in with their child, appeal requests are to be brought to them by the family, a Teacher or Principal. A question was asked about how this information about appeals would get out to families. Paul said that the special education coordinators have been informed of this and can get the word out. It will also be important to discern disability need versus convenience for the family. An IEP meeting would be a good place to discuss extended day as a need versus want. 	
<p>ASEAC Committee Business and Updates</p>		
<p>7:41PM</p>	<ul style="list-style-type: none"> • Approval of Past Meeting Minutes and Process for Meeting Minutes going forward – plan is to get the draft minutes for the previous month emailed to the committee a week before the next meeting so there is an opportunity to review them before voting on their approval at the next meeting. • Nominating Committee – Nadia Facey is slated for Chair, Nick Walkosak is slated for Vice Chair, and Margy Dunn and David Rosenblatt are slated for Co-Secretaries. • Membership and Meeting Schedule Next Year – PRC is helping to book the rooms. Meeting schedule will be similar to this year. It was asked if there was a better date each month to improve the attendance of our School Board Representative. There were many more work sessions than usual this year, so it was hard to estimate those dates and schedule meeting to avoid conflict. Regarding membership, we have 2 student openings and 3 member openings. • ACI - ASEAC Presents Non-Recommendation Year Report to ACI - May 1, 2019. 	

	<ul style="list-style-type: none"> • Program Evaluation – a final draft should be ready at the end of the summer/early fall. PCG will be here in October. • Transportation Initiatives- how to make transportation more efficient and inclusive. Surveys, SEPTA meeting – Janna Dressel is working on a document that pulls it together. • Budget Update – For the Middle School Pathways Program, the good news is that the SB amended Dr. Murphy's proposed budget and none of the cuts impact special education except potentially the Pathways program. There is a 6.8 million instead of an 8.9 million shortfall and today the Arlington County voted to fund no gap, so the whole request is funded. • ASEAC Upcoming Agendas - May Meeting: Presentation from Mental Health Working Group, ASEAC's EOY Report, Vote on Next Year's Leadership • Plan for ASEAC's Annual End of Year Report to the School Board <ul style="list-style-type: none"> ○ VDOE's Sample Format: includes School Division Commendations, ASEAC Key Activities and Major Accomplishments; Prioritized Needs and Recommendations, Other Needs, and Data to Support Needs. ○ Opportunities for Committee Input: <ul style="list-style-type: none"> ▪ Drafting: Volunteers are welcome in the drafting process. Contact Wendy. ▪ Working Groups are asked to prioritize each group's recommendations and appoint one person as a point of contact to work with the Chair on the EOY report. ▪ Online Ranking - Nick ▪ May meeting: Committee discussion. ○ Committee Vote: June 2019 • ASEAC's Public Comments <ul style="list-style-type: none"> ○ ASEAC is a public forum for community to bring needs forward via public comments (per VDOE guidance) ○ ASEAC provides a forum for responses from OSE during ASEAC meetings ○ ASEAC's handling of Public Comments: <ul style="list-style-type: none"> ▪ Follow up by ASEAC leadership with staff, families, School Board members ▪ Invited Dr. Murphy to ASEAC twice to address issues raised in public comments ▪ Sent compilation of public comments with identification of common themes to 	
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	<p>School Board (January 2019)</p> <ul style="list-style-type: none"> ▪ We draw upon public comments for our recommendations in reports ▪ Worked with PRC to develop Communication Flow Chart for families to raise individual concerns. <p>○ Comments? Other suggestions for how to utilize public comments or how to be responsive to community concerns?</p>	
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Outreach Working Group Recommendations

	<p>Current Community Outreach</p> <ul style="list-style-type: none"> • We rely on our listserv of over 300 emails of parents, staff members, community members, organizations lists, social media (AEM facebook), word of mouth, the ASEAC link on the APS website, and PRC newsletters. • Agenda and meeting announcements are sent every month as well as other happenings. • Some schools pull from these announcements and put ASEAC meetings in PTA newsletters, but likely not happening system wide <p>Community Outreach Plan Updates <i>Identity (Logo, lettering, etc.)</i></p> <ul style="list-style-type: none"> • We should have a logo that identifies us and that can sets us apart from other organizations. All our internal and external communications should be identified with our logo as well. <p>Suggestion:</p> <ul style="list-style-type: none"> • Develop a Logo - currently being developed by a volunteer and part of ASEAC's team <p>Modernize the Website</p> <ul style="list-style-type: none"> ○ The current lettering and size is inconsistent ○ The content is very dense and disorganized ○ Info about the members is not accurate or missing ○ Depends on APS employees to update our info ○ The link needs to be updated ○ Possibilities of translating into Spanish to reach Hispanic community members <p>ASEAC Flyer</p> <ul style="list-style-type: none"> ○ Currently ASEAC does not have a flyer ○ We should have printable & electronic flyers. This is a small tool that can be used to reach a big portion of our community, one targets all of 	
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	<p>those that have access to internet and others that do not have access.</p> <ul style="list-style-type: none"> ○ Our flyers should be distributed on IEP meetings, welcome packets, PTA meetings, SEPTA, Parent Liaisons, case carriers, School Admins, Peachjar, APS different distribution lists and Newsletters. ○ Does APS have a budget for this? <p>After Cristina's presentation, there was discussion about where to go from here. Updating the website and creating a flyer are simple enough to achieve. Nadia is working with Alison from SEPTA on a flyer. Regarding the website, Paul is meeting with Ashey tomorrow, and Kathleen Donovan recommends developing a working group to help fix the website, like we did for the flowchart. Amber and Kristin Gillig said they would assist.</p>	
910PM	Move Policy Review Committee presentation to June meeting.	
Meeting Adjourned	Meeting Adjourned at 921PM	

NEXT MEETING: Tuesday, May 28th, 2019 from 7:00 p.m. - 9:00 p.m.
 Syphax Education Center, 2110 Washington Blvd, Room 456, Arlington, VA 22204