Special Education Advisory Committee Meeting Minutes

Executive Board Meeting

August 22, 2018

12:00 pm

- Attendees:
  - Tina Hatcher – Chairperson
  - Mike Garrison – Vice-Chair of Membership
  - Robin Simpson – Secretary
  - Emily Berry – Vice Chair of Planning
  - Martha Kilburn – North County – Hollins
  - Stacy Nichols – Catawba/Glenvar
  - Tristan Robertson – Easter Seals Representative
  - Pam Taylor – South County – Windsor Hills
  - Beth Harman – Director of Special Education

- Focal Points for 2018-2019
  1. Information Broadcast
     - Make the mission statement our main goal
     - Beth sent a letter in the Policy and Procedures Safeguards that was mailed to homes of those with IEP’s that included how to get in touch with SEAC
  2. The Dates and Topics for this year’s meetings:
     - Dates
       - September 18, 2018 – 12:00 – 1:15
       - November 20, 2018 – 12:00 – 1:15
       - March 19, 2019 – 12:00 – 1:15
       - May 7, 2019 - 12:00 – 1:15
         - Please note that in a cost saving effort our lunch menu has changed. We will offer pizza and bottle water for anyone that needs a quick lunch. If you would prefer to bring your own lunch, that is encouraged as well.
     - Topics (Tentative based on availability of presenters)
       - Pop-up Consultant Services Presentation – Executive Bard Consultants will do a brief presentation on the services they provide – September
       - Medicaid/Waiver – How do children qualify, billing for the County, etc. - November
         - Checking into the possibility of recording this one
         - Tina Hatcher is going to work with Emily Berry on figuring out how to accomplish this
       - Summer Prep for Parents – Camps and other options available to parents to make it through summer break - March
This will include how to connect with camps, what camps are available

Put this information on Facebook

Mike Garrison is going to send an email to SEAC members to see what they might be looking for summer.

- Funding/Annual Plan – Review the funding and annual plan for the next year - May
  - Going to see about getting Greg Habeeb to speak about the legislative side of getting money for Special Education

- We are encouraging each presenter that attends our meetings to have a power point of key points in order for us to include them on our Facebook page.
- We are hoping to video tape general questions presented by attendees of the meetings after the meetings has concluded. This allows the opportunity to share this information with as many families as possible while keeping within confidentiality guidelines.

1. Communication at the meetings and on social media
   - It will be focused on Roanoke County SEAC and the Roanoke County School System
   - The purpose of the communication will be to help as many people as possible by connecting parents with parents face to face through our SEAC meetings and to inform them of on-going efforts within Roanoke County Schools Special Education Program, Roanoke County Schools and other outside agencies that would be of benefit to the special needs community. Will make more of an effort to reach out to schools in our districts to attend PTA meetings (or other events) and we will greet individuals in our meetings that are new faces. Also, try to build a bigger email subscription base of parents desiring more information about SEAC.
   - Post more information on our Facebook page. Plan to use more meeting information and opportunities and questionnaires to increase our likes and get pertinent information regarding our families and their needs.
   - All communication will be conducted within a productive environment. It must be constructive and not destructive so that everyone can benefit from these meetings and social media.
   - The SEAC brochure will be made more generic so that it will not need to be updated with every change.
   - Use the Parent Resource Center if possible to post about conferences and other events around the Valley for disabilities. Accomplish this by placing a link on our Facebook page to the Parent Resource Center.

- Preparation for September 18th Meeting:
1. Set a meeting date for the Executive Board to meet in October to evaluate how our fall has begun. Also, to determine what tasks items still need attention and discuss areas we can improve upon. Tina and Beth will determine a date for this.
2. Mike has offered to reach out to Jessica McGraw for the Medicaid presentation. He will work on the summer programming and Greg Habeeb for our November, March and May meetings.
3. Emily has offered to help with the Facebook page and create questionnaires to build interest in SEAC and find areas of need in our families.
4. Tina will reach out to organizations already attending SEAC meetings regarding our pop up session in September.

- **Vice Chair of Membership Vacancy**
  1. This is currently vacant.
  2. Pam Taylor was nominated by Mike and seconded by Tina.
  3. Will take other nominations and/or vote at the September meeting.

- **Next Meeting**
  1. September 18, 2018 from 12:00 – 1:15