

***State Special Education Advisory Committee (SSEAC) Meeting  
July 19-21, 2017***

Four Points by Sheraton Richmond Airport  
4700 South Laburnum Avenue  
Henrico, Virginia 23231  
(804) 226-4300

This agenda and other information related to the SSEAC are available at  
[http://www.doe.virginia.gov/boe/committees\\_advisory/special\\_ed/meetings/index.shtml](http://www.doe.virginia.gov/boe/committees_advisory/special_ed/meetings/index.shtml).

Persons needing special accommodations, including sign language interpreting, should contact Ms. Denise Throckmorton by July 6, 2017, via email at [Denise.Throckmorton@doe.virginia.gov](mailto:Denise.Throckmorton@doe.virginia.gov) or by phone at (804) 225-2402; text users dial 711 (Relay). You may also contact Hank Millward via email at [hank.millward@doe.virginia.gov](mailto:hank.millward@doe.virginia.gov) or by phone at (804) 371-0525 (office) or (804) 301-1171 (cellular).

Click on [Guidelines for Public Comment](#) for additional information. Written public comment can be emailed to [SSEAC@doe.virginia.gov](mailto:SSEAC@doe.virginia.gov).

In case of inclement weather, please contact the individuals listed above, after 2 p.m. on the previous day, for information regarding a delay or cancellation.

**AGENDA**

**Wednesday, July 19, 2017**

- 5:30 p.m. – Until      **Executive Committee Dinner Meeting**
- Welcome
  - Introductions
  - Approval of Agenda
  - Public Comment session, as needed
  - Review and Revise Draft of the Annual Report to the Board of Education
    - Recommendations
    - Commendations
  - Establish SSEAC 2018 calendar year meeting schedule
  - Identify SSEAC goals for the 2017-2018 year
  - Discussion on 2017-2018 subcommittees
    - Need for changes and additions
  - Need two new At-large appointees to the Executive Committee
  - Open discussion
  - Adjourn

**Thursday, July 20, 2017**

- 8:00 – 9:00 a.m.      **Breakfast for SSEAC Members and Invited Guests**
- 9:00 – 9:10 a.m.      **Call to Order, Welcome, Introductions, and General Business**  
*Alison MacArthur, Committee Chair*
- Welcome
  - Introduction of Standing Members
  - New Member Introductions
  - Approval of Agenda
  - Approval of Minutes of the March 30-31, 2017, SSEAC Meeting
- 9:10 – 9:15 a.m.      **The Annual Plans Applications**  
*Hank Millward, Director, Office of Specialized Education Facilities and Family Engagement (SEFFE), Virginia Department of Education (VDOE)*
- 9:15 – 10:30 a.m.      **Business Session**  
*Alison MacArthur, Committee Chair*
- Report on Follow-up to Public Comment from Previous Meetings  
*Hank Millward, Director, SEFFE, VDOE*
  - Finalize Annual Report to the Board of Education
  - Establish SSEAC 2017-2108 goals
  - Discuss subcommittee groups for 2017-2018
  - Status of proposed changes to SSEAC Bylaws
  - Determine SSEAC 2018 calendar year meeting schedule
  - Public Comment Protocol
    - Discussion on establishment of new SSEAC email at VDOE  
*Hank Millward, Director, SEFFE, VDOE*
    - Explanation on the process for effecting any proposed changes  
*Hank Millward, Director, SEFFE, VDOE*
    - Finalize proposed changes to SSEAC public comment protocol
  - SSEAC membership contact information
- 10:30 – 10:45 a.m.      **Break**
- 10:45 – Noon          **Virginia Freedom of Information Act (FOIA) Training**  
*Susan B. Williams, Assistant Attorney General, Office of the Attorney General (OAG)*
- Noon – 12:55 p.m.      **Working Lunch**
- Discuss ideas for needed presentations at upcoming meetings
  - Discuss subcommittee goals

- 1:00 – 1:30 p.m.      **Call to Order and Public Comment Period**  
*Alison MacArthur, Committee Chair*
- Refer to SSEAC Public Comment Guidelines
- 1:30 – 2:00 p.m.      **Ft. Eustis – Project SEARCH Update**  
*Dr. Carol M. Schall, Assistant Professor, Virginia Commonwealth University (VCU), Autism Center for Excellence (ACE)*  
*Daniel Dunham, Military Students and Families Specialist, Office of Student Services, VDOE*
- 2:00 – 2:30 p.m.      **Dispute Resolution Report**  
*Patricia V. Haymes, Director, Office of Dispute Resolution and Administrative Services (ODRAS), VDOE*
- 2:30 – 3:00 p.m.      **Break**
- 3:00 – 3:30 p.m.      **I’m Determined Youth and Parent Summit Out-brief**  
*Gloria Dalton, Parent Ombudsman, SEFFE, VDOE*
- 3:30 – 4:30 p.m.      **Constituency Reports**  
*Alison MacArthur, Committee Chair*
- Membership will report on the activities of their represented constituency.
  - Membership will present concerns identified by their represented constituency for the SSEAC to review and discuss.
- 4:30 p.m.              **Adjourn**

**Friday, July 21, 2017**

- 8:00 – 9:00 a.m.      **Breakfast for SSEAC Members and Invited Guests**
- 9:00 – 9:05 a.m.      **Call to Order and Review of the Agenda**  
*Alison MacArthur, Committee Chair*
- 9:05 – 10:45 a.m.      **Subcommittee Meetings**
- Identify a chairperson for the subcommittee.
  - Review previous meeting public comment report and identify issues that subcommittee might need to address.
  - Review, revise, develop, and propose individual subcommittee goals and objectives for 2017-2018.
  - Open discussion.

NOTE: Visitors are welcome to move from one subcommittee group to another and observe. However, they are asked to refrain from participation in subcommittee meeting discussions and activities. Any comments that visitors may find relevant to the subcommittee goals and objectives can be addressed through the public comment period at the next SSEAC meeting.

**Subcommittees**

- Outcomes
- Policy and Regulation
- Achievement

10:45 – 11:00 a.m. **Break**

11:00 – 11:45 a.m. **Reconvene as Full Committee**

*Alison MacArthur, Committee Chair*

- Subcommittees present proposed 2017-2018 goals
- Discussion on proposed goals
- Open discussion

11:45 – Noon **Future Meeting Agenda Discussion**

*Alison MacArthur, Committee Chair*

- Identify follow-up activities and/or next steps
- Determine presentations desired for next meeting

Noon **Adjourn**

**Upcoming Meetings**

- October 5-6, 2017
- December 7-8, 2017