Date and Time: October 24, 2023
Ware Elementary 5:00 p.m. to 6:00 p.m.
Facilitator: Bari Nixon, Director of Special Education, Staunton City Schools

Present: Ashley Cole, Tiffany Eimers, Amanda Heutink, Dr. Kitti Robinson, Katie Moran
Dan Nicholson, Bari Nixon, Brian Ringgold, Melissa Ruiz, Kristin Siegel, Jenny Taylor-Jones, Amy Ursenbach, Jennifer Van Orman, Barbara White

Agenda Item	Discussion
Introductions	Ashley Cole (Parent/Teacher) BWES Tiffany Eimers (Administrator) Ware Amanda Heutink (Parent) Katie Moran (Special Ed. Teacher) Ware Dan Nicholson (Community Member) Melissa Rhoden (Parent) SMS Brian Ringgold (Community Member) Dr. Kitti Robinson (Parent) Ware Melissa Ruiz (Parent) Kristin Siegel (Parent/School Board member) Jenny Taylor-Jones (Parent) Amy Ursenbach (Parent) SHS Jennifer Van Orman (Parent) SMS Barbara White (Parent) SHS
Purpose and Function of SEAC SEAC Guide Overview of Regulations School Board Policy BCF School Board Policy BCF-AR School Board Policy BDDL	Local advisory committee for special education appointed by the school board shall advise the school board through the division superintendent. The majority of SEAC members must be parents of children with disabilities or individuals with disabilities and at least one teacher. Director of Special Education Bari Nixon acts as facilitator and guide as a non-voting member. Other members will serve as consultants to the committee. All committee communications, including emails, agendas, and meeting minutes, are open to the public under the Freedom of Information Act (FOIA). Reviewed attached SEAC Guide, School Board policies BCF, BCF-AR, and BDDL, and the possibility of electronic participation in meetings via virtual link. Planning and development within SCS; primary functions are to help develop advice and recommendations about how Staunton City Schools can meet the needs of students with disabilities based on research-informed practices and facts and raise awareness of special education programs and services among city residents. Local examples of published sites between the districts reviewed and discussed, including the extent of resources publicly available, how accessible their committee materials are, and the differences in record keeping. Recommendations from the state include establishing operating guidelines (by-laws not needed, but many do), subject to school board approval, defining the functions of the committee;

	documenting how we conduct business, the process for appointing members, voting rules, and public comments review procedures (every meeting vs designated times). Creation of subcommittees to address specific action items was suggested and agreed to. Committee members are welcome to join any/all the following:
Community Resources	Subcommittee to review and recommend community resources and special education at each grade level. Volunteers Brian, Tiffany, Melissa, Dan, Jenny
Bylaws	Subcommittee to review current regulations, documentation, and possible development of bylaws for the committee. Volunteers Kitti, Jennifer, Amy, Barbara, Amanda
Parent Advocacy	Subcommittee to review and recommend resources and pathways for parents, Volunteers Ashley, Katie, Kristen, Amy, Kitty, Melissa, Brian, Dan
Next Meeting	Plan is to break into subcommittee meetings and long-term planning at the next meeting, scheduled for November 28th, 5:00 – 6:00 pm, location TBD. Bari will update public notifications on upcoming meetings.