

**Fairfax County Advisory Committee for Students with Disabilities (ACSD)  
Meeting Minutes  
September 14, 2019**

Member Name		Organization	Attendance
Darcy	Acquavella	City of Fairfax School Board	P
Laura	Allen	Region 5	P
Joe	Alston	Member at Large (Moon)	P
Ally	Baldassari	SEPTA	P
Michael	Beattie	Disability Services Board	P
Cheri	Belkowitz *	Springfield District	P
Liz	Brocato	Braddock District	P
Brandon	Cassady	Hunter Mill District	P
Sandi	Dallhoff ***	Department of Neighborhood & Community Services	P
Susan	Edgerton	POAC - NOVA	P
Judy	Farabaugh	Member at Large (McElveen)	E
Mary Kate	Ganley	Student Representative	P
Meghan	Gray	Lee District	P
Mary	Hackman	Providence District	P
Harry	Henderson	Mason District	
Lissy	John	Dranesville District	
Lynn	Kiewel	Fairfax County Health Department	
Toby	Latham	Assistive Technology Services	P
Erin	Lauer	Fairfax-Falls Church Community Services Board	P
Connie	Lorentzen **	Mount Vernon District	P
Linda	Mason	Higher Education	
Phara	Rodrigue	Member at Large (Keys-Gamarra)	P
Michael	Simon	Sully District	P
Joanne	Walton	Faculty Representative	P
Ann-Marie	Ward ***	Fairfax County Council of PTAs	P
Cathy	White	Transition Services	P
Jessica	White	Preschool	
Niki	Zimmerman	Region 2	
Vacant		Region 1	
Vacant		Region 3	
Vacant		Region 4	
Vacant		Federation of Citizens	
Vacant		League of Women Voters	
<b>* Chair **Vice-Chair *** Secretary</b>		<b>P = Present E = Excused Absence R = Resigned</b>	

**FCPS Staff Who Were Present**

- Teresa Johnson - Assistant Superintendent, Department of Special Services
- Jane Strong - Director, Office of Special Education Procedural Support
- Mike Bloom - Acting Director, Office of Special Education Instruction
- Scott Brabrand - Superintendent

**School Board Liaison Present:** Elizabeth Schultz, Springfield District

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**Call to Order:** The morning retreat session was called to order at 9:10 am by Cheri Belkowitz

**Welcome & Introductions:**

- The ACSD (or SEAC – Special Education Advisory Committee) is legally required. Virginia Regulations state the functions of the local advisory committee shall be as follows:
  - Advise the local school division of needs in the education of children with disabilities;
  - Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
  - Submit periodic reports and recommendations regarding the education of children with disabilities to the division superintendent for transmission to the local school board;
  - Assist the local school division in interpreting plans to the community for meeting the special needs of children with disabilities for educational services;
  - Review the policies and procedures for the provision of special education and related services prior to submission to the local school board; and
  - Participate in the review of the local school division's annual plan, as outlined in subdivision B 2 of this section.
  
- ACSD ground rules:
  - Respect confidentiality
  - Respect others
  - Stay on topic
  - Work collaboratively
  - Do not respond to public commenters
  - Email Chair and Secretary if you will be absent
  
- The committee website contains the meeting schedule, agendas, minutes, and membership information: <https://www.fcps.edu/committee/advisory-committee-students-disabilities-acsd-2019-20>
  
- The committee participated in a Kahoot Quiz about special education as well as a team building activity to help everyone get to know each other better.

**ACSD 101:**

- Cheri Belkowitz gave a presentation on ACSD basics. Relevant documents are contained in the ACSD Orientation Binder that all committee members received
  - Virginia Regulations for SEAC
  - FCPS Annual Special Education Plan
  - Bylaws: Membership / Duties and Quorum
  - SEAC Guidelines from VDOE
  - Sunshine Laws / FOIA: What constitutes a meeting, documents / email, public attendance and notice about meetings (3 days)

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**Review of Calendar:**

- The ACSD meets monthly on the second Wednesday from 7 – 9 pm in the School Board Conference Room at the Gatehouse Administration Center in Falls Church.
- Upcoming Events – ACSD members were asked to attend and volunteer at the ACSD table when they are able. A sign-up sheet was distributed.
  - Saturday, October 5 – Mental Health & Wellness Conference, 8 am – 12:30 pm, Fairfax HS
  - Tuesday, October 15 – Moving onto Life in the Community Resource Fair, 6:30 – 8:45 pm, Lake Braddock SS
  - Saturday, October 19 – RATE (Real Assistive Technology for Everyone) Conference, 8:30 am – 1 pm, Rachel Carson MS
  - Tuesday, October 22 – ACSD Meet and Greet, 7 pm, Luther Jackson MS
  - Thursday, October 24 – Dyslexia Open House, 10 am – noon, Parent Resource Center
  - Saturday, April 18, 2020 – Special Education Conference, 7:45 am -1:30 pm, Hayfield SS
- There was discussion about how the ACSD can promote its meetings as well as other events to the FCPS community.
  - Need a general email address for the ACSD
  - ACSD members should have business cards
  - ACSD should have a Facebook page & Twitter – a social media policy will need to be developed
  - The ACSD website should be updated with brochures, flyers, and event dates
  - The ACSD brochure and event flyers should be available at all schools, paper and electronic – can flyers be sent home via weekly folders, principal’s newsletter, News You Choose, or via PTAs?
  - The ACSD should present at FCCPTA and SEPTA meetings
  - The ACSD should have a table at other events. Need to make the table presentation more professional. Can we have a tablecloth and tri-fold?
- Some questions were asked about the Annual Special Education Conference.
  - How to get speakers who have disabilities at FCPS conferences
  - What considerations are there for conference accessibility and transportation
  - There is an FCPS Special Education Conference Committee that can consider these questions.

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**Subcommittee Discussion:**

- Connie Lorentzen described the subcommittees from last year. Each ACSD member must choose at least one subcommittee to serve on. The subcommittees are different from the Nominating Committee, Bylaws Committee, and the First Class Awards Committee.
- The school board has given the ACSD the following charge for 2019-20:
  - Examine current FCPS practices regarding the communication and dissemination of information to parents related to supports and services provided to students with disabilities.
  - Make recommendations designed to improve and strengthen the relationship between parents of students with disabilities and FCPS school staff and central office staff.
- Connie Lorentzen made a motion for the establishment of the following subcommittees for 2019-20. Michael Beattie seconded the motion:
  - Family Engagement & Outreach
  - Student Achievement & Outcomes
  - Policy & Regulation
  - School Board ChargeThe motion was approved unanimously.

**Unmet Needs Discussion:**

- The committee divided into small groups to brainstorm areas of concern on post-it notes. These were then divided among the subcommittees for consideration in the upcoming year.

**PRC Tour:**

- During lunch, Mike Bloom gave a tour of the Parent Resource Center (PRC) on behalf of Director Mary Beth Harrison-Cunningham
  - There are over 7000 resources: books (for children and adults), DVDs, pamphlets & brochures, translated items
  - For 2019-20, there are approximately 80 scheduled Presentations/Workshops – flyers available and on website: <https://www.fcps.edu/resources/family-engagement/parent-resource-center>
  - Parents can visit, call, or email to get resources or get them sent to their child's school
  - Mind in the Making section / resources
  - Community Room – information from community organizations
  - Confidential Consultations with families, can make referrals / connect families to FCPS staff

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**Call to Order:** The Regular Meeting was called to order at 12:35 pm by Cheri Belkowitz

**Agenda & Minutes:**

- Connie Lorentzen presented the minutes from the June 2019 meeting. Minor corrections were made for member attendance and spelling. Michael Beattie moved to approve the minutes as amended. Joanne Walton seconded. The motion passed unanimously.
- Connie Lorentzen introduced the agenda for the Regular Meeting. Michael Beattie moved to approve the agenda as presented. Erin Lauer seconded. The motion passed unanimously.

**Public Comment**

1. Stephanie Smith – mother of 8 year old. Inclusion classes have all of the IEP students for each grade (24 students, almost half have IEPs). Child has developed behavior problems. School states class/teacher cannot be changed due to service hour delivery.
2. Norm Hall – Encourages ACSD to get input from parents, teachers, and support staff. Liked the Meet and Greet. His role is to do advocacy on behalf of SEPTA; he attends work sessions and board meetings. Encourages ACSD to give feedback to outgoing school board members and not wait until the spring.

**Parent Resource Center News:**

- Cheri Belkowitz highlighted Upcoming Events – register online
  - Getting Past Procrastination – Friday, September 20
  - Voices from the IEP Table – Friday, September 27
  - Post-Secondary Education Options – Wednesday, October 2
  - From Chaos to Calm – Thursday, October 3
  - Mastering the Process of School – Friday, October 11
  - Moving onto Life in the Community – Tuesday, October 15
  - Future Quest – Saturday, October 26

**Special Education Update:**

Mike Bloom presented on behalf of Jane Strong:

- Special Education Parent Handbook revisions are in the final stages. Will look at how the ACSD can give input.
  - Committee members requested the ability to give input on the revisions for Eligibility Forms (BCDs) as well as how parents can choose “partial consent” on the IEP – can a line be added to the IEP form? Also, how can parents give permission for the IEP to be shared with the School Resource Officer (SRO)?
- Training has been designed for school teams for Local Screening Committees as well as training for principal designees who attend IEPs, who need to be able to answer questions about supports and services.

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- Committee members asked if any training covers who the general education teacher is who attends the IEP – do they know the student and needs?
- For procedural concerns, contact procedural support liaisons (PSLs) – school staff should have contact information or call the Office of Procedural Support.
- Questions and concerns can also be shared with Ombudsman Armando Peri and the new Assistant Ombudsman for Special Education Dawn Clements.  
<https://www.fcps.edu/department/office-family-student-ombudsman>

Mike Bloom provided an update on Restraint and Seclusion:

- There are 8 new Behavior Intervention Teachers for a total of 24 (6 of 8 are BCBA, ~10 of 24 are BCBA). Each BIT serves a pyramid (~8 schools). Question if they are adding more ABA coaches? Not yet, there are about 22 or 23 right now
- All special education, general education, IAs, related services, and counselors are required to take the new annual Restraint and Seclusion training. There is a separate training for bus drivers/attendants
- There is comprehensive training for a Crisis Support Team at each school (Mandt or PCM – Professional Crisis Management – ABA based). The focus is on de-escalation, proactive techniques, and a trained team for physical interventions when necessary
- There is also PBIS training & coaching and professional development for ABA and behavior intervention teachers.
- Comprehensive Services Sites (CSS: 8 ES, 4 MS, 5 HS) need to have annual professional development plans (with school psychologists, social workers, and the office of special education instruction)
- MTSS – Multi Tiered Services Support Team will have school-wide training
- Required Trauma-Informed Electronic Training for staff via Cognito
  
- Schools are now reporting restraint and seclusion data electronically via SIS
- Documentation forms in the student’s file, to parent, to OSEI – follow up by BITs and ABA coaches
- Regional assistant superintendents will meet quarterly to look at restraint and seclusion data across all schools. OSEI will be looking at data monthly and looking at new data input via SIS vs. paper forms
  
- Special Education Task Force on Restraint and Seclusion – 2 meetings so far, will be making recommendations to Dr. Brabrand, making meetings open to the public
- 3 subcommittees:
  - Best Practices – research and school visits,
  - Data Collection & Analysis – improving current practices,
  - Policy & Regulation – current guidelines, develop new FCPS policy to be sent to school board, need VDOE Regulations to be finalized by January
  
- Question was asked about how technology can be used to track use of seclusion rooms
- Question about whether BITs and ABA coaches can serve any students or teachers

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**New Business:**

- Review of ACSD Timeline: subcommittee reports presented in March, full report presented to ACSD in April, full report presented to School Board in May
- Meet and Greet to be held on Tuesday, October 22, at 7 pm, Luther Jackson MS – representatives from various departments so parents can learn about what resources are available from central office. ACSD will consider Parent Survey for Meet and Greet or possibly an electronic survey. Cheri has the data collected from the last Meet and Greet
- Sandi Dallhoff: Therapeutic Recreation registration is coming up – they are looking for staff
- Brandon Cassady: Person Centered Training will be offered by the DC Disabilities Administration
- Phara Rodrigue: The Virginia Special Education Parent Survey has been distributed – there is also an online option
- Toby Latham: Federal Funding for IDEA – bills in Senate and House – contact your senators and congressional representatives to express support
- Susan Edgerton: POAC NOVA Meeting – Sat Sep 21, 1 pm – Assistant Ombudsman Dawn Clements, Mike Bloom, Sara Cooner, Tina Wilkerson, at the James Lee Center
- Ally Baldassari: SEPTA Meeting Reminder – Tuesday, September 24, 7 pm, Gatehouse Administration Center
- Cheri: Next scheduled ACSD meeting on Wednesday, October 9 falls on the Jewish holiday of Yom Kippur
- Connie Lorentzen made a motion to move the next ACSD meeting from Wednesday, October 9 to Monday, October 7. Seconded by Erin Lauer. Motion passed unanimously.

**Meeting adjourned:** Cheri Belkowitz adjourned the meeting at 2:03 pm.