

**SEAC Meeting Minutes - *APPROVED at February 25, 2022 SEAC Meeting*
12-3-2021**

Meeting was held via ZOOM

SEAC members present: Jodi Rollins (parent) - present, Sara Recile (other stakeholder)-present, Katie Millet (teacher/now facilitator)-present. Honesty Howard (parent)-present. Chair: Lynn Hathaway (Director of Special Education)

Meeting called to order.

LH explained public comment & open meeting forum, along with role as chair

All members were introduced.

LH: Informational - purpose of APS SEAC, information about APS special education, and Robert's Rules of order.

Agenda Reviewed.

LH explained Purpose and Process of SEAP: The APS SEAC committee was established pursuant to Act 274 of the LA Legislation and adopted by Ascension Parish School Board policy IDDDFA. (APS board policies found on website). Each spring a new group of committee members is selected by the Superintendent for the following school year. The purpose of the committee is to provide parents, district staff, and other community members an opportunity to provide feedback and recommendations to the Superintendent on issues regarding Special Education. The format of the SEAC meeting is similar to APS School Board meetings in that committee members discuss agenda items and recommendations are made via motions and votes of committee. Public comment is part of the process.

Motion to approve minutes of 8-27-2021 meeting by JR, KM - 2nd, motion to approve passes.

Agenda item #1: JR asked for summary of the agenda - LH reviewed agenda topics.

LH - Review of old business:

KM: update on one page informational sheet

Public comment made by Crystal White - would like to see visual or workflow map for parents

JR - teachers could present the info to parents to make them feel comfortable

KM - collaborative in nature and provide resources for parents

SR: update on welcome packet - work in progress - begins with letter from Director

New business:

LH - update on APS website - slated to be up and running in January. Our goal is to increase our special education website to make it more user-friendly and be a resource for parents of children with special needs.

SR - completed overview

KM - agree we need a road map, flow chart of who to call for information

SR - keep it open ended for school specific information

JR - school personnel must know info and chain of command

JR - offered that she is a parent advocate

LH - Wanda August is also a parent facilitator

JR - please invite to next meeting

LH - yes will send invite

JR - motion to recommend one pager and welcome packet to Superintendent

SR - 2nd motion

No opposition, motion approved.

JR - would like to see final product

LH - clarification, the motion is a recommendation to move forward with the one pager and welcome packet and then finalized after recommendation is approved.

JR - created a survey

LH - parish now has access to Survey Monkey and will be using it for feedback from today's meeting.

JR - agenda item - parental attendance and committee members

Difficult for parents to be relieved from work for this meeting time; requested monthly meetings and different times for parents.

JR - motion for monthly meetings to increase participation.

Sr - concerned that haven't yet finished old business

JR - amend motion to recommend to have six meetings per year

HH - 2nd motion

No opposition, motion passes for six meetings (instead of 3)

Last agenda item: Cynthia Chesterfield from Families Helping Families

Informational only - discussed services and support, along with technical assistance.

Ms. Chesterfield shared her contact info in the chat box.

KM - Motion to adjourn

SR - 2nd motion

Meeting adjourned at 1:06pm

Meeting link left open for the survey link for feedback.