



**Fauquier County Public Schools
Special Education Advisory Committee (SEAC)**

**Parent Engagement Subcommittee
June 29, 2026**

**Panera Bread
Warrenton, Virginia**

DRAFT MINUTES

The meeting was called to order by subcommittee chair Megan Monnahan at 6:30 pm. Members in attendance were Megan Monnahan, Amy Hunter, and Willette Trevis.

Subcommittee Priorities

- FCPS Back to School Events
- 2026-2027 Parent Survey
- Exemplary Service Awards—Soliciting Parent Nominations

Discussion

Back-to-School Events

- There will be 3 back to school fairs for FCPS. SEAC plans to send members to each of the three events to have an information table for parents.
- SEAC brochures as well as information for PEATC will be handed out during the event.
- Members will also aim to educate parents on the SEAC and seek greater parental involvement through public comment, meeting attendance, or participation with the SEAC.

Parent Survey

- The parent survey last year was sent out in January. The SEAC believes that this timing with returning from winter break and the end of the school quarter made it difficult for parent participation.
- Lack of information for parents on how to access the survey in other languages reduced the participation for speakers of other languages.
- The survey was sent out via FCPS listserv based on registered email addresses in Virginia IEP. A reminder email to complete the survey was sent two weeks later via the listserv. Advertisement prior to these emails did not occur.

Exemplary Service Award

- The initial year for the exemplary service award was successful based on the number of staff that were recommended and the variety of sources for recommendations (parents, school staff, administrators)
- Presentation of the award at the school board meeting appeared to get overshadowed by multiple other awards being presented back-to-back, as well as the discussion pertaining to the governor's school funding.
- The subcommittee researched and discussed how other counties are presenting SEAC awards. Loudoun County has a presentation night at a county high school where members of SEAC, school administrators, and county-level administrators attend to present the awards.
- The subcommittee discussed changing the name of the award to add the word "inclusion," as that is a primary focus of the award.

Action Items

Back-to-School Events

- Ms. Hunter will email Ms. Gum and Mr. Napolitano to discuss having a SEAC table at each of the Back-to-School Fairs.
- SEAC brochures and PEATC information will be brought to the event by attending SEAC members.

Parent Survey

- Ms. Monnahan will send Ms. Hunter the one-pager sent to FCPS for last year's parent survey
- The subcommittee will recommend the following to the full SEAC:
 - Add a question to this year's survey inquiring about how parents are receiving their child's IEP progress reports, as this was mentioned as a concern.
 - Include directions in Spanish for how to change the language of the Google Form.
 - Send a message to assistant principals three weeks before the survey goes out to encourage them to ask their parents complete the survey.
 - Include a linked QR code for the survey in SEAC meeting announcements and other communications, and in FCPS Highlights email.
 - Open the survey from October 20th to November 10th. Review results of the survey will in December.

Exemplary Service Award

- Recommend that the name of the award be adjusted to include the word "Inclusion."
- Schedule additional subcommittee meeting at the end of July for further discussion on the Exemplary Service Award for 2026-2027.

The meeting was adjourned by consensus at 8:30 p.m.

Submitted by:
Megan Monnahan
Subcommittee Chair