



## SEAC MEETING MINUTES

October 17, 2017

Board Room @ DEC 6:30 - 8:00 pm

**Officers Absent:** Alexandra Hagen

**Parent Members in Attendance:** Brad Delger, Pam Leonard, Allison Gladen, Shawn Hoffman-Bram, Kelcy Vold, Stephanie Hanlon, Julie O'Connell, Chelsea Dillon, Jessica Pacheco, Melissa Boles, Cecilia Laube, Stacey Schuette, Susan Gray, Annette Anderson

**Staff Members in Attendance:** Lynne Patterson, Peter Gosen, Michaela Tschida, Michele Bedor and Laura Pingry-Kile

**Guest(s):** Leah Weinrich

### MINUTES

#### 1. New member orientation was held from 5:30-6:30 pm

- a. 12 new members attended. Laura reviewed SEAC purpose, mission, history, roles & responsibilities. PACER SEAC materials were introduced and utilized in discussion. Each new member was given a folder of information.

#### 2. Introductions

- a. New and returning members were introduced

#### 3. Review SEAC 2017-18 Planning

- a. SEAC Officer Roles were reviewed
- b. Goals for 2017-18 were reviewed. Flyer about Facebook group [SW Metro Special Ed Exchange](#) was circulated to all members as a way to promote parent/community networking
- c. Strategic Actions were reviewed and participation from all SEAC members was requested

#### 4. Special Education – District Updates

- a. There are 1,309 students receiving services now, which is an increase from last year
- b. There are 70.2 FTE licensed resource teachers dedicated to students in IEP/ISP/IFSPs outside center-based programs. This averages to 13.4 students on each teacher's caseload and also represents a ratio of 3 students to 1 adult (given the total number of resource teachers and paraprofessionals). There are 14 FTE licensed teachers dedicated for center-based programs, which averages to 6.78 students on each teacher's caseload. When adding center-based paraprofessionals, ratios decrease to 1 student to 1.5 students on average.
- c. Student/staff ratio are less than many other surrounding districts.

- d. Generally, there is a high turnover among special education staff, however district has been lucky to see very little. Coordinators have remained very stable
- e. There are currently 3 open positions. Hiring qualified staff has become difficult this year.
- f. Staff feel they have great opportunities for development in our district
- g. Staff feel supported by supervisors and coordinators
- h. The roles of Supervisor, Coordinator and IEP Manager were explained
- i. IEP Manager performance varies a lot and there doesn't seem to be a standard on parent communication among them. Director's comment: all student/home communication plans are unique and need to be created and determined at the IEP team meetings.
- j. Early Intervention does a phenomenal job working with parents, but some SEAC members experienced a lower level of communication at the Elementary, Middle School and/or High School. Preparing students and parents for transition to other levels is important and needs to be a priority.
- k. Some SEAC members feel the need for more proactive communication on IEP management outside the mandatory progress reports that only occurs 2-3 times a year in their particular student situation. Director recommended that this discussion is held at an IEP team meeting. Teams need to discuss the needs for home/school communication and come to agreement as to doable and realistic plans.
- l. SEAC member shared their experience related to general reactive approach to behavior management. Issues not only impact special needs families and their children, but entire school community. For that reason focus must be put on prevention.

#### **4. Round Table: VITALS App**

- a. Brief overview was given of technology which has officially rollout in Chaska in early October. Every officer has the app on their phones. Families must sign up if they desire the application. Brochures were circulated. Additional information can be found on [www.thevitalsapp.com](http://www.thevitalsapp.com)

#### **5. Round Table: Others**

- a. List of local businesses that provide jobs for student with special needs will be distributed to the SEAC group for awareness and support

### **ACTIONS**

1. SEAC members to add their names on strategic actions of their choice  
**(October 31, 2017) – slide #5**
2. Discuss IEP Manager roles/responsibilities/expectations at Child Study Team meetings during the school year, will share concerns raised at SEAC **(Laura)**

3. Provide list of local businesses supporting employment opportunities for special needs students **(Stacey)**

**TOPICS FOR NEXT MEETING (January 9<sup>th</sup>)**

1. Parent communication
2. Parent Night Education