

The Louisiana Virtual Charter Academy Special Education Advisory Committee is an opportunity for parents, district staff, and community stakeholders to provide advice and feedback regarding special education policies, procedures, and resources. The members shall engage in activities and discussions to increase the level of expertise, support, and collaboration in regard to special education. Each member will be appointed for a one-year term and will act as an advisory council to all stakeholders.

2023-2024 Special Education Advisory Committee Members:

- ★ Elizabeth Davis, Special Programs Manager
- ★ Melissa Causey, Special Programs Lead Teacher
- ★ Diana Davis, IEP Facilitator (K - 6th)
- ★ Sandra Taylor, Special Education Teacher (LAA1)
- ★ Kristy Davis, Operations Manager
- ★ Shandal Walker - Haynes, School Counselor
- ★ Claudia Batiste, Educational Diagnostician / Pupil Appraisal Team
- ★ Victoria Whitaker, 504/SBLC Coordinator
- ★ Emily Frazier, Parent & Gifted / Talented Teacher

2023 - 2024 Special Education Advisory Committee Meeting Dates & Times:

- **July 25th - 1:30pm to 2:00pm**
- **October 6th - 1:00pm to 1:30pm**
- **December 1st - 1:30 pm to 2:00pm**
- **February 2nd - 1:30 pm to 2:00pm**
- **May 21st - 2:00pm to 2:30pm**

Meeting Norms:

- Communication: Ask questions to avoid assumptions, listen actively, provide constructive feedback and make sure everyone's voice is heard.
- Preparation: Be prepared and read the agenda before the meeting
- Punctuality: Arrive on time and stick to the agenda
- Participation: Encourage everyone to participate so their ideas can be heard
- Time management: Manage time effectively

Positive Outcomes of the 2023-2024 Committee Meetings:

1. Perfect attendance of all Committee members.
2. Positive feedback, collaboration, and meeting participation by all committee members.
3. Established and updated procedures for all testing accommodation audits.
4. Inclusion & Co-Teaching schedules developed and implemented effectively with fidelity.
5. Created & maintained community partnerships for High School special education students.
6. Positive parent feedback from parents and learning coaches via parent orientations and informational sessions.

Meeting Discussions & Notes:

Meeting Date: July 25, 2023 (In Person w/ Virtual Option)

Meeting Agenda Topics, Notes & Discussions:

1. All Committee Members present
2. Previous Meeting Minutes Approved
3. Note Taker: Sandra Taylor
4. Time Holder: Diana Davis
5. Introduction of the 2023-2024 Special Education Advisory Committee
6. 2022-2023 School Year Review & Discussion
 - a. Student Enrollment Numbers & Staffing Needs
 - i. Reviewed enrollment numbers for Fall and Spring in comparison to class size & teacher student ratios
 - ii. LAA1 student enrollment was an area of concern - Schedules and student groupings adjusted. (K-8th - 25 students, HS - 26 students)
 - iii. No vacant positions at this time
 - b. Open Enrollment Issues & Concerns with LEAP Assessments (Spring 2024)
 - i. Concerns presented to the admin team for review.
7. Parent Orientation Schedule, Topics and Assignments
 - i. All staff received an assignment, along with a parent survey form for each site.
 - ii. Topics to be discussed with Parents
 1. Department Contacts
 2. Special Education Document Submission Procedures
 3. IEP Meeting and Evaluation Request and Procedures
8. Committee Discussion, Questions, & Feedback - (N/A)
9. Parent Feedback & Concerns:
 - a. Initial Requests & Document submission for special education services

Meeting Discussions & Notes:

Meeting Date: October 6, 2023 - 1:00pm to 1:30pm (In Person Meeting w/ Virtual Option)

Meeting Agenda Topics, Notes & Discussions:

1. All Committee Members present
2. Previous Meeting Minutes Approved
3. Note Taker: Melissa Causey
4. Time Holder: Emily Frazier
5. Fall High School Assessments & Transcript Audits
 - a. Transcript Audits - Deadline November 1st
 - b. Fall High School Assessment Dates: December 2023
6. Planning LEAP Connect & ELPT Assessments (February 2024)
 - a. Testing Site Locations, Testing Dates and Proctors for each site were chosen.
 - b. Student rosters reviewed and testing supply needs noted for each testing site
7. Initial Evaluation Counts & Inclusion Minutes Policy reviewed
 - a. Initial Evaluations - 5 (August to October)
 - b. Inclusion Minutes & Co-Teaching Policy
 - i. Schedules were revised for K-5th grade levels
 - ii. IEP Amendments needed to include inclusion minutes
8. MOY Interim / Diagnostic Data Review
 - a. MOY Interim / Diagnostic Assessments: December 2023
 - b. All assessment results will be released in January 2024
9. Parent Feedback & Concerns: N/A

Meeting Discussions & Notes:

Meeting Date: February 2nd - 1:30 pm to 2:00pm (In Person Meeting w/ Virtual Option)

Meeting Agenda Topics, Notes & Discussions:

1. All Committee Members present
2. Previous Meeting Minutes Approved
3. Note Taker: Victoria Whitaker
4. Time Holder: Emily Frazier
5. Feb 1 Count
 - a. Completed and Submitted to LDOE
 - b. All students accounted for 268
6. LEAP Connect & ELPT Assessment Details Finalized
7. Spring 2024 LEAP 2025 Assessments & Accommodation Audit Schedule created
8. Parent Testing Informational Sessions & Assignments
 - a. Testing Site Assignments provided to staff
 - b. Parent Forms edited
 - c. Topics Chosen
 - i. Accommodations for testing
 - ii. IEP Meetings & Referrals
9. Parent Feedback & Concerns:
 - a. Spring 2024 Testing Accommodation Inquiries
 - b. Initial Evaluations Requested for students
 - c. New Enrollee Parent Inquiries regarding IEPs and accommodations for state testing.

Meeting Discussions & Notes:

Meeting Date: May 21st - 2:00pm to 2:30pm (Virtual Meeting)

Meeting Agenda Topics, Notes & Discussions:

1. All Committee Members present
2. Previous Meeting Minutes Approved
3. Note Taker: Shandal Walker-Haynes
4. Time Holder: Kristy Davis
5. EOY Assessment Results
 - a. Finalizing makeups
6. Promotion & Retentions
 - a. Process created with General Education
 - i. Spreadsheet & Form Creation - Chelsea
 - ii. Approval from Admin Team for Form Edits
 - iii. Roster requested of students (Promotion & Retentions)
 - b. Summer School: May 23rd to June 14th
 - i. Roster requested & SPED student document and service review (Retentions)
 - c. Staff Last Day: June 14th (Update forms and send for signatures)
7. EOY Staff Professional Development
 - a. SPED Department Closeout
8. ESYS Services
 - a. May 28th to June 13th (Tuesdays & Thursday (1 hour session)
 - b. IEP Meetings (May 23rd)
 - c. Qualifying students and ESYS Documents: due May 17th
9. Parent Feedback & Concerns: N/A