

OSPI SEAC Procedures

SEAC Vision Statement:

The Washington State Special Education Advisory Council (SEAC) believes that all qualified special education students have a right to a free and appropriate public education in a safe environment that is conducive to learning. We are committed to ensuring that the rights of those students, families, and educators are observed in a process of providing special education services. We envision statewide special education services that enable students to fully participate in their schools and communities.

Washington Administrative Code (WAC)

1. To advise the Superintendent of Public Instruction (SPI) and make recommendations on all matters relating to special education and specifically advise of unmet needs within the state in the education of special education students including personnel needs as addressed in the state's comprehensive system of personnel development.
2. To comment publicly on any rules and regulations proposed by state regarding the education of special education students.
3. To assist the state in developing and reporting such information and evaluations as may assist the federal government.
4. To advise the state in developing and implementing policies relating to coordination of services for special education students, including those in juvenile detention facilities, consistent with WAC 392-172-030.
5. To advise the state on the education of eligible special education students up to age 18 consistent with RCW 28-A-193 who have been convicted as adults and incarcerated in adult prisons.
6. To advise the state in developing corrective action plans to address findings identified in federal monitoring reports under Part B of the Individuals with Disabilities Education Act.

In Addition:

300.509(d) Findings and decision to advisory panel and general public. The public agency, after deleting any personally identifiable information, shall-

(1) Transmit the findings and decisions referred to in paragraph (a)(5) of this section to the State advisory panel established under §300.650; and

(2) Make those findings and decisions available to the public.

(Authority: 20 U.S.C. 1415(f)(2)and (h))

WAC 392-172-354 (h) Obtain written, or at the option of the parents, electronic findings of fact, decisions, conclusions of law and judgments. **The state, after deleting any personally identifiable information, shall:**

- (i) Transmit those findings and decisions to the state advisory panel established under this chapter; and**
- ii) Make those findings and decisions available to the public.**

Agenda Building Process

The charge of the Executive committee is to set a balanced agenda for the Washington State SEAC. The Executive committee will also help determine balanced work groups. The Executive committee will consist of the chairperson, vice-chairperson, and three other members, with one each representing: schools, advocacy, and at large members. The executive committee will include at least one person who is a parent of or a person with a disability. Executive committee members will be required to attend additional meetings to fulfill their duties.

There are four potential avenues by which issues are placed on the Agenda of the Washington State SEAC:

- I. The Superintendent of Public Instruction.
- II. OSPI Special Education Operations, Special Education Learning Improvement Programs, or Assessment and Research
- III. SEAC members or the Executive Committee.
- IV. The public.

The process for each is as follows:

I. Issue identified by the Superintendent of Public Instruction

Executive Committee meets with Superintendent to become aware of issues upon which input from the SEAC is being sought. Three types of issues and their processes are:

- A. Issues on which Superintendent needs to take urgent action or provide input:
 - 1. Executive committee identifies work group as determined by the topic and SEAC member interest.
 - 2. All SEAC members will receive a list of work group members via e-mail or postal mail.
 - 3. Work group develops response/recommendation to topic/issue.
 - 4. Work group distributes response/recommendation to all SEAC members via e-mail or postal mail.
 - 5. SEAC members have one week to return comments.
 - 6. Work group reviews comments and makes changes as appropriate.
 - 7. Work group distributes recommendation/response to OSPI and to SEAC members via e-mail or postal mail.
 - 8. Work group distributes a written copy to SEAC at the next meeting during committee correspondence, and gives a short report.

9. Superintendent may bring items directly to SEAC during quarterly meetings.

B. National / Statewide special education concerns/issues that impact SEAC agendas during the current academic year:

1. Executive committee determines Superintendent's timeline for recommendation and if it will be treated as a 'singular' or 'on-going' issue.
2. Executive committee places issue on agenda for SEAC meeting and determines whether it requires action, additional information, the formation of a work group and/or additional resources needed (i.e. Speakers, materials/texts, etc)

C. Issues with a Long Term focus:

1. Executive committee determines Superintendent's timeline for recommendation.
2. Executive committee places issue on agenda for SEAC meeting and determines whether it requires action, additional information, the formation of a work group and/or additional resources (i.e. Speakers, materials/texts, etc).
3. Superintendent has the option to present issue to the entire council for dialogue.

II. Issue identified by OSPI Special Education Operations, Special Education Learning Improvement Programs, or Assessment and Research

A. Issues on which Superintendent needs to take urgent action or provide input:

1. Executive committee identifies work group as determined by the topic and SEAC member interest.
2. All SEAC members will receive a list of work group members via e-mail or postal mail.
3. Work group develops response/recommendation to topic/issue.
4. Work group distributes response/recommendation to all SEAC members via e-mail or postal mail.
5. SEAC members have one week to return comments.
6. Work group reviews comments and makes changes as appropriate.
7. Work group distributes recommendation/response to OSPI and to SEAC members via e-mail or postal mail.
8. Work group distributes a written copy to SEAC at the next meeting during committee correspondence, and gives a short report.

B. National / Statewide special education concerns/issues that impact SEAC agendas during the current academic year:

1. Executive committee determines Superintendent's timeline for recommendation and if it will be treated as a 'singular' or 'on-going' issue.

2. Executive committee places issue on agenda for SEAC meeting and determines whether it requires action, additional information, the formation of a work group and/or additional resource (i.e. Speakers, materials/texts, etc)

C. Issues with a Long Term focus:

1. Executive committee determines Superintendent's timeline for recommendation. Executive committee places issue on agenda for SEAC meeting and determines whether it requires action, additional information, the formation of a work group and/or additional resources (i.e. Speakers, materials/texts, etc).
2. Superintendent has the option to present issue to the entire council for dialogue.

III. Issues brought forth by Members of the Council or the Executive Committee

- A. SEAC Members submit topic or issue in writing to the Executive Committee.
- B. Executive Committee determines course of action for issues using the following criteria:
 1. It is a statewide issue in scope, and
 2. It is a clearly relevant to special education
 3. Issue must be addressed prior to next full SEAC meeting.
- C. Meets criteria
 1. Executive Committee identifies a work group based on the topic and which SEAC members are most interested in addressing the topic.
 2. Executive Committee mails a list of work group members via e-mail or postal mail to all SEAC members.
 3. Work group reviews topic/issue and develops response/recommendation.
 4. Work group distributes response/recommendation to all SEAC members via e-mail or postal mail.
 5. SEAC members have one week to return comments.
 6. Work group comments and makes changes as appropriate.
 7. Work group sends written final recommendation/response to OSPI and to SEAC members via e-mail or postal mail
 8. Work group distributes a written copy to SEAC at the next meeting during committee correspondence, and gives a short report.
 9. The topic or issue may be tabled for a later date based on the current work needs of SEAC. If an item is tabled, a letter will be sent to the member with the rationale for the decision and suggestions as to when the issue might be discussed.
 10. The Executive Committee places issue on the agenda for SEAC meeting and determines whether it requires action, additional information, the formation of a work group and/or additional resources (i.e. Speakers, materials/texts, etc).
- D. Executive Committee determines that the issue does not meet the criteria for SEAC and then completes the following steps:

1. Sends a letter to the member with rationale for decision and suggestions for how the issue might best be pursued.
2. Communicates the decision to SEAC members during committee correspondence, OR
3. Recommend that a Council member follow-up with individual.

IV. Issues/Concerns Identified by the Public

Public submits topic in writing to Executive Committee. Contact may be necessary for clarification of issue(s).

- A. The Executive Committee reviews input and determines if the issue falls within the scope of work of SEAC per the agenda building process/structure.
- B. Executive Committee determines course of action for issues using the following criteria:
 1. It is a statewide issue in scope, and
 2. It is a clearly relevant to special education
 3. Issue must be addressed prior to next full SEAC meeting.
- C. Meets criteria
 1. Executive Committee identifies a work group based on the topic and SEAC member interest.
 2. Executive Committee mails a list of work group members e-mail or postal mail to all SEAC members.
 3. Work group reviews topic/issue and develops response/recommendation.
 4. Work group distributes response/recommendation to all SEAC members via e-mail or postal mail.
 5. SEAC members have one week to return comments.
 6. Work group reviews comments and makes changes as appropriate.
 7. Work group sends written version of final recommendation/response to OSPI and to SEAC members via e-mail or postal mail
 8. Work group distributes a written copy is distributed to SEAC at the next meeting during committee correspondence, and gives a short report.

Based on the current work needs of SEAC, the topic or issue may be tabled for a later date. If an item is tabled, a letter will be sent to the individual with the rationale for the decision and suggestions as to when the issue might be discussed.

- D. Executive Committee determines the issue(s) does not meet the criteria for SEAC and then completes following steps:
 1. Sends a letter to the individual with rationale for the decision and suggestions, when appropriate, for how the issue might best be pursued.
 2. Communicates decision to SEAC members during committee correspondence, OR
 3. May recommend that a Council member follow-up with individual.