

**Colonial Beach Public Schools  
Special Education Advisory Committee  
Application for Membership**

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Please check all that apply regarding the applicant:**

- Parent/Guardian
- Parent/Guardian of a student with a disability
- Teacher
- Representative of a community agency (Please specify): \_\_\_\_\_
- Representative of a business or association in the community (Please specify):  
\_\_\_\_\_
- Other (Please specify) \_\_\_\_\_
- Person with a disability
- Foster parent of a child/youth with a disability
- Grandparent

**If you are a parent/guardian of a student with a disability, please complete the following:**

Age? \_\_\_\_\_ School? \_\_\_\_\_

Disability? \_\_\_\_\_

**Please answer the following questions:**

What do you hope to accomplish from your participation on the SEAC?

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What unique experiences, perspectives, talents or skills could you bring to the SEAC?

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If invited to serve on the SEAC, what do you see as needs in special education? (Please list system-wide issues rather than personal issues.)

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How did you hear about the \_\_\_\_\_ SEAC? (Please check one)

- SEAC Member                       Brochure                       Teacher  
 Parent Resource Center               Other: \_\_\_\_\_

**Send completed application to:**

**Lacey Neitzey, Director of Special Education  
Colonial Beach Public Schools  
400 Lincoln Avenue  
Colonial Beach, Virginia 22443**

## **Colonial Beach Public Schools Special Education Advisory Committee Member Responsibilities**

This is a volunteer position to serve as a member of the Special Education Advisory Committee (SEAC) of Colonial Beach Public Schools for a three year term (as stated in the local SEAC bylaws).

### **Description of Major Responsibilities**

This position has primary responsibility for working with other SEAC members to fulfill the following functions outlined in *the Regulations Governing Special Education Programs for Children with Disabilities in Virginia*, effective January 25, 2010:

- a. Advise the local school division of needs in the education of children with disabilities;
- b. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
- c. Submit periodic reports and recommendations regarding the education of children with disabilities to the division superintendent for transmission to the local school board;
- d. Assist the local school division in interpreting plans to the community for meeting the special needs of children with disabilities for educational services;
- e. Review the policies and procedures for the provision of special education and related services prior to submission to the local school board; and
- f. Participate in the review of the local school division's annual plan.

Individuals in this position work closely with the local school division's director of special education.

Other Responsibilities Include:

- Review and abide by SEAC bylaws.
- Attend regularly scheduled local SEAC meetings.
- Maintain an ongoing knowledge of special education law.
- Be informed of activities of the committee and familiar with current school division special education plans.
- Read the minutes of each meeting; advise the chair of any corrections or additions.
- Participate in the work of the SEAC, including serving on subcommittees when required.
- Encourage parents and other community members to join/attend the SEAC.
- Participate in community awareness activities to increase visibility of the local SEAC.
- Focus on systems change not personal grievances or individual advocacy.
- Work collaboratively with other SEAC members and school division leadership and personnel.