

**Special Education Advisory Council Meeting Agendas
Willow Charter Academy
2023-2024**

Date: September 13, 2023	Time: 3:30-4:30	Location: Willow Charter Academy
Meeting Topic:	Initial Special Education Advisory Council Meeting	
Participants:	Committee Members: Chairman, Parents, Educator	

Agenda			
Topic	Facilitator	Process	Discussion
Welcome & Opening Remarks	Chairman	Sharing	Roles and responsibility
Open Discussion	Chairman	Discussion	Concerns and improvements
New Topic: Role Identification	Chairman	Sharing & Discussion	SEAC Chair: Dean Edwards SEAC Vice Chair: Mary Robert SEAC Secretary: Bianca Mitchell SEAC Communicator: Jocelyn Tucker
Connection Activity: Meet & Greet Team Description	Chairman/ Educator	Sharing & Discussion	Tell about yourself, clearing up roles and responsibilities
Adjourn & Next Meeting Date	Chairman	Sharing	

[Reminder: Confidentiality](#)

Date: December 13, 2023	Time: 3:30-4:30	Location: https://meet.google.com/gbd-efmnrce
Meeting Topic:	Timeline changes for Evaluations, self contain setting, 1:1	
Participants:	Chairman(Edwards, Parents (Mary and Bianca), and Educator (Tucker)	

Agenda			
Topic	Facilitator	Process	Discussion
Timeline	Chairman	Sharing	Changes such as excel sheets and how we respect timelines
Self contain	Chairman	Discussion	How we can use space throughout the building
1:1 support	Chairman	Sharing & Discussion	Questions about how long they stay on IEP and how do we decide when they are no longer needed.
	Chairman/ Educator	Sharing & Discussion	
	Chairman	Sharing	

[Reminder: Confidentiality](#)

Date: May 20th	Time: 3:30-4:30	Location: https://meet.google.com/gbd-efmnrce
Meeting Topic:		
Participants:	Chairman(Edwards, Parents (Mary and Bianca), and Educator (Tucker)	

Agenda				
Topic	Facilitator	Process	Discussion	Action/Outcome
	Chairman	Sharing		
	Chairman	Discussion		
	Chairman	Sharing & Discussion		
	Chairman/ Educator	Sharing & Discussion		
	Chairman	Sharing		