

Special Education Advisory Committee Minutes

September 20, 2023

Kings Fork Middle School

6:30-8:30 p.m.

Attendees:

In-Person Attendees	Virtual Attendees
Tyron Riddick- SPS School Board Chairman Towanda Shirley- SPS Director of Special Education Dr. Okema Branch- SPS Chief Academic Officer Jessica Joyner- SPS Special Education Coordinator Jamillah Silver-SPS Special Education Coordinator Holly Boyce- SPS SEAC Member (Teacher) Marisol Moore- SPS Special Education Specialist Christi Catchings- SPS Special Education Specialist Melissa Walter- SPS Special Education Liaison Dr. Velvet Smith- SPS Parent Resource Center Liaison Sarah Cook-Endependence Center, Education Coordinator Representative Christy Cole- Attendee	Kirstyn O'Neill-Attendee Sierrah Chavis-Attendee Katie Morse- Attendee Vivian Evett-Attendee

Minutes:

- Mr. Riddick (School Board Chairman) started off the SEAC meeting by opening the floor for attendees to introduce themselves. Following introductions, Mr. Riddick began the "Reading of Mandate and Installation of Officers by the School Board".
- Due to pending member appointment in the September School Board Meeting, an interim chairperson was appointed by Mr. Riddick.
- Article VI, Section I of the SEAC Bylaws states, "No vote shall be held unless a quorum is present. A quorum shall consist of one greater than one-third of the total of committee

members. If no quorum is present, telephone voting will be taken by the Chairman. All committee members will be contacted for their vote.”

- Interim chairperson, Sierrah Chavis, was appointed by Mr. Riddick. Mr. Riddick gave Mrs. Chavis the charge to work with the Director of Special Education, Ms. Towanda Shirley, until the SEAC chair position is filled.
- Mrs. Chavis accepted the interim chairperson position.
- School Board Chairman Riddick reviewed the By-Laws (Article I/ Article II)
- Mr. Riddick announced that during the school board meeting on September 21, 2023, school board members will vote on SEAC members based on the SEAC members nominated by the subcommittee at the July 2023 school board meeting.
- Ms. Shirley proceeded with the SEAC agenda drafted by Mrs. Katie Morse.
- Ms. Shirley shared the Special Education Department Updates
- Mrs. Jessica Joyner provided the Parent Resource Center Updates
- Dr. Velvet Smith was introduced as the new Special Education Parent Resource Center Liaison. Dr. Smith shared information about her experience, PRC hours of operation, contact information and provided updates on her proposed yearly action plan.
- None of the “New Business” items below were discussed from the agenda due to SEAC not being composed of any voting members.
 - SEAC officer selection for 2023-24
 - SEAC goals for 2023-24
 - SEAC subcommittees for 2023-24
- Independence Parent back to School Night on October 17, 2023 – Resources will be available for parents and SWD
- The floor was opened to attendees by Ms. Shirley for “Open Comments”
- No one provided any comments
- The floor was opened to attendees by Ms. Shirley for “Review of Open Comments”
- No one provided a review of open comments
- The floor was opened to attendees by Ms. Shirley for “Open Discussion”
- No one initiated an open discussion
- The meeting was adjourned by Ms. Shirley approximately 7:17 p.m.

[SEAC BYLAWS.pdf](#)

[SEAC_SpEd Dept Updates 9_20_2023](#)