

ZACHARY COMMUNITY SCHOOL DISTRICT

2024-2025 Annual Special Education Advisory Council (SEAC) Report



5/9/2025

What is the purpose of ZCSD's Special Education Advisory Council?

R.S. 17:1944 requires local public-school systems to create a special education advisory council to provide advice and feedback regarding special education policies, procedures, and resources. The council shall also engage in outreach activities to the community at large to increase the level of knowledge, support, and collaboration with respect to special education.

Members and Roles

Member	Role
Dr. Shola Tijani	Parent
Martha Perry	Parent
Ariane Porter	Parent
Dr. Felicia Young	Parent
Tenisha Butler	Parent
Mary Beth Hodges	Parent and Para Educator
Angela Smith	Parent and Para Educator
Khelsea Reagan Barton	Para Educator
Melissa Blalock Price	Teacher
Michelle Lewis	Teacher/Parent
Wanda George	Community Stakeholder
Cynthia Chesterfield	Entity That Serves Students with Disabilities (Families Helping Families)
Charlotte Delatorre	SPED Instructional Support Specialist, Chair-2024
Aeneid H. Mason	Director of Special Education, Chair-2023

2024-2025 Meetings, Agendas, Minutes

Date/Time	Location	Agenda, Minutes
November 6, 2024 5:30 PM	ZCSD School Board Office	SEAC 24-26 Agenda 11-06-24.pdf SEAC 24-26 Minutes 11-06-24.pdf
February 27, 2025 5:30 PM	ZCSD School Board Office	SEAC 24-26 Agenda 02-27-2025.pdf SEAC 24-26 Meeting Minutes 02-27-2025.pdf
April 30, 2025 5:30 PM	ZCSD School Board Office	SEAC 24-26 Agenda 04-30-2025.pdf SEAC 24-26 Minutes 04-30-2025 (2).pdf

A quorum was met at each meeting. Save the Dates flyer was emailed to members. Meeting notices were sent via email and posted at the school board with agendas. Meeting minutes and PowerPoint attachments were sent to members following each meeting. A reminder email was sent prior to the meetings. PowerPoints for each meeting can be linked on the ZCSD website. The opportunity for public comment was made available at each meeting with instructions and cards.

The SEAC would like to extend a special appreciation to Jessica Concienne for volunteering to take the meeting minutes at each meeting.

Executive Summary

1. Overview of special education in Zachary Community School District.
 An overview of special education in Zachary Community School District was shared with the SEAC during meeting one and two and any changes or additions were addressed at each meeting.
 - a. Official child count numbers as well as the breakdown of student population numbers by age and disability were shared.
 - b. An overview of students with disabilities' academic performance data and subgroup performance was shared with the SEAC during the first two meetings.

- c. Our district is partnering with Rise Behavioral Services for teacher and student support Pre-K through 4th grade. The partnership with Blue Engine for inclusion support for teachers was continued with 7th grade at Northwestern Middle School for the 2024-2025 school year. Our district continued our partnership with LASARD (Louisiana Autism Spectrum and Related Disorders) to provide support for our 5th through 12th grade students and teachers.
- d. An overview of special education financial data as well as our current special education budget was presented to the SEAC followed by an opportunity for question and answer.
- e. At the end of each meeting, we offer the opportunity for group discussion on Special Education Concerns from the Community. We encourage our members to talk to the community and bring any questions, concerns or comments to the meeting. Members are also encouraged to email any agenda items or questions they have prior to the meeting.

2. Compliance Violations.

The Zachary Community School District participated in LDOE IDEA Monitoring in September of 2024. The monitoring findings were issued to the district in December of 2024 and corrective action steps were issued and were spread out throughout the remainder of the school year (to be completed by September 1, 2025). The findings were shared with SEAC during meeting two and an update was given at meeting three.

During the 2024-2025 school year, Zachary Community School District was issued the following required corrective actions in response to a parental complaint:

- a. Revise district policies and procedures to ensure compliance with IDEA's 45-day records access requirement.
- b. Provide training to relevant personnel regarding records access as set forth in Louisiana Bulletin 1706 § 613.
- c. Submit the following to the Department (LDOE) as soon as possible and no later than May 31, 2025:
 - A copy of the revised policies and procedures.
 - Copies of sign-in sheets and training materials documenting the district's provision of training to relevant staff addressing the content described above.
- d. Continue implementing compensatory speech therapy services as required by the Department's September 2024 directive.

These corrective actions will be completed by the end of the 2024-2025 school year.

3. Highlights and Accomplishments of the Council.

- a. The the council met quorum, followed meeting agendas and had meaningful and respectful discussions to improve special education, at each meeting. 85% of the members attended the first meeting, 57% of the members attended the second meeting, and 64% of the members attended the third meeting. 42% of the members had perfect attendance for all three meetings. Two members did not attend any of the three meetings.
- b. The council was excited to develop a new meeting format that consisted of 1-2 guest presentations on various topics followed by an opportunity for Q and A. The first presentation was on ZCSD Child Search/Child Find efforts. The second presentation addressed our partnership with Rise Behavioral Services. The SEAC members were engaged in discussions and expressed that they would like to continue the presentation format.

4. Areas of Improvement, Next Steps, and Timeline of Upcoming Activities.

- a. We adhered to our plan to spread out the SEAC meetings with one in the fall (November 2024), winter (February 2025) and spring (April 2025). We plan to continue this schedule for the 2025-2026 school year.
- b. To increase participation, the SEAC would like to advertise the meetings on social media as well as the ZCSD website.
- c. Our SEAC would like us to have more parent information nights with agencies like Families Helping Families. We have scheduled a Parent Information Session on Trust Fund Training for August 2025.

5. Explain how parent engagement is encouraged throughout the school system and what activities sought to promote parent engagement.

We discussed opening our meetings with a virtual option and possibly changing the meeting time to noon to accommodate parents that could join during their lunch break. ZCSD is participating in the LDOE Parent Involvement Survey, and the information was shared with the SEAC on how to participate and to encourage all parents to participate in the survey. The full results are expected to return to ZCSD in the Spring of 2026.

- a. Our parental resource and website landing page is in development and will be launched soon.
- b. At the end of each meeting, we offer the opportunity for group discussion on Special Education Concerns from the Community. We encourage our members to talk to the community and bring any questions, concerns or comments to the meeting. Members are also encouraged to email any agenda items or questions they have prior to the meeting.

How to Join

Zachary SEAC has no current vacant positions for the 2025-2026 school year term. However, two members did not attend any meeting, and they will be contacted to see if they would like to continue to be on the member roster for the 2025-2026 school year. If not, applications may be open to accept two replacement members for the remainder of the term. For the 2026-2028 term, a survey will be sent in June 2026 regarding the application and selection process to all parents of students with disabilities and pertinent district and community stakeholders.

For more information, please visit: SEAC@zacharyschools.org