



#215-21

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #215-21**

DATE: August 6, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **Call for Nominations for Vacancies on the State Special Education Advisory Committee**

The Virginia Board of Education is seeking nominees for several vacancies on the State Special Education Advisory Committee (SSEAC).

Please note that vacancies for SSEAC require specific categories of expertise or geographic representation as required by state or federal law or regulation. For all advisory committees, the Board seeks to have diverse representation among all appointees. Geographical regions are based on the [Department of Education Superintendent's Regions](#).

The [State Special Education Advisory Committee](#) has three vacancies for:

- A parent representative from Region 5
- A parent representative from Region 8
- A representative of a vocational, community, or business organization concerned with the provision of transition services for children with disabilities

Educators, administrators, and other individuals, as well as organizations are invited to recommend nominees to fill the vacancy noted above. Individuals are also welcome to nominate themselves.

The Board of Education's bylaws prescribe the operation of its advisory committees as follows:

- Article nine, Section 2, of the bylaws states that advisory committees shall be composed of persons who represent the views and interests of the general public and who are known to be qualified to perform their duties. Personnel of the Department of Education may be appointed to the committee, as members or as consultants. Unless otherwise prescribed by state or federal law or regulations, all appointments to an advisory committee shall be made by the Board upon the recommendations of the Superintendent of Public Instruction.
- Article fifteen, Section 3, of the bylaws states that members of an advisory committee shall not receive compensation for their service, but may be reimbursed for travel expenses in accordance with state travel guidelines set forth by the Virginia Department of Accounts.
- Article fifteen, Section 4, of the bylaws states that appointments to an advisory committee shall be for a term of three years. Members of an advisory committee may be re-appointed, with no member serving more than two consecutive three-year terms.

For more information

Nominations may be made by completing the attached nomination form. Please send the completed form to Emily Webb, Director for Board Relations, at Emily.Webb@doe.virginia.gov. Nominations may also be mailed to P.O. Box 2120, Richmond, VA 23218-2120.

Nominations must be received by Wednesday, August 25, 2021.

JFL/evw

- A. Attachment: [Nomination Form for State Special Education Advisory Committee](#) (DOCX)