

The State Advisory Panel for Exceptional Children (SAPEC)

A guide for prospective applicants

Attention

This is may be used as a form-fill document used for completing and submitting the SAPEC application. It is intended to be used with Adobe Acrobat Reader. To download the free software, go to: <https://get.adobe.com/reader/>

You may choose one of the (2) options below:

OPTION (1)

- Save file to your computer
- Open file in Adobe Acrobat Reader
- Type your information on the form
- Save the document
- Attach the file to an email and send to Parise.Callahan@education.ohio.gov

OPTION (2)

- Print application
- Use a blue or black pen to fill out the application
- Make a copy of the application for your records
- Mail the original copy to: Parise Callahan
25 South Front Street, Mail Stop 409, Columbus, Ohio 43215

The State Advisory Panel for Exceptional Children (SAPEC)

A guide for prospective applicants

***** (Note: Application materials due on or before October 31, 2019) *****

The State Advisory Panel for Exceptional Children (SAPEC) is currently seeking applicants for membership terms beginning July 1, 2020. The SAPEC's purpose is to provide a broad base of input to the Ohio Department of Education's (ODE) Office for Exceptional Children (OEC) and the State Superintendent of Public Instruction regarding policies, practices and issues related to the education of children and youth with disabilities who are between the ages of birth through twenty-six years of age.

The functions of SAPEC are as follows:

- Advise the State Educational Agency (SEA) of unmet needs within the State in the education of children with disabilities;
- Comment publicly on any rules or regulations proposed by the State regarding the education of children with disabilities;
- Advise the SEA in developing evaluations and reporting on data to the Secretary (as provided for under Section 618 of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA));
- Advise the SEA in developing corrective action plans to address findings identified in Federal monitoring reports under Part B of IDEA;
- Advise the SEA in developing and implementing policies relating to the coordination of services for children with disabilities;
- Advise on the education of students with disabilities incarcerated in the Department of Youth Services and students with disabilities convicted as adults and incarcerated in adult prisons (Department of Rehabilitation and Corrections);
- Provide input into Ohio's Annual Performance Report and;
- Encourage policies to assist in closing the achievement gap for students with disabilities.

Please read the following qualifications for membership. If you are interested in seeking membership on SAPEC, **please complete the application, with references, and submit no later than October 31, 2019.** The membership committee will review applications and present recommendations to all SAPEC members for final recommendation to the State Superintendent of Public Instruction.

QUALIFICATIONS:

Applicants must be a resident of Ohio, at least 18 years of age, and meet criteria in at least one of the following categories:

- parents or legal guardians of children/persons with disabilities (ages birth through 26);
- individuals with disabilities;
- teachers;
- representatives of institutions of higher education that prepare special education and related services personnel;
- state and local education officials, including officials who carry out activities under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act;
- administrators of programs for children with disabilities;
- representatives of other state agencies involved in the financing or delivery of related services to children with disabilities;
- representatives of private schools and public charter schools;
- representative of a vocational, community or business organization concerned with the provision of transition services to children with disabilities;
- representative from the state child welfare agency responsible for foster care;
- representatives from the state juvenile and adult corrections agencies.

There are a limited number of open positions for the term beginning in 2020-2021. Preference will be given to applicants who meet SAPEC's needs with respect to geographic, ethnic, cultural, and disability diversity.

APPOINTMENT

SAPEC members will be appointed by the State Superintendent of Public Instruction to serve a three-year term beginning July 1, 2020. Applicants recommended for appointment will be presented to the State Superintendent of Public Instruction for approval.

TRAVEL REQUIREMENTS:

SAPEC meetings are held in the Columbus area up to six (6) times per year. The applicant should plan for release time from job responsibilities for one day for each meeting. SAPEC members serve without compensation; however, travel and subsistence expenses are reimbursed at state rates.

MEMBERSHIP RESPONSIBILITIES:

Applicants must commit to attend all scheduled meetings for the entire day. The meetings take place in various locations in Columbus, Ohio. SAPEC members may also serve on any of SAPEC's ad-hoc committees necessitating additional meeting time.

APPLICATION PROCESS:

Applicants for appointment to SAPEC must complete and return the following to OEC on or before **October 31, 2019**:

1. Application for State Superintendent's Appointment to the State Advisory Panel for Exceptional Children (Attached);
2. Two references (name, address and phone number); and
3. A personal written statement, which provides the following:
 - a. a brief description of how you meet the qualifications listed above;
 - b. a brief summary of your experience and/or expertise related to the education of children with disabilities; and
 - c. a brief narrative of why you would like to serve as a member of SAPEC.

Upon submission of a membership application, the applicant should expect the following:

1. A letter from OEC will be sent to the applicant acknowledging the receipt of his or her application;
2. A member of SAPEC's Membership Committee may contact you by phone for a brief interview to discuss your application;
3. SAPEC's Membership Committee will review all information submitted by the applicant;
4. Applicants who best meet the membership requirements of SAPEC and meet SAPEC's needs with respect to geographic, ethnic, cultural, and disability diversity will be recommended to the full SAPEC panel for approval;

**Note to recipient:
Please distribute these
materials to anyone who
may be interested.**

5. Applicants approved by the full SAPEC panel will be submitted to the State Superintendent of Public Instruction for appointment;

6. Appointed applicants will be notified in writing of such appointment by June of each year with the applicant's term beginning on July 1 of the appointing year;

7. Newly appointed applicants shall be required to attend an orientation session, which shall take place in August or September of the appointing year.

Please mail a signed application and all application materials to:

**Parise Callahan
SAPEC Membership Committee
Ohio Department of Education
Office for Exceptional Children
25 South Front Street, Mail Stop 409
Columbus, Ohio 43215-4104**

If you have questions concerning SAPEC or need assistance with the application process, please contact:

Sandy Kaufman at (877) 644-6338 or
sandy.kaufman@education.ohio.gov

**All application materials are due on
or before October 31, 2019. Any application
materials post-marked after that date
will not be considered.**

We are committed to a policy of equal opportunity for membership to SAPEC. No differentiation will be made based on race, color, religion, sex, age, sexual orientation, national origin, veteran status, or the presence of a disability.

I submit this application with the understanding that a SAPEC membership term is three years, and if I am selected for membership, I will be expected to fulfill the following responsibilities during my term:

1. Attend all one (1) day meetings scheduled, but not less than (4) meetings per year. The meetings are in Columbus, Ohio;
2. Prepare for SAPEC meetings by reading information received by emailed prior to the meeting dates;
3. Advise the Ohio Department of Education's (ODE's) Office for Exceptional Children of unmet needs within the state in the education of children with disabilities;
4. Comment publicly on any rules or regulations proposed by the State regarding the education of children with disabilities;
5. Advise ODE in developing evaluations and reporting on data to the Secretary under section 618 of IDEA;
6. Advise ODE in developing corrective action plans to address findings identified in Federal monitoring reports under Part B of IDEA;
7. Advise ODE in developing and implementing policies relating to the coordination of services for children with disabilities;
8. Advise on the education of students with disabilities incarcerated in the Department of Youth Services and students with disabilities convicted as adults and incarcerated in adult prisons (Department of Rehabilitation and Corrections);
9. Provide input into Ohio's State Performance Plan (SPP); and
10. Encourage policies to assist in closing the achievement gap for individuals with disabilities.

 Applicant's Signature

Please submit the following with your signed application:

Two references (name, address and phone number)

Reference1: _____ Reference2: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

- A personal written statement which provides the following (use the following page or attach your own):
 - ◊ a brief description of how you meet the qualifications listed above;
 - ◊ a brief summary of your experience and/or expertise related to the education of children with disabilities;
 - ◊ a brief narrative of why you would like to serve as a member of SAPEC.

You may email a copy of this completed application to Parise.Callahan@education.ohio.gov

Please mail a signed copy of your application and all application materials to:

Parise Callahan
 SAPEC Membership Committee
 Ohio Department of Education
 Office for Exceptional Children
 25 South Front Street, Mail Stop 409
 Columbus, Ohio 43215-4104

Write a personal written statement which provides the following:

- ◇ a brief description of how you meet the qualifications listed above;
- ◇ a brief summary of your experience and/or expertise related to the education of children with disabilities;
- ◇ a brief narrative of why you would like to serve as a member of SAPEC.

Name: _____

Date: _____