



Department of Education & Workforce

State Advisory Panel for
Exceptional Children

Membership Application Guide

***** (NOTE: First Term Applications are due by January 24, 2024) *****

The State Advisory Panel for Exceptional Children (SAPEC) is currently seeking applicants for membership terms beginning July 1. The SAPEC's purpose is to provide broad based input to the Department of Education and Workforce (DEW) Office for Exceptional Children (OEC) and the Director of the Department 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. A majority of the members of the panel must be individuals with disabilities or parents of children with disabilities. 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 Individual with Disabilities Education Improvement Act of 2004 (IDEA));
- Advise the SEA in developing corrective action plans to address findings identified in the 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 (APR) and;
- Encourage policies to assist in closing the achievement gap for students with disabilities.

If you are interested in seeking a second term on SAPEC, please complete the application, with references, and submit it no later than January 31.

The membership committee will review applications and present recommendations to all SAPEC members for final recommendation to the Director of the Department of Education and Workforce.

QUALIFICATIONS:

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

- Parents or legal guardians of children/persons with disabilities (ages birth through 26).
- Individuals with disabilities.
- Teachers.
- Administrators of programs for children with disabilities.

There are a limited number of open positions for the term beginning in 2024-2025. Preference will be given to applicants who are parents with children with disabilities or individuals with disabilities who meet SAPEC's needs with respect to geographic, ethnic, cultural, and disability diversity.

APPOINTMENT

SAPEC members will be appointed by the Director of the Department of Education and Workforce to serve the **initial three-year term or a second term** beginning July 1. The representatives from state and non-state agencies will appoint appointed by the Office for Exceptional Children. All applicants recommended for appointment will be presented to the Director of the Department of Education and Workforce 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 attending all scheduled meetings for the entire day. The meetings take place at a designated facility in Columbus Ohio.

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

APPLICATION PROCESS:

Applicants for appointment to SAPEC must complete and return the following information to the Office for Exceptional Children before October 31.

1. This application for State Superintendent's Appointment to the State Advisory Panel for Exceptional Children;
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 acknowledging the receipt of their 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;
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. New members will be required to attend an orientation session which shall take place before the first SAPEC meeting.

If you have questions or need assistance with the application process, please contact:
Karen Johnson at (614) 752-1404 or SAPEC@education.ohio.gov

All application materials are due on or before November 10, 2024. 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.

Please email a signed application to SAPEC@education.ohio.gov or mail all application materials to:
SAPEC Membership Committee
Department of Education and Workforce
Office for Exceptional Children
25 South Front Street, Mail Stop 409
Columbus, Ohio 43215-4104