



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 26, 2022

To: Chief School Administrators, Charter School and Renaissance School Project Leads,
County Supervisors of Child Study

Route To: District Directors of Special Education, Directors of Curriculum and Instruction, Bilingual Education Supervisors

From: Kathleen Ehling, Assistant Commissioner
Division of Educational Services

Deadline: March 14, 2022

State Special Education Advisory Council Seeks Members

The New Jersey Department of Education (NJDOE) is requesting your assistance in identifying parents and advocates to sit on the State Special Education Advisory Council (SSEAC) beginning in September 2022. The purpose of the SSEAC is to provide guidance on special education and related services to the Commissioner of Education. Members of the council are appointed by the State Board of Education in accordance with the federal Individuals with Disabilities Act (IDEA) and State law *N.J.S.A. 18A:46-2*.

The SSEAC must consist of a minimum of seven and a maximum of 15 members. Additionally, half of the council members must be either a parent of a child with a disability or a person with a disability. Members must be appointed from 15 categories as outlined by the federal guidelines. These are detailed in the membership application form linked below. Regional representation is also considered.

At the present time, SSEAC is looking to fill several council member positions for 2022-2023. If you completed the application process in 2021, but were not selected, you may submit an application form for 2022. Returning applicants are not required to resubmit resumes.

Appointments are for a two-year term and are renewable for up to six years in total. Meetings are held from September to June on the third Thursday of the month from 9:30 a.m. to 1 p.m. Meetings are currently conducted virtually utilizing the Microsoft Teams Platform. When appropriate, meetings will be held in person at a central location in the Trenton area. Monthly attendance is a requirement. Members are volunteers and are not reimbursed for their services. Meetings are open to the public.

Interested candidates may obtain additional information on the NJDOE's [SSEAC webpage](#).

The application form should be completed using the [2022-2023 SSEAC Application Form](#). In addition, the candidate's resume *and* cover letter should be returned to Alexandra Pensiero via email at SpEdAdvisoryCouncil@doe.nj.gov or mailed to Alexandra Pensiero, Office of Special Education, PO Box 500, Trenton, NJ 08625-0500 by March 14, 2022. Questions should be directed to the same email or by calling (609) 376-9125.

The following provides more detailed information for potential members:

Information for Potential SSEAC Members

- Two-year term, renewable for two additional terms (potential six-year commitment). Approved by the State Board of Education. All terms are voluntary.
- Ten yearly meetings (September to June):

Thursday, September 15, 2022	Thursday, February 16, 2023
Thursday, October 20, 2022	Thursday, March 16, 2023
Thursday, November 17, 2022	Thursday, April 13, 2023
Thursday, December 15, 2022	Thursday, May 18, 2023
Thursday, January 19, 2023	Thursday, June 8, 2023
- Meetings begin at 9:30 a.m. and conclude around 1 p.m.
- Meetings are currently conducted virtually utilizing the Microsoft Teams Platform. When appropriate, meetings will be held in person at a central location in the Trenton area.
- Meetings are open to the public.
- Meeting Agenda's and Minutes are posted to the NJ DOE [website](#).
- The June 2023 meeting is scheduled for second Thursday of the month as the third week of June is typically the last week of the school year.

c: Members, State Board of Education
Angelica Allen-McMillan, Ed.D., Acting Commissioner
NJDOE Staff
NJ LEE Group
Garden State Coalition of Schools
Statewide Parent Advocacy Network