

CAC Special Education Committee – Meeting Minutes of October 4, 2011

Meeting called to order at 6:30 PM

In attendance:

Melissa Owens, Sarah Thompson, Veronica Noland, Marisol Gonzalez, Ruth Becker, Pamela Sodemann, Sanjay Bhavsar, Carol Dimitroff, Lisa White, Dawn Schmeid, Debbie Caruso, Joe Hill, Pamela Harris, Kim Nickrand (guest), Melissa Waxler, Katie Bialek.

Meeting began with introductions around the table.

Discussion of Annual Committee Objectives:

Sarah Thompson explained that the U-46 Special Education events calendar is simplified from a CAC Exec requested objective to have a general special needs events calendar on the website. The requested objective was seen to be too broad, especially with the website overhaul being delayed at the district level. Melissa Owens added that this project is a carryover from last year's project to add a service provider database to the website.

Special Education Meet & Greet:

The committee discussed the receipt of flyers for the Meet & Greet in their respective schools; most had been received, although Channing and Century Oaks seemed to be lagging.

The annual Supervisor Meet & Greet is set for October 18th at 6:00 p.m. at Elgin High School. The committee discussed prior years' low parent turnout and ideas for boosting parent participation. We would like to see a District ConnectED message, with a follow-up from school principals on the day of the Meet & Greet. It was emphasized that the transmission needs to clearly state the objectives of the Meet & Greet – focusing on meeting supervisors and answering general IEP & educational services questions. The planned Parent Evaluation sheet was reviewed; Katie Bialek suggested adding a line for parents to mark specific educational service areas that are of interest.

Action Items:

- Carol Dimitroff *will draft a ConnectEd message and send to Melissa Owens, Sarah Thompson and Pam Harris as soon as possible.*
- Katie Bialek *will email Melissa Owens suggestions for updating the Parent Evaluation sheet; Melissa will edit the sheet and send to Pamela Harris for approval. Complete by October 13th.*
- Katie Bialek and Melissa Waxler *will prepare a generic IEP to hand out to parents. Complete by October 13th.*
- Sarah Thompson *will email Donnetta to request sign-in sheets, pencils, copies of the evaluations and generic IEPs. Complete by October 14th.*

- *Pamela Harris will do a short presentation at the start of the Meet & Greet; members working the sign-in tables will remind guests of the purpose of the meeting.*

2012 Parent Resource Fair

March 3, 2012 is the proposed date for the Parent Resource Fair.

The committee discussed general ideas for the spring resource fair. Sarah Thompson and Pamela Harris raised the issue of a general bias at last year's fair toward older child services; this year the service providers need to better reflect the needs of the entire district. Pamela Harris gave the committee demographic numbers: 2830 children receiving services in K-6 grade, 664 children in middle school, and 1353 in High School.

Sarah Thompson would like to consider having one breakout session, versus two. It was felt that two sessions decreased the audience for the presentation and made the presentations less dynamic. Sarah Thompson made mention of one paid-service vender requesting space at the fair.

Pamela Harris would like to concentrate more on behavioral service providers. Streamwood Behavioral Health, the Autism program at Alexian Brothers, Kids Care were mentioned as possibilities.

Carol Dimitroff discussed the need for a formal communication plan to ensure parents are notified of the resource fair well ahead with the goal being a stronger turnout than last year.

Action Items:

- *The committee's members who work in special education [Dawn Schmeid, Katie Bialek, Melissa Waxler] will draft a recommended list of service providers that are of interest for the 2012 resource fair. Complete by October 28th and return to Sarah and Melissa so they can be handed out to the group for review prior to our next meeting on November 1, 2011.*
- *Melissa Owens will email two service provider lists to the group; each committee member should review the list and take note of providers that are of interest and bring to the next meeting. The committee will begin to narrow down the list at our next meeting. Complete before November 1st.*
- *Carol Dimitroff will draft a written communication plan and provide it to the committee for review. Complete by November 1st.*

Other Business

- Sarah Thompson alerted the committee to the January 3' 2012 meeting date as being undesirable (first day back to school from winter break, and Melissa Owens will be out of town). Dawn Schmeid moved to change the date to January 10th. Marisol Gonzalez seconded the motion. Motion was passed to change the January meeting date.

A motion was made to adjourn the meeting by Katie Bialek and seconded by Dawn Schmeid. Motion passed to adjourn.

Meeting adjourned at 7:30PM

Next committee meeting will be held on November 1, 2011 at 6:30pm in Room 483 of the Central Services Building.

Respectfully submitted by:

Melissa Owens, CAC Special Education Committee Co-Chairperson.