

CAC Special Education Committee – Meeting Minutes of September 4, 2012

Meeting called to order at 6:35 PM

In attendance:

Melissa Owens, Sarah Thompson, Pamela Harris, Mary Gonzalez, Pam Sodemann, Julie Henderson, Leatrice Satterwhite, Melissa Waxler, Carol Dimitroff, Jillian Barker.

I. Presentation of the Meeting Minutes from August 7, 2012:

Melissa Owens noted that Jillian Barker needed to be added to the list of attendees at the August 7th meeting. Julie Henderson moved to approve the minutes with that change; Melissa Waxler seconded the motion. Minutes were approved with the noted change.

II. Discussion of Special Education University Program:

Discussion started regarding the SPED University program. Jillian Barker noted that they are working on designing the program in Prezi, which will allow for a more dynamic presentation than PowerPoint. The presentation will cover parts of the IEP, a visual key of IEP invites & consents, levels and evaluation results, and unique-to-child sections. Questions arose on whether the presentation would be able to be posted to the district website. Jillian replied that she plans to meet with IS for posting/license parameters.

Discussion moved to location. Melissa Waxler raised concerns about holding the University session in multiple locations: too many locations may dilute turnout at any one location, translation services at all locations would raise expenses, and more staff would be needed for more locations. We discussed the merits and concerns of having just one location: it may inconvenience some potential attendees, may limit participation, but concentrating the turnout may improve the overall quality of the event. It was decided that a few rooms in the Central Services Building may be well suited for a multimedia presentation. A concern was raised about the availability of parking. Pamela Harris and Melissa Waxler felt that the parking would be adequate.

Action Items:

- *Jillian Barker and Melissa Waxler will check with IS on licensing restrictions for a Prezi presentation.*
- *Pamela Harris will check availability of rooms for November 14th.*

III. Discussion of Special Education University Logistics:

Discussion moved to logistics for the first SPED University session.

- Printed materials (a tri-fold handout) and refreshments will be available for the attendees; RSVPs will be needed on the flyers/invites.
- A survey similar to last year's Resource Fair will be constructed; we would like to have computers onsite for automatic online surveys.

- A sign-in table also similar to the Resource Fair will be needed.
- A raffle prize was discussed, with the suggestion of raffling 2 copies of the ISBE Special Education resource book to attendees.
- Spanish translation will take place in a room separate from the English program.

Action Items:

- *Melissa Waxler and Jillian Barker will draft the attendee handout.*
- *Pamela Harris will contact SWEP for possible donation of cookies for the event.*
- *Melissa Owens will draft a survey and sign-in sheet before the next meeting, and will look into the printing of a copy of the ISBE book for the raffle.*
- *Melissa Owens will finalize the flyer and send to Pamela Harris for translation.*
- *Mary Gonzalez and Julie Henderson will prepare for event logistics, including refreshment set-up, securing coffee, water, and cups, etc.*

Other Business

- Melissa Owens and Sarah Thompson noted that extra time was needed to develop the flyer, despite the need to adjourn the meeting due to time. A few members agreed to work on the flyer after the meeting.

A motion to adjourn was raised by Carol Dimitroff, Melissa Waxler seconded the motion. Meeting adjourned at 8:00PM.

Next committee meeting will be held on October 2nd, 2012 at 6:30pm in Room 483 of the Central Services Building.

Respectfully submitted by:

Melissa Owens, CAC Special Education Committee Co-Chairperson.