

CAC Special Education Committee – Meeting Minutes of November 19, 2013

Meeting called to order at 6:30 PM

In attendance:

Melissa Owens, Melissa Waxler, Ruth Beckner, Robert Salis, Leatrice Satterwhite, Pamela Harris, Tanya Newton, Mary Gonzalez

I. Call to order:

Meeting called to order at 6:30pm. Ruth Beckner moved to approve the September 17, 2013 minutes. Robert Salis seconded the motion; motion was carried.

II. Discussion 2013 Special Education University:

Meeting opened with a debriefing of the 2013 Special Education University. Melissa Waxler commented that the turnout was good and pointed out that members of the administration attended as well. Ms. Waxler also commented that we should make adjustments with the translation, or at least explain to the attendees that live translation was taking place in back, as it was a bit noisy and distracting – especially to those sitting nearby. Other observations: the room was very hot, and the foyer was congested; perhaps next year the tables should be moved away from the auditorium door, with the registration table being near the entrance. Melissa Owens commented that, although we do not have the survey report back from STARnet, the reviews seemed positive. Ms. Owens further commented that it seemed too much time was given to basic background information. Do we hold two or more sessions in the future – a basic session alongside more targeted sessions, to accommodate all types of attendees? Do we move it to a different day/time – Saturday morning, for example?

Pamela Harris asked for the refreshment bill from SWEP. Further discussion of next year's SPED-U session will take place later in the year.

Action Items:

- *Melissa Owens to follow up with STARnet for post-session survey report.*

III. Discussion of Parent Resource Fair:

Melissa Owens presented a working list of exhibitors, explaining that registrations right now were low due to the website registration issues (school district servers were having issues and the CAC website was down as a result). First priority right now is determining the presentations/panel discussions for this year's Fair so that we can move ahead with advertising.

Several exhibitors have submitted proposals for presentations. Advanced Behavioral and Sovereign Pediatric Therapy both submitted proposals to present the clinical side of therapy, which would work as a panel discussion alongside district staff. Leatrice Satterwhite submitted the names of Kelly O'Hara and Veronica Kernler as two district therapists that could be a part of that panel.

Advanced Behavioral also submitted a proposal for a program on helping children through homework struggles, which the committee overwhelmingly liked. This type of presentation could coordinate with two other proposals by By Your Side and Kaitlin's Hideout, both of which address coordinating home schedules between school work, therapy sessions, outside activities, etc.

The Challenger Baseball division and Fox Valley Special Recreation Association submitted proposals on a program centered around special recreation and the value that brings to all kids; the committee thought this would be a great 3rd program.

Ms. Owens also mentioned that Holly York from York Educational Services asked to do a hands-on workshop on Dyslexia, perhaps in a room separate from the lecture room. Pamela Harris requested that district staff be available, so that they could answer questions as to how dyslexia is seen by the special education department.

Melissa Waxler asked if we could include a CAC exhibiting booth, in order to spread the word about our committee. Melissa Owens replied that she would check to see if members of the Executive Committee could help staff such a booth.

Melissa Owens requested that arrangements be made for district staff to monitor the room where the looping presentation would occur, and for the date of the principal's meeting ahead of the Fair, so that they could be presented with flyers at that time.

Action Items:

- *Melissa Owens will work with Sarah Thompson to begin coordinating the presentations / discussion panels.*
- *Melissa Owens will continue monitoring the registrations of exhibitors, and send out invitations as necessary.*
- *Leatrice Satterwhite will check dates for the principal's meeting.*

Other Business

No other business was raised. A motion to adjourn was made by Mary Gonzalez. Robert Salis seconded the motion.

Meeting adjourned at 8:15pm.

Next committee meeting will be held on December 17th, 2013 at 6:30pm in room 358, U-46 Educational Services Center at 355 E. Chicago Street, Elgin, IL.

Respectfully submitted by:

Melissa Owens, CAC Special Education Committee Co-Chairperson.