

## ***CAC Special Education Committee – Meeting Minutes of December 17, 2013***

Meeting called to order at 6:30 PM

### **In attendance:**

Melissa Owens, Sarah Thompson, Melissa Waxler, Robert Salis, Leatrice Satterwhite, Pamela Harris, Mary Gonzalez, Lisa White, Jillian Barker

### **I. Call to order:**

Meeting called to order at 6:30pm. Robert Salis moved to approve the November 19, 2013 minutes. Mary Gonzalez seconded the motion; motion was carried.

### **II. Discussion 4<sup>th</sup> Annual Parent Resource Fair March 1 2014:**

Melissa Owens presented an updated working list of exhibitors. Progress has been made on getting exhibitors registered, but are still lagging a bit because of previous technical issues with the website. Goal is still to hit at least 40 registrations.

Melissa Waxler asked if there were still plans for a CAC booth. Melissa Owens responded that she had put the request in to the Executive Committee and that we should be able to man that booth. Melissa Owens asked if there would be a district Speech and/or O/T booth, as both those areas will be presenting at the Fair. Consensus is that it should be feasible to split time at that booth amongst district staff.

Melissa Owens next presented the Fair Presentation Schedule, as outlined from the previous meeting. Keynote presentation will be “Thriving at Home: Homework, Behavior, Schedules: from 10:00am – 11:15am. The longer timeframe should allow better coverage of the subjects. Presentation will be given by Advanced Behavioral Solutions, By Your Side & Kaitlin’s Hideout. Minor wording changes were made to the copy.

From 11:20am – 12:15pm the Bartlett Little League Challenger Division and area Special Recreation Associations will present “Special Recreation For Your Child”.

Two District/Clinician panel discussions will be scheduled for 9:05 – 9:55am (O/T & Sensory Issues Program with Sovereign Pediatric Therapy) and 12:10 – 1:00pm (Speech Therapy Program Advanced Behavioral Solutions). Pamela Harris asked to change “Speech Therapy Program” to Speech Therapy Services. Discussion followed on “O/T & Sensory Issues Program”; committee finally arrived at “O/T and Sensory Strategies”. Pamela Harris requested that the district be able to trade ideas with Sovereign and Advanced Behavioral ahead of the Fair.

Sarah Thompson explained that two other exhibitors will be giving mini-presentations at or near their booths: York Educational Services on Dyslexia and Dyspraxia Foundation on Dyspraxia. Ms. Thompson guesses that those sessions will take place around the time of the Special Recreation presentation, as they are geared towards different audiences.

The committee next reviewed the draft of the flyer, and minor word changes were made.

### **Action Items:**

- *Melissa Owens will continue monitoring the registrations of exhibitors, and send out invitations and confirmations as necessary. Sarah Thompson will continue calling exhibitors that have thus far not responded to email solicitations.*
- *Sarah Thompson will confirm presentations & panel discussions with all appropriate players.*
- *Sarah Thompson will coordinate communication between the district and the clinics for the panel discussions.*
- *Melissa Owens will finalize the English portion of the flyer, and send it to Donetta Ryan (copying Leatrice Satterwhite and Pamela Harris) for translating.*
- *Melissa Owens will finalize the press release and submit it to Patrick Mogge. Along with the press release, we will need Mr. Mogge's assistance with:*
  - *Possible coverage on the radio station.*
  - *Emails to Principals, Parent Leader Associations and other advisory groups.*
  - *Inclusion in Superintendent's message, Things You Should Know communications, Connect-Ed message.*
- *Melissa Owens will continue to build the Eventbrite page for registrations. Emails to contact list should go out by the end of January.*
- *Action Items for Special Education Department:*
  - *Secure Bags for attendees (Melissa Waxler)*
  - *Secure staff for Respite Care (Pamela Harris)*
  - *Secure translation, printing & distribution of flyer (Donetta, once received from Melissa Owens)*
  - *Secure staffing for room with IEP Presentation (Pamela Harris/Leatrice Satterwhite – should be rotating Special Education Specialists)*
  - *Secure staffing for Speech Therapy / O/T Specialists Booth*
  - *Approach school groups for volunteers, i.e. Key Club, Future Teachers Club (Melissa Waxler, Jillian Barker)*
- *Action Items for entire Committee:*
  - *Additional avenues for flyer dissemination: Centro De Informacion, churches, libraries, park districts, civic groups, doctor/dentist offices, online directories, Facebook groups, school groups, athletics, restaurants with community boards, etc. Each committee member will need to pick a handful of places to target so that we can get the word out.*
  - *Staffing positions at the Fair – each committee member will have specific roles that we will go over at the January meeting: Friday set-up, outdoor signage, front desk registration, assisting exhibitors, assisting presenters, monitoring surveys, monitoring break room, PA announcements. Please think about the role you would like to play ahead of the meeting!*

### **III. Other Business**

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

Meeting adjourned at 8:30pm.

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.