

## ***CAC Special Education Committee – Meeting Minutes of August 19th, 2014***

### **In attendance:**

Melissa Owens, Sarah Thompson, Mary Gonzalez, Lisa White, Melissa Waxler, Leatrice Satterwhite, Ruth Beckner, Brandy Carbery.

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

Meeting called to order at 6:35pm. Mary Gonzalez moved to approve the April 15, 2014 minutes. Melissa Waxler seconded the motion; motion was carried.

### **II. Discussion of Annual Committee Objectives:**

Melissa Owens presented the Administration Response to CAC Objectives to the committee. The Board of Education and the Administration reacted favorably to our report and recommendations from last year. Website modifications have not been made, but school is just started for the year. M Owens will follow up in a couple of weeks. M Owens and Sarah Thompson toured South Elgin High School at the end of last school year with Tony Sanders, and agreed that the site would serve the Resource Fair much better than Elgin High School. T Sanders received approval that day for the space on March 7<sup>th</sup>, 2015. Funding for the events remains the same. S Thompson asked how expenditures will be approved in the absence of a SPED Director. Leatrice Satterwhite said that she will fill that role, and most other roles that a SPED Director would make as the committee liaison. In the event that L Satterwhite needs higher approval, she will defer to Dr. Johnson.

### **III. Discussion of 2014/15 Key Committee Events and Dates**

Special Education University would be November 12 this year. S Thompson said that she would like to expand on the parent advocate program from last year, as all of our objectives were not met. The committee questioned whether we can adequately fill that program given time constraints, and the fact that we want to stage the event for parents with different knowledge levels.

M Owens asked whether the district could put on a program on transitions, as that is a topic that still is requested heavily on parent surveys. Could the evening be broken into different groups? Melissa Waxler said that she could probably get presenters from different grade levels. The committee settled on splitting into three areas – early childhood into elementary / middle school into high school / adult transition. M Owens suggested having the session span 3 hours – one hour for each section. The committee decided to have two rooms, one for the presentation and another for gathering before/after for informal discussions and light refreshments. Another two rooms will be necessary for the streaming IEP video in English and Spanish. M Waxler will work on getting presenters, and will request for Donetta Ryan to reserve the needed rooms for SPED-U from 6:00 – 9:00pm.

S Thompson brought up the subject of fliers and save-the-date cards. Fliers did not always get out to schools in a timely fashion – is there a way to improve on this? There seems to be a bottleneck at the school level. M Owens suggested that central distribution handle the distribution of the fliers to the schools (instead of specialists) in order to save time, but that does not solve the bottleneck issue. L

Satterwhite will put out a request for a central point person at each school; this person will be advised as to the timing of the fliers, make sure they are received from central distribution, and get them out to the teachers/students.

M Owens questioned the worth of the save-the-date cards last year, and wanted to know how they were used, as these are a donated item. L Satterwhite said that they went out to all schools for distribution at IEP meetings, etc. Cards were also given out from the central offices. They still seem to be popular. L Satterwhite will hand them out at the next principal meeting once she receives the cards.

#### **IV. Overview of Lead Roles Needed for 2015 Parent Resource Fair**

S Thompson listed the 4 main areas that need lead positions: Exhibitor Communications, Event Programming/Presentations, Publicity, & Event Logistics. S Thompson will oversee Event Programming and Logistics, and M Owens will oversee Communications and Publicity. However, 4 lead people are needed to work under S Thompson and M Owens. S Thompson mentioned that she will be working with Pam Sodermann on invites to new exhibitors. She would like other committee members to think of recommendations as well.

#### **V. Other Business**

None was raised.

Ruth Beckner moved to adjourn; M Gonzalez seconded the motion. Meeting adjourned by at 8:30pm.

Next committee meeting will be held on September 16th, 2014 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.