

## ***CAC Special Education Committee – Meeting Minutes of September 16th, 2014***

### **In attendance:**

Melissa Owens, Sarah Thompson, Melissa Waxler, Leatrice Satterwhite, Jillian Barker, Antonita King and Robert Salis.

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

Meeting called to order at 6:40pm. Approval of August 19<sup>th</sup> minutes was tabled due to lack of quorum.

### **II. Discussion of Special Education University:**

Melissa Waxler presented the names and topics to be discussed at SPED University, scheduled for November 12<sup>th</sup>. Michelle Cork will be presenting on Early Childhood, and Laurie Stage will present on the middle school and post-secondary transition topics. Since Laurie will be tied up between two sessions, SPED Specialists will field questions in the break room between the 7:00 and 8:00 session. Michelle will be on hand after her session to speak with parents.

M Waxler also ordered materials for parents. We could order more, but there is a large window for delivery (3 -4 weeks).

Timing of the presentations was set at three 45 minute sessions, starting at 6:00, 7:00 and 8:00pm. Jillian Barker wrote descriptions for each session with input committee members. Copy was provided to Melissa Owens for designing the flyer. Once the flyer is updated, it will be forwarded to Donetta Ryan for translation. M Owens will then reset the Spanish translation and provide a finished PDF for print and distribution. The committee stressed that timing was urgent, as the process usually takes about a month in entirety.

Sarah Thompson requested that refreshments be supplied by Center House as they were last year. Flyers will have a stipulation for translation and special services requests.

### **III. 5<sup>th</sup> Annual Parent Resource Fair March 7, 2015**

S Thompson and Pamela Sodemann are still in the process of identifying and confirming new exhibitors. Once those names are ready, they will be forwarded to M Owens for official invitation via email. This should happen in the next few weeks. M Owens will update the registration form.

### **V. Other Business**

None was raised.

Robert Salis moved to adjourn; J Barker seconded the motion. Meeting adjourned at 8:30pm.

Next committee meeting will be held on October 21<sup>st</sup>, 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.