

## ***CAC Special Education Committee – Meeting Minutes of February 17th, 2015***

### **In attendance:**

Melissa Owens, Sarah Thompson, Robert Salis, Lisa White, Marisol Gonzalez, Ruth Beckner, Melissa Waxler, Leatrice Satterwhite.

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

Meeting called to order at 6:37 pm. Approval of January 20, 2015 minutes was motioned by Robert Salis and seconded by Mary Gonzalez. Motion approved.

### **II. Discussion of 5<sup>th</sup> Annual Parent Resource Fair:**

Per Leatrice Satterwhite: Donetta Ryan has one or two names for respite care. Volunteers for respite care, district table and Fair help are in place.

Melissa Owens confirmed with Ruth Beckner that Special Child magazines arrived.

Sarah Thompson and Lisa White have compiled list of volunteers. Still working on student help; S Thompson is talking to Westminster. Melissa Waxler is coordinating with NHS. Committee looked over volunteer schedule provided by S Thompson.

M Owens, R Salis and S Thompson confirmed school walkthrough. R Salis will have draft layout to use for setup. Rooms, tables, chairs are being confirmed with SEHS.

Per M Owens, publicity is widespread on social media. One last email will go out to mailing list. Another push at CAC candidate forum on March 5<sup>th</sup>. Current count on Eventbrite is lower than last year, but number of sessions is lower too. Good responses from Facebook event.

M Owens will send final reminder and instructions to exhibitors. S Thompson will work with presenters and with for-profits on donations.

### **III. Other Business**

None was raised.

Robert Salis moved to adjourn; Lisa White seconded the motion. Meeting adjourned at 8:00 pm.

Next committee meeting will be held on February 17th, 2015 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.