

CAC Special Education Committee – Meeting Minutes of January 21, 2014

Meeting called to order at 6:30 PM

In attendance:

Melissa Owens, Sarah Thompson, Robert Salis, Leatrice Satterwhite, Ruth Beckner, Mary Gonzalez, Lisa White, Jillian Barker

I. Call to order:

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

II. Discussion 4th Annual Parent Resource Fair March 1 2014:

Melissa Owens opened the meeting by checking on status updates from the December 17th meeting action items:

- Melissa Owens reported that registrations for exhibitors are nearing 40, close to the number we had last year. Sarah Thompson is working on a few remaining loose ends; we expect the number to go up by a handful.
- Ms. Thompson has contact information to coordinate communication between committee members & district staff / panel presenters.
- Ms. Owens has finalized the press release and submitted to Patrick Mogge, along with a request of items needed from the U-46 communications office.
- Ms. Owens will send the first round of email invitations to the contact list by the end of the weekend.
- Melissa Waxler has bags for attendees and is working on district volunteers with Jillian Barker.
- Leatrice Satterwhite is receiving confirmation on staffing for respite care, IEP presentation & SLP / O/T booth.
- Ms. Owens brought flyers for committee members to take and distribute.

Sarah Thompson presented a schedule of logistics ahead of the Resource Fair. Mary Gonzalez will coordinate refreshments for the exhibitors. Ms. Thompson will approach Herb's Bakery to see if they are willing to continue with a pastry donation this year. Ms. Thompson will continue communications with panel members. Ms. Owens will continue with publicity and with preparation for print material needed for the Fair. Lisa White will coordinate the volunteers for the Fair, the set-up of the registration table, and will coordinate the assembly of the folders with printed material from Ms. Owens. Ruth Beckner will secure Special Parent magazines for shipment to Ms. Owens. Robert Salis will assist with the layout of the Fair. A walkthrough at Elgin High School will take place at the next CAC General Meeting on February 6th by Ms. Thompson, Ms. Owens and Mr. Salis. We will schedule an additional daytime walkthrough with Elgin High staff if necessary. Leatrice Satterwhite will follow up on the distribution of flyers, respite care staff, and SPED specialists for the IEP presentation room.

The committee took a brief look at the positions needed for the day of the Fair. Next committee meeting will entail filling in these positions and confirming the above logistical items.

Action Items:

See above paragraph for action items.

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 February 18th, 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.