

CAC Special Education Committee – Meeting Minutes of August 18, 2015

In attendance:

Melissa Owens, Sarah Thompson, Robert Salis, Melissa Waxler, Leatrice Satterwhite, Denise Matthews, Rebecca Miller, Sarah Siddiqui.

I. Call to order:

Meeting called to order at 6:35 pm. Approval of April 21st minutes by acclamation.

II. Discussion of Annual Committee Objectives:

Melissa Owens and Sarah Thompson presented the 2015 Administration Response to CAC Recommendations to the committee. Recommendations to hold both the Special Education University and spring Parent Resource Fair are supported by administration. Date for SPED-U: November 4th, 2015. Date for Parent Resource Fair: March 5th, 2016.

III. Discussion of Key Committee Events

Committee decided on the focus of the November SPED-U session: Special Education Programs and Service Specialists. Representatives from programs, and service specialists, will give a very brief introduction to the entire audience, highlighting their program/specialty, needs that are served by them, appropriate grade level, and expected outcomes. Programs to include: ED, Central Schools, ILP, MLP, EN1, EN2, Cross Cat Instructional and Transition. Service specialties to include: OT, PT, SLP, Social Work, Hearing Itinerant, Vision, Orientation/Mobility, and Deaf/Hard of Hearing Counseling. After introductions, we will stage each person in a different area for a meet & greet with parents.

Action Items:

- ***Leatrice Satterwhite to check on availability of room 240 at EHS.***
- ***Leatrice Satterwhite and Melissa Waxler to begin recruiting staff to participate.***
- ***Leatrice Satterwhite and Melissa Waxler to assign and collect two page PowerPoint summaries from each of the presenters.***
- ***Melissa Waxler to send Melissa Owens descriptions of event categories for flyer.***
- ***Melissa Owens to begin draft of flyer.***

IV. Overview of Lead Roles for 2016 Parent Resource Fair

Sarah Thompson gave a description of each category of lead roles for the Fair: Exhibitor Communications, Event Programming/Presentations, Publicity, and Event Logistics. Members were asked to consider their role for the year and report back next meeting.

Action Items:

- ***Melissa Owens to send initial response form to exhibitors in our database.***
- ***Sarah Thompson to make contact with members not present.***

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Sarah Thompson gave a description of each category of lead roles for the Fair: Exhibitor Communications, Event Programming/Presentations, Publicity, and Event Logistics. Members were asked to consider their role for the year and report back next meeting.

Action Items:

- ***Melissa Owens to send initial response form to exhibitors in our database.***
- ***Sarah Thompson to make contact with members not present for inclusion.***

V. Committee Member Status/New Members

Action Item:

- ***Melissa Waxler to reach out to PTO groups, SPED staff with informational material on the committee, asking for referrals of active parents for possible membership with our committee.***

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

Next committee meeting will be held on September 15, 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.