

## **CAC Special Education Committee – Meeting Minutes of October 15, 2013**

Meeting called to order at 6:40 PM

### **In attendance:**

Melissa Owens, Sarah Thompson, Melissa Waxler, Jillian Barker, Ruth Beckner, Robert Salis, Leatrice Satterwhite, Lisa White, Elizabeth Wilson, Betty Johnsen, Mark Townsend

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

Meeting called to order at 6:36pm. Ruth Beckner moved to approve the September 17, 2013 minutes. Robert Salis seconded the motion; motion was carried.

### **II. Discussion 2013 Special Education University:**

Sarah Thompson presented the logistics for the upcoming 2013 Special Education University. Committee members will be responsible for setting up the space, preparing handout material and signs, managing registration table, greeting guests, and managing the refreshments. Committee members will also head up the discussion groups so that they are parent led. Sarah has these duties outlined in a chart, with tasks given to committee members. Melissa Waxler brought additional handouts to the meeting, and offered to have students in the Center House classes stuff the folders for the event. Food trays have been ordered; additional supplies will be needed.

Pat Stauch will deliver her presentation in the auditorium. As requested previously, translation will occur via headsets. Pat will also walk the breakout room to meet with the small groups and answer questions. We are unclear at this point if we run two different small group sessions for English and Spanish; if this is needed or preferred, do we have the volunteers available to help manage the Spanish session? Melissa Waxler offered that Jim Lawton, ELL Special Education Assistant Director, and Sue Nelson could help oversee the Spanish room.

Melissa Owens reports that everything is in place on the Eventbrite website for registration, and invites will go out to people on our mailing list within days.

### **Action Items:**

- *Leatrice Satterwhite will check with Sue Nelson and/or Jim Lawton on availability to oversee Spanish breakout room.*
- *Ruth Beckner will work with Bartlett library to get Chicago Parent magazine articles copied.*
- *Melissa Owens will begin printing remaining items for the folders.*
- *Melissa Owens will continue advertising on Facebook and the CAC website.*
- *Melissa Waxler will check with Tracy Morton about having students put the folders together. Melissa Waxler and Melissa Owens will coordinate getting the material to her.*
- *Mary Gonzalez will secure additional refreshment items.*

### **III. Discussion of Parent Resource Fair:**

Sarah Thompson presented a list of organizations to add to our Resource Fair. A small handful of these are for-profit organizations; we need to set the registration fee for these organizations. Melissa Owens pointed out that we do not have a mechanism for accepting cash. A suggestion was made to accept in-kind donations instead; this solves the cash issue, and solves the issue of having items available for parent attendees, such as bottled water.

Melissa Owens reported that the registration form is ready to use on the CAC website. This will allow us to collect data automatically from the exhibiting organizations. Invitations to exhibit will be sent out first to past exhibitors, and then to new potential exhibitors.

Next decisions about the March Parent Resource Fair need to focus on the panel discussions/presentations. Leatrice Satterwhite is pulling together ideas for a speech therapy presentation from the district. A hands-on OT demonstration might also be a popular presentation. We will need to finalize the breakout sessions at our committee meeting in November, so that we can begin work on the flyer.

#### **Action Items:**

- *Sarah Thompson and Melissa Owens will work through contacting names on the list of new/potential exhibitors.*
- *Melissa Owens will continue monitoring the registrations of exhibitors, and send out invitations as necessary.*
- *Leatrice Satterwhite will look into a presentation on speech therapy and the differences between social & academic therapy goals.*

#### **Other Business**

No other business was raised. A motion to adjourn was made by Lisa White. Robert Salis seconded the motion.

Meeting adjourned at 8:10pm.

Next committee meeting will be held on November 19th, 2013 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.