

CAC Special Education Committee – Meeting Minutes of December 16th, 2014

In attendance:

Melissa Owens, Sarah Thompson, Robert Salis and Leatrice Satterwhite.

I. Call to order:

Meeting called to order at 6:00pm.

II. Review & Discussion of 5th Annual Resource Fair Flyer:

The Meeting started at 6:00 PM -- Members present were Melissa, Robert and Sarah. Melissa left at 6:30 and Leatrice showed up shortly afterwards.

Melissa had several samples of other flyers for the committee to review. She wanted feedback regarding the layout of the current year flyer. Melissa, Sarah and Robert discussed both the format and content in detail. They all agreed that the flyers needed a facelift from previous years and should refer most readers to the Eventbrite website for the details. We also agreed to put NADS and Infinitec's logo on the flyers as well as to "Purchase" a picture that can be used so no releases will be needed. The three agreed on an overall format and content to be included. Times for presentations: NADS 9:30-10:50, Infinitec 11:00-12:00. We need a synopsis and list of websites from Infinitec. We also need to check with Tony Sanders about doing a walk through at SEHS and verify exhibitors will have wifi before we guarantee it. Melissa O will send out flyer by 1st of the year for committee approval, with the goal of having it to Donetta for translation by January 7th. Sarah and Pam Sodemann will follow up with exhibitors who have not RSVP'd by January 5th. Melissa will send one final registration reminder from the website to the exhibitors to complete their registration. As of the date of this meeting, we have over 20 exhibitors registered.

Melissa left the meeting at 6:30 and Leatrice arrived. Robert and Sarah showed Leatrice the flyers and gave her a summary of our thoughts on the formats we liked best and the content we had discussed including on the flyer. Leatrice agreed with the committee's preliminary decisions.

Sarah discussed the issues we have had with getting the flyers distributed in the past and asked Leatrice if there was a better way to get them distributed to the schools. Leatrice was going to have Donnie contact specific Cross Categorical Teachers from each school who would be responsible to distribute the flyers to the various special ed teachers in their respective buildings. This way we can work through the central mail room (for distribution) and address each package of flyers to a specific individual at each school. Then that teacher will be required to e-mail Donnie when they have received the flyers and distributed them within their school. This way we can track their distribution.

III. Other Business

Next the e-mail from center house with the questions was discussed. Leatrice will follow up with Melissa Waxler and have her follow up with Jay so he understands the purpose of our spring version of

the Special Ed University. She will also have Melissa tell them "No" that they won't be presenting a break-out session but rather only hosting a booth. Also she will let Melissa know that we will not need Angie Pucci to be a speaker since we have special ed advocates though NADS.

The Next committee meeting will be held on August 20th, 2015 at 6:30pm in room 358, U-46 Educational Services Center at 355 E. Chicago Street, Elgin, IL.

The meeting adjourned at 7:00 PM.

Respectfully submitted by:

Sarah Thompson, CAC Special Education Committee Co-Chairperson.