

## ***CAC Special Education Committee – Meeting Minutes of November 15, 2016***

### **In attendance:**

Committee Members: Denise Matthews, Leatrice Satterwhite, Sarah Siddiqui, Rebecca Dahn, Sarah Thompson and Melissa Owens.

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

Meeting called to order at 6:40 PM. The 9/27/16 meeting minutes were reviewed; no corrections made. Sarah Siddiqui moved to approve the 9/27/16 minutes; Melissa Owens seconded the motion. Approval of 9/27/16 minutes carried by voice vote.

### **II. IV. Public Comment**

Sarah called for Public Comment. None was raised.

### **III. New Business**

Sarah then presented the outline submitted by the speakers for the January 24, 2017 presentation on “Post-Graduation at Gail Borden Library. She specifically asked the Special Ed Departmental Representatives if they had any feedback as the content related to the transition process after graduation and community employment which are areas all of the committee members have not yet dealt with. Leatrice suggested that she would have Tracy Morton,(Principal of the Center House) review this and make suggestions, if any, since she has day to day experience with this.

Sarah mentioned that the Gail Borden Library had posted a summary of this program in their on-line calendar and she had emailed Mary Fergus and Melissa Owens to get this post linked into the District and CAC web pages. Melissa said she also wanted our summary so she could add more information on the CAC website. Sarah agreed to send this to her. Committee members were curious if the other libraries could do the same. Sarah said they were both more restrictive in what they would do but Sarah would follow up with them again and see if she could get further publicity at either Popular Creek or Bartlett Libraries.

Sarah talked about the February/March programs. She showed the outline for February to the committee but said we had discussed it during our August meeting. Melissa offered to pass it onto a member of the Spanish Advisory Council to start promoting that event since one of the speakers will be presenting in Spanish.

Sarah then talked about feedback from the last presentation and showed the group a “Grid” summarizing the survey responses. Overall, the responses were very positive and the October program appeared to be a huge success!

Next Sarah talked about the fact we did not have a Spanish translator at the October program and that we needed to have a Spanish Translator at the January and March programs. Leatrice sent an email to Mary Fergus requesting more information on how we could secure interpreters for the January and March programs. The committee also suggested that we see if Gail Borden could add a field to registration for parents needing Spanish translation services. Sarah will follow up with Stacy Rausch from Gail Borden Library.

Finally Melissa Owens described the Eventbrite Website and how we had communicated with our parents in past events. She stated that we had an email list of about 400 people who had attended one or more of our events. The only thing that was necessary was to set up 3 separate events (one for each program) to be sent at future dates to promote the event through the Eventbrite Website.

Melissa suggested she work with volunteer committee members over a long lunch and set up all three events at once while training them on Eventbrite. This process involves setting up the event and drafting the email. The only updates that would need to be made afterwards would be to add new parents to the email distribution list. Melissa estimated it would take 1 ½ to 2 hours to complete this. Sarah Siddiqui offered to do this with other committee members. The committee agreed that the co-chairs (Rebecca and Sarah) would be trained on this with Sarah Siddiqui so that three of us understand the website and process. Our meeting with Melissa would allow us to set up all three events and then be able to send them out just prior to the event as well as be able to use the Eventbrite website for future programs.

***Action Items:***

- Tracy Morris to review January speaker outlines and give feedback by November 30, 2016.
- Sarah Thompson to follow up with Bartlett and Poplar Creek libraries to see if either one can put our programs on their calendar, on their website or in their newsletters.
- Leatrice to provide an update on securing interpreters for our January and March programs.
- Sarah Thompson to contact Stacy Rausch and ask her to add to the registration a question about if the parent needs Spanish Translation.
- Sarah Thompson to send Melissa Owens the summary of the January program so she can put up more information on the CAC website.

- Sarah Thompson, Rebecca Miller, Sarah Siddiqui and Melissa Owens to set up date to work on Eventbrite Invites.
- Make a note to consider adding a Saturday Program/Meeting to see if more parents are able to make it at this time. But only do this once or twice.

#### **IV. Other Business**

Sarah Thompson mentioned although these events were very successful, we are not drawing new members onto our committee. Sarah also pointed out that our children are growing up and we need to consider ways to expand our committee so that it doesn't end once our children are thought the system. One idea we discussed was to hold a program and discussion group on a Saturday AM when it might free up some parents that otherwise could not attend on a weeknight. The committee thought it was a good idea to consider this when setting up our meeting dates next April.

Melissa Owens moved to adjourn; Sarah Siddiqui seconded the motion. Meeting adjourned at 7:20 PM.

Respectfully submitted by: Sarah Thompson, CAC Special Education Committee Co-Chairperson.