

**Calvert County Public Schools**  
**Special Education Citizens' Advisory Committee**

FINAL

**Meeting Minutes: September 19, 2023**

**Attendees:**

President, Joe Cormier  
Secretary, Ashton Nelson  
Member at Large, LaShonda Scott  
Director, Special Education Department, Dr. Kendy Anderson  
Supervisor, Special Education Department Nancy Gregory  
Michaela Smith, Parent  
Samantha Mathieson, Parent  
Kara Muffley, Parent/CCPS Data Manager  
Adam Keese, CCPS Secondary Transition Specialist  
Shelley Baden, Parent  
Sarah Henley, Parent

**Welcome and Introductions**

Meeting began promptly at 6:30. Being the first meeting of the school year each attendee introduced themselves to the group. Meeting Norms and expectations were reviewed. If you have specific questions and are unsure of the point of contact, please reach out to Joe for assistance. A special thank you to Ms. Baden for sharing information regarding introducing your child to their IEP team this year. The documents provided and sent with the meeting agenda were well received. Joe noted that it is never too late to introduce your child to their team, or to use these for any changes in student or staff at any point in the year.

**Meeting Minute Approval**

Minutes from June 2023 were sent via email previously. No input given. Motion to approve – Ashton. Second motion – Lashonda. Approved with no objection. Will forward to CCPS webmaster for posting on SECAC page.

**Vacancies Discussion**

The position of Vice President is still vacant. No nominations received. Will remain open until filled. In March/April, discussions will begin for positions for the 24/25 school year as all positions will be up for occupancy. Please reach out to Joe for nominations for VP.

**Directors Report/Treasury Report**

Dr. Anderson wanted to review the success of the summer book study. Looking into some Saturday sessions and opportunities for new book studies. Others noted how great this was and book suggestions were received. If you have suggestions, please send them to Dr. Anderson. The only change in treasury were the conference approvals for two parents. If you have requests for conference/book scholarships, please reach out to Joe.

Nancy Gregory presented a PowerPoint that reviews the Special Education Audit initiated in the 21-22 school year. Please see here: [MSDE Monitoring and CCPS Report Card Presentation.pdf](#)

Note: Part B = School Aged

Part C = Infants, Toddlers and Pre-School aged

### **Calendar Items and Final Thoughts**

- TASH Conference coming up in November. Discussion about sending parents.
- "The Basics" readiness series to begin Wednesday, September 27<sup>th</sup> at CCS. See flier for more details.
- Discussion around what MAPS mean.
- Book Study Suggestions "Lost at School" Dr. Anderson to look into future dates.
- CCPS website > Special Education Page just updated with MSDE resources.

Future meeting dates: October 10<sup>th</sup>, November 7<sup>th</sup>, January 9<sup>th</sup>, February 13<sup>th</sup>, March 12<sup>th</sup>, April 17<sup>th</sup> (SECAC Awards), May 7<sup>th</sup>, June 11<sup>th</sup> (executive board meeting). All meetings are at 6:30pm and will be held virtually.

Mr. Cormier suggested that anyone who needs assistance email him at [joseph.somd.leader@gmail.com](mailto:joseph.somd.leader@gmail.com)

**Meeting was adjourned at 7:45.**