

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

FINAL

**Meeting Minutes July 30, 2024**

**Attendees:**

Joe Cormier, Chairperson  
Kendy Anderson, Director of Special Education  
Shelley Baden, Vice-Chairperson  
Ashton Felton, Secretary

**Welcome and Introductions**

The meeting began at 6:30. Mr. Cormier reviewed the agenda.

**Meeting Minute Approval**

Minutes from the May 2024 Meeting were sent previously. Motion to approve by Mrs. Felton, seconded by Ms. Baden. Approved. Will reach out to CCPS Webmaster to add to webpage.

**Directors Report/Treasury Report**

No current change in treasury. Will have change next meeting as grant will be spent out by then. \$300 scholarship approved for member to attend COPAA training course, \$250 scholarship approved for member to attend MCIE Conference. Misc remaining funds to be used for Resource Fair event (upcoming) and purchasing more books for parent lending library.

Directors report by Dr. Anderson encompassed the draft staffing plan. Dr. Anderson reviewed the staffing plan and changes from last year. Draft was sent to membership prior to meeting for public input. One public comment received and shared anonymously with the team. Mr. Cormier will gather any additional public comments and present to Dr. Anderson and the BOE. The presentation of the staffing plan will be on the August 8<sup>th</sup> BOE Agenda. Meeting at 3:30.

**SECAC Upcoming Year Suggestions**

- Topics – Received interest from Calvert Mediation, Parks and Rec, PPMD, & Secondary transition topics. Mrs. Felton will compile dates and exec team will work on reaching out and confirming.
- Possible book study suggested for the fall to include the MSDE Parent handbooks series.

**Public Comment**

No members outside of executive team were present. No comments received except for the staffing plan comment shared earlier.

**Calendar Items and Final Thoughts**

- How to grow membership? Suggested bigger push outside of CCPS via social media and face to face conversations. Being present at more events. Pushing the flier early and often to IEP chairpersons, IEP clerks, special educators, etc. Flier will be updated with a few calendar changes and once complete, will be distributed.

- Do we want to invite BOE candidates back for another meeting for opportunity to re-introduce themselves? Should be for Oct meeting if okay.
- October 18<sup>th</sup>, 2024 – SECAC is partnering with CCSO for another traffic stop and resource fair event. Mrs. Felton creating flyer for event and for vendors to send out. Will be held at Harriet Brown community center. Will add to flier calendar. Mrs. Felton will work toward putting an amazon list together for any materials needed.
- Upcoming Meeting dates:
  - September 17<sup>th</sup>, 2024
  - October 15<sup>th</sup>, 2024
  - November 19<sup>th</sup>, 2024
  - NO MEETING IN DECEMBER
  - January 14, 2025
  - February 11<sup>th</sup>, 2025
  - March 11<sup>th</sup>, 2025
  - April 9<sup>th</sup>, 2025 (ANNUAL STAFF APPRECIATION AWARDS)
  - May 13<sup>th</sup>, 2025
  - June 10, 2025 (EXECUTIVE BOARD MEETING)

Please reach out to us at any time if you have questions or are looking for resources.

**Meeting was adjourned at 7:17pm.**