

**CAC Specialized Student Services Committee – Meeting Minutes of September 13, 2022, 7:00 pm**

**In attendance:** Dr. Leatrice Satterwhite (Director of Specialized Student Services), Matthew Murphy (Assistant Principal of Student Services-Bartlett High School), Kendyl Kinshaw (Assistant Director of Specialized Student Services-Operations), Virginia McHugh-Kurtz, Avita Odoom, Chanda Schwartz, Sarah Siddiqui

**I. Call to Order**

The meeting was called to order by Sarah S at 7:01 pm. Introductions were made.

**II. Approval of the minutes from 5/10/22**

A motion to approve the minutes was made by Virginia M. and seconded by Avita O. The committee voted to approve the minutes.

**III. Public Comment**

There were no public comments.

**IV. Discussion of 2022-2023 Programs**

**A. SSI, SSDI, HFS, DHS, PUNS Understanding the Alphabet Soup by Sherri Schneider**

1. Sarah S. to ask Sherri's permission to record and post handouts.
2. Flyer needs to be finalized and distributed in paper form by Dr. Satterwhite to assistant principals on 9-23 (Elementary) and 9-28 (MS/HS) to give to building students. Printed flyers to be passed out at general CAC.
3. Virginia M. will promote this program on Facebook.
4. Avita will send Dr. Satterwhite program summary and Sherri Schneider's email address for webinar invitation.
5. Committee chairs will remind Dr. Satterwhite about flyer distribution, interpreter, and connect-ed email/texts

**B. Dr. Ann Weller**

1. Ginger K. discussed the topic and title. Per discussion with Dr. Weller, the program will be about puberty and its signs and symptoms.
2. Discussion of removing mention of "a child with special needs" from the title because the program will be for generally all children going through puberty.
3. Summary and title will be given to Dr. Satterwhite closer to the program date.

**C. Advanced Behavioral Solutions (ABS)**

1. Avita O. discussed topics about anxiety with ABS and they are open to generating their own ideas for the program. The committee agreed that ABS are experts and their topic idea is welcomed.
2. Summary and title will be given to Dr. Satterwhite closer to the program date.

**V. Discuss Program Logistics**

- A. We discussed if we should continue making and distributing flyers. For the October presentation, Dr. Satterwhite will distribute flyers to assistant principals, who will distribute them to students with specialized student services. Flyers will also be available at the general CAC meeting. After this program, the use and necessity of flyers will be further discussed.

**VI. Other Business**

- A. The meaning of LEA was discussed and Dr. Satterwhite discussed the changes that were made in the district. Assistant principals (AP) are now LEAs (Local Educational Agency) and SECs (Special Education Coordinators) only attend meetings when requested. APs are receiving 3 days and 3 hours per month of training to prepare for this change.
- B. Mr. Murphy volunteered to put together a one page sheet on common acronyms of special education terminology, as well as other information pertinent to IEP/504 meetings. Ms. Kinshaw will be contributing information to add to this sheet. The committee will review this resource and post it on our CAC SSS committee page.
- C. Dr. Satterwhite will invite Amanda Leatherby to our November meeting to discuss the changes U-46 has made recently pertaining to staff oversight.

**VII. Adjournment of meeting**

A motion was made to adjourn the meeting by Chanda S. and seconded by Virginia M. The meeting adjourned at 7:57 pm.