

Special Education Advisory Committee (SECAC)

Meeting Minutes October 16 2025

Date: October 16, 2026

Time: 6:00-7:30pm

Location: Carroll Springs School

1. Welcome

Members were welcomed, and attendance was noted. A brief overview of the meeting agenda was provided.

2. Approval of September 2025 Meeting Minutes

The September 2025 meeting minutes were reviewed.

3. SECAC Background and Overview

An overview of the Special Education Advisory Committee (SECAC) was presented, including its purpose, advisory role, and alignment with state and local requirements. Discussion focused on the committee's role in advising the school system on matters related to special education policies, services, and family engagement.

4. Family Support – Upcoming Events

Upcoming family support events were reviewed. Members discussed opportunities to promote participation, improve communication with families, and ensure accessibility. Suggestions included increased outreach and collaboration with community partners.

5. Review of Priorities and Goals for the 2025–2026 School Year

The committee reviewed proposed priorities and goals for the 2025–2026 school year. Discussion centered on aligning goals with student needs, family engagement, and system-level improvements. Feedback from members will be used to refine and finalize priorities.

6. Subcommittee Small Group Work: Activity Mapping

Members broke into small groups to begin development of **Activity Mapping** for each subcommittee. Each group discussed potential activities, timelines, and desired outcomes.

Subcommittee Focus Areas and Action Planning

Membership and Governance Subcommittee

The Membership and Governance Subcommittee focused on strengthening committee structure and sustainability. Members began reviewing the current bylaws with an emphasis on membership requirements, governance practices, and alignment with advisory committee expectations.

Next Steps:

- Continue review and refinement of bylaws
- Finalize bylaws for presentation and vote in 2026
- Prepare for a vote on the Executive Committee

Community Engagement and Family Support Subcommittee

The Community Engagement and Family Support Subcommittee discussed opportunities to increase family involvement and visibility of SECAC activities. Members reviewed existing and upcoming family support events and identified areas for enhanced outreach and collaboration.

Next Steps:

- Focus on planning and supporting community and family engagement events
- Prioritize planning for a Resource/Transition Fair

Recognition and Awards Subcommittee

The Recognition and Awards Subcommittee focused on the initial stages of planning a recognition-related event. Discussion included purpose, scope, and potential timelines.

Next Steps:

- Develop an application process
- Finalize application materials
- Roll out application to stakeholders
- Each subcommittee will continue refining activity maps and report progress at the next meeting.

Future Actions and Committee Business

- **Vote on Bylaws** (anticipated 2026)
- **Vote on Executive Committee**
- Review and establish **Priorities for the 2026–2027 school year**
- **Track progress on committee goals** throughout the year
- **Compile and summarize recommendations** for submission to the Board of Education

7. Next Steps and Adjournment

Next steps were reviewed, including subcommittee follow-up work and preparation for the next SECAC meeting.

Next Meeting: November 20 2025 at 12:30pm