

**CAC Specialized Student Services Committee – Meeting Minutes**  
**Tuesday, November 15th, 7 p.m.**

**In Attendance:** Dr. Leatrice Satterwhite (Director of Specialized Student Services), Matthew Murphy (Assistant Principal of Student Services -Bartlett High School), Virginia McHugh-Kurtz, Chanda Schwartz

**I. Call to order** - The meeting was called to order by Virginia M at 7pm.

**II. Approval of the September 13, 2022 minutes** - A motion to approve the minutes was made by Chanda and seconded by Virginia. The committee voted to approve the minutes.

**III. Public Comment** – There were no public comments.

**IV. Discuss 2022-2023 Presentations**

**A. Sherri Schneider – Completed October 18<sup>th</sup>, 2022** – About 30-40 people attended the presentation. There was some discussion about the differences in communication methods. Dr. Satterwhite relayed this to Tara. Chanda stated that Avita discussed it with Karla as well at the CAC general meeting. There were four district events that night which could have led to reduced attendance and communication.

**B. Dr. Ann Weller - February 21, 2023** – Presentation needs to be in 3-4 weeks before for translation. Virginia will get title and summary for flyer before January meeting.

**C. ABS – April 11, 2023** – no update

**V. Discuss Presentation Logistics** – Reminders that presentations need to be in 3 weeks in advance for translation. We discussed some of the translator issues for the October event; there may have been information lost in translation due to the presenter speaking quite fast and using so many acronyms.

The district is shifting to a newsletter format instead of an email blast, but not entirely certain of the format and frequency of this yet. T

There was also a discussion of trying to get SSS events out to private placement families, as currently there is no district communication of SSS events. Dr. Satterwhite will discuss the possibility of getting these events out private placement families with Bob Bolin.

**VI. Other Business** – Mr. Murphy shared his summary of special education with the department overview, images, acronyms, and IEP meeting updates. The committee will be sent this to review and make suggestions at the January meeting. Amanda Leatherby will join the January meeting to discuss changes to U-46 Special Education staff oversight.

**VII. Adjournment of Meeting** – a motion was made to adjourn the meeting by Chanda S, and seconded by Virginia M. The meeting was adjourned at 7:21pm.