

# Specialized Student Services Committee Minutes

Tuesday, August 8, 2023, 7 p.m.

**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, Sarah Siddiqui, Avita Odoom

**I. Call to order** - The meeting was called to order by Sarah S. at 7:01pm.

**II. Approval of May 23, 2023 minutes** – A motion to approve the minutes was made by Ginger and seconded by Avita. The committee voted to approve the minutes.

**III. Public Comment** – There was no public comment.

**IV. Discussion of 2022-2023 Year End Report**-The committee will email the report to the CAC Executive Committee ahead of the next meeting, in order for it to be approved. The report will then be voted on at the General CAC meeting on 9/7/23. Lastly, the approved report will be presented at a School Board meeting. Avita O. will research where the committee can reserve a time to present to the board, and Sarah and Virginia will request presenting to the board at the next Executive meeting. The date 9/11/23 is anticipated as the date to present to the board.

**V. Discussion of 2022-2023 Meeting Dates/Presentation** – Sarah S. will reach out to Sherri Schneider to ask her to present her benefits presentation with the addition of a special needs trust lawyer on October 24th. Virginia M. will reach out to Joey/ABS to repeat the “Brain Training” presentation from 2022-2023, renamed with “Executive Function” on March 12, 2024. CAC General is having 2 presentations connected to SSS, one on Parent Advocacy on November 2nd and another on “It’s OK to Not Be OK” on January 11th. SSS. Sarah S. will discuss the Parent Advocacy panel to have Amanda Leatherby (on IEPs and 504s), instead of Kevin Seal. SSS meeting dates were discussed, and all planned dates will continue, with February 27th possibly being canceled.

Sept 26-planning for benefits program, Oct 24-benefits program, Nov-no meeting, Dec-no meeting Jan 23-plan for ABS program, Feb 27-optional meeting if needed, March 12-ABS program, April 9-present and vote on end of year report, final meeting

**VI. Discuss Presentation Logistics**- As each speaker is confirmed, Sarah S. and Virginia M. will send Dr. Satterwhite an email for her to communicate the information for the Engage newsletter, district calendar, and interpreter. Sarah S. will make flyers for the programs, which will be translated and linked to the Engage newsletter. Virginia M. will promote the programs through Facebook. Programs will be recorded and linked to the CAC SSS website.

**VII. Discuss Building Membership** – Matthew M. will make a pamphlet of the SSS flyer he has created. He will add a link to the CAC SSS website and encourage

parents to join. This pamphlet will be pushed out from the Specialized Student Services Department. The pamphlets will also be available at IEP and 504 meetings in order to encourage

**VIII. Other Business** – Dr. Satterwhite will email the names, positions, and job titles for Specialized Student Services programs. This is for a future SSS roundtable program that was discussed. Another future program idea is to present to freshman parents about transition programs available in U-46.

**IX. Adjournment of Meeting** – A motion was made to adjourn the meeting by Sarah S. and seconded by Virginia M. The meeting was adjourned at 7:49pm.