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Citizens' Advisory Committee for Special Education

www.smccacse.org and Facebook @ CACSE – St Mary's County MD

Elizabeth Snyder, Chairperson

Leslie Popielarcheck, Vice-Chair

June Nicholas, Secretary

Meeting Minutes for August 11, 2014

Meeting held at:

St. Mary's County Public Schools - Special Education Conference Room
23160 Moakley Street, Leonardtown, MD, 20650

1. Call to Order
2. Introduction of Members and Parents/Community
 - a. All Officers were present; additional Representatives present this evening were:
 - i. Charles Slade, Park Hall Elementary School
3. Review and Approve Minutes – May and June minutes need to be prepared for approval. There was no meeting for July.
4. Committee Reports
 - a. Outreach
 - i. Website – Site is live but is undergoing revision. Meetings were held in July and August to discuss updates and changes. Banner and theme will be changed to incorporate new logo. June Nicholas will email Brad Searle information about colors acceptable to those with color-blindness as part of Section 508 compliance and the current banner file. Rosalynn Adams is working on a list of FAQs for the website.
 - ii. Logo design, brochures and printed materials - A new logo design was tentatively approved for rollout in September. Materials will be prepared for print as soon as new logo is designed and approved. Ideas for a new tagline were discussed.
 - iii. Facebook and Twitter - CACSE will continue to utilize these rapid means of communication. There are four CACSE sites on Facebook, two of which appear to no longer be active. June Nicholas will try to contact their administrators to see if they can be taken down.
 - iv. Rise Up Award for 2014 – 2015 school year - The idea of incorporating the Rise Up logo into the CACSE logo was discussed but decided against. Planning for publicity and seeking nominations will commence earlier than in past years.

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- v. Support Group meetings - Meetings will continue on the same days as the regular Meeting, at 5:45 pm
 - b. Education
 - i. Southern Maryland Collaborative for Families of Children with Disabilities (SMCFCD) – It was decided over the summer that the tri-county Special Education Conference would be moved to the fall rather than in spring. This year’s presenter shall be Dr. Jed Baker, and entitled “No More Meltdowns: Preventing Challenging Behaviors and Teaching Social Skills.” The Fall Conference shall be held Wednesday November 12, 2014 from 9:00 am to about 3:00 pm at the Greater Waldorf Jaycees Community Center. A planning meeting was held August 5. June Nicholas represented CACSE at the August planning meeting; see additional report attached.
- 5. Updates from Partners for Success
 - a. Susan Shannon, Coordinator for Partners for Success, would file this report. There is no news to report this evening.
- 6. Updates from Affiliated Agencies and Organizations
 - a. Autism Support Group of Southern Maryland (ASG) - This report is filed by June Nicholas, Treasurer. The ASG is preparing filings with the Internal Revenue Service to become a formal nonprofit organization. Articles of Incorporation were filed last spring and the Form 1023 is being prepared. A fundraiser was held over the summer as well, bringing in about \$900, which will be applied to the Fall Conference. Registration for the Fall Conference will be handled by the ASG and can be done through the ASG website.
 - b. Down Syndrome Association of Southern Maryland – DSASMD is hosting a Down Syndrome Education Conference at the College of Southern Maryland on October 17 and 18. Attendees can register at www.fabulouswith47.com
- 7. Director’s Report
 - a. Melissa Charbonnet, Director of Special Education for SMCPSS, or her designee, would file this report. There is no news to report this evening.
- 8. Old Business
 - a. Training and workshop attendance funding – CACSE would like to provide funding for CACSE members to attend training. This would include the Fall Conference.
 - b. “Family Toolbox” – CACSE has grant money available to fund the purchase of items for the Family Toolbox. Elizabeth Snyder gave a status of items that were on order. Once items are delivered, volunteers will need to set up an inventory and distribution process. Suggestions included preparing survey cards for parents to fill out on the usefulness of the items, and finding out if the items could be cataloged by the county library system.
- 9. New Business
 - a. Special education reports – The question was raised as to whether SMCPSS could publish reports for the schools similar to those available from Montgomery County. MCPS publishes “Special Education at a Glance” as one of the reports

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prepared by their Office of Shared Accountability, which include reports for each school individually. A typical report is at:
<http://www.montgomeryschoolsmd.org/departments/regulatoryaccountability/SpEdGlance/currentyear/schools/04230.pdf>

- b. Transportation – There were some changes to routes and schedules this year. CACSE may develop, with the assistance of the Transportation Department, a training module for children with special needs, such as a “Meet the Bus” day where parents and children could learn about special transportation. This should be developed for presentation to the community prior to the start of the 2015 school year.
- c. Advance orientation – CACSE will see if schools would be willing to have an advance orientation day prior to the open houses so families of children with special needs could tour the schools with their children in quiet and at their own pace. Additional needs that could be addressed include transportation, physical education, dispensing medicine, lockers, etc. This will be requested for the 2015 school year.
- d. Library outreach – Chuck Slade is inquiring of the county library outreach program what they typically do for patrons with special needs, including what resources are available, whether they could host the Family Toolbox or list the items and PFS items in the catalog, if it is possible to do thematic displays of books and resources, what online magazines and learning resources are available, including tutoring. Dialog will continue this year to establish formal ties.
- e. CACSE Meetings for the 2014 – 2015 school year – Dates have been set for regular and Support Group Meetings, and the meeting rooms will be determined. The dates are as follows:

August 11, 2014	January 12, 2015
September 8, 2014	February 9, 2015
October 13, 2014 (no school for students, but parent conference day for teachers)	March 9, 2015
November 10, 2014	April 13, 2015
December 8, 2014	May 11, 2015
	June 8, 2015 (may be a working meeting)
	July 13, 2015 (may be a working meeting)

- f. CACSE Representatives – The list of representatives for each school needs to be updated for this school year; a list will be available soon from the Director. Representatives should also try to attend their schools’ Back to School nights and distribute CACSE information. Additional topics included whether the IEP Chair or a teacher could attend CACSE meetings if a parent representative could not be found, and if a representative could be replaced if he or she failed to attend meetings. The by-laws should be examined to see if this is discussed.
- g. St. Mary’s County Fair – June Nicholas made inquiries about putting up a display at the county fair. Displays in the commercial sections would be very expensive; she is waiting on an update from Laurel Dietz to see if CACSE can put a display in the School Building.

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- h. Funding for the Collaborative Fall Conference - CACSE support and contributions, as well as promotional giveaways, will be determined based on needs and available funding. Elizabeth Snyder will meet soon with Director Charbonnet to determine funds availability for 2014 and 2015 fiscal years
 - i. Promotional materials – Once a logo is ready, CACSE needs to determine what items (posters, flyers, etc) to purchase, and what quantities, for advertising purposes and promotional giveaways.
 - j. Advertising at PFS events – CACSE will seek to have information and promotional items available at PFS training and workshops.
 - k. Policy positions of prospective Board of Education candidates – The question was raised on whether to approach candidates to discuss their feelings and policy positions regarding special education. The suggestion was made to invite them to the October CACSE meeting, or for CACSE to look for panels or forums where they are present to ask questions. Chuck and June will look for venues.
10. Additional Concerns
- a. No additional concerns were raised this evening.
11. Adjournment
- a. Adjournment was at 8:00 pm.
 - b. The next CACSE Meeting shall be held on Monday, September 8, 2014 at 6:30 pm at the same location.
 - c. The next CACSE Support Group Meeting shall be held at 5:45 pm at the same day and location, just prior to the regular Meeting.