

FINAL



## Citizens' Advisory Committee for Special Education

[www.smccacse.org](http://www.smccacse.org) and Facebook @ CACSE – St Mary's County MD

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Elizabeth Snyder, Chairperson  
VACANT, Secretary

VACANT, Vice-Chair  
June Nicholas, Secretary *pro tempore*

### Meeting Minutes for May 12, 2014

Meeting held at:

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

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1. Call to Order at 6:30 pm
2. Introduction of Members and Parents/Community
  - a. All Officers were present; additional Representatives present this evening were:
    - i. June Nicholas, Great Mills High School
    - ii. Charles Slade, Park Hall Elementary School
3. Review and Approve Minutes – No minutes were approved at this meeting.
4. Committee Reports
  - a. Outreach
    - i. Rise Up Award – Presentation of the award will take place at this week's Board of Education meeting on May 14. There are sixteen nominations for the award, including one IEP team. Leslie Popielarcheck and Mandy Greer are reviewing the applications. Certificates have already gone out; CACSE members are urged to attend or watch the broadcast live. CACSE will follow up with a written press release for publication.
    - ii. Website
      1. The CACSE website ([www.smccacse.org](http://www.smccacse.org)) is live but continues to undergo revision. The contact box that currently exists will be used to solicit website additions.
      2. There will be a thematic planning meeting in June before the regular CACSE meeting; interested members should bring computers or internet-capable devices and ideas for updating the website.
    - iii. Promotions – Ideas are welcome for updating the CACSE logo, brochure and advertising materials. We want to create new materials for the new school year.

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- b. Education
  - i. “Your Special Education Rights: Your Child’s Rights, Simplified” will be held Saturday May 17 from 10:00 am to 4:00 pm at the Southern Maryland Higher Education Center in California, MD.
    - 1. Jennifer Laviano, Special Education Attorney, and Julie Swanson, Special Education Parent Advocate, will present two sessions, “IDEA/IEP 101” and “They Say, You Say.”
    - 2. The conference flyer has been posted on Facebook and sent out by email, including via Partners for Success. It will be posted on the CACSE website as well. Late registration is still open.
    - 3. CACSE will contribute to the funding of sign language interpretation, rather than purchasing conference bags. As of May 1, no request for sign language providers has been made.
- 5. Updates from Partners for Success (Susan Shannon, Coordinator)
  - a. There will be a workshop offered by Joann Wood, a local attorney, entitled “Planning Ahead: Future Finances and Supports.” This popular workshop will present information regarding legal guardianship, power of attorney, and special needs trusts. It will be held on Wednesday, May 21, 2014, from 6:30 to 8:30 pm in the BOE Meeting Room.
- 6. Updates from Affiliated Agencies and Organizations
  - a. There were no reports offered this evening.
- 7. Director’s Report (Melissa Charbonnet, Director of Special Education)
  - a. Ms. Charbonnet reported on this year’s transition luncheon, “After High School... What’s Available for My Child?” This regular offering was held on Thursday May 8 at 11:00 am at the Southern Maryland Higher Education Center, and was coordinated by Dottie Powell, Transition Specialist, and Partners for Success. Over one hundred people were in attendance, and several local and regional agencies were represented.
  - b. The graduation ceremony for Gateway will be held on June 3 at 9:30 am.
  - c. Awards from the SMCPSS Commission on Disabilities will be coming out soon. The award ceremony will take place at the Hampton Inn, and will include recipients in corollary sports, CSM, home parent training program, and an individual award.
  - d. The Board of Education will have a budget meeting on Wednesday May 14 to address late-year concerns about the budget shortfall; the budget met the mandatory Maintenance of Effort requirements from the state, however. They will finalize the budget, and send it to the Board of County Commissioners.
    - i. Budgetary concerns will impact funding for para-educators who are ABA providers, so Ms. Charbonnet will have to consider other funding sources. There are two different teams of hourly paras that are not full-time county employees. SMCPSS will continue to fill redundancies and intend to reduce part-time workers. Training of ABA provider para-educators is done by SMCPSS personnel. The number of full-time paras was not reduced.

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- ii. Instructional resource teachers will change to IEP chairs; this shift was piloted at two middle schools and two elementary schools.
  - iii. Funding for medical expenses and insurance remains an issue for the county. All orders for supplies are frozen. There will be no new hires and no recruiting trips.
  - iv. Extended year services will continue to be provided as necessary, but will be delivered by staff and via contracted agents.
  - e. Programs that fall under the consideration of the Department of Special Education have some protection as their funding is affected by grants, state and federal contributions, and medical assistance payments.
    - i. Approximately 25 % of special education money is probably grant money, including IDEA grant funding. The highest action ever funded was 18 %. A Federal grant is due for \$3.4 million.
  - f. CACSE Budget – at this time there is about \$1900 remaining for FY 2014.
  - g. The Special Education Staffing Plan for 2014 – 2015 has been released.
  - h. The St. Mary's County Commission for Persons with Disabilities will present its annual awards in July; nominations may be made through June 1. Their website is <http://www.stmarysmd.com/voluntr/DisabilityAwardsProgram.asp>
8. Old Business
- a. May 2013 Roundtable Comments
    - i. Specific topics may be selected to focus on for resolution. Elizabeth will meet with Ms. Charbonnet to discuss areas of concern.
  - b. Funding is available for CACSE members to attend training.
  - c. The position of Vice-Chair is still open.
  - d. Family Toolbox
    - i. CACSE grant money will be used to purchase items. CACSE members should propose a list of items to buy before June 1.
    - ii. Six items are on the list so far, including an iPad, an Android device, and a children's "iPad." Additional suggestions included a motivation timer or watch, laminated charts for "red/green" behavior, signing time videos, take-along language kits, other behavioral tools, floor time activities, pictorial communication systems, etc.
    - iii. CACSE hoped to purchase some iPads and load certain applications on them, but there may be logistical issues with the sharing of apps on multiple devices. CACSE should go through the same instructional technology protocols as school iPads.
    - iv. A suggestion was offered on looking at purchase of software or subscriptions to a service, such as Dragon Naturally Speaking.
    - v. Each item would probably receive an inventory barcode, and items could be grouped thematically like take-home kits from the county libraries.
    - vi. Purchases need to be made by July 1, 2014.

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9. New Business and Additional Concerns
  - a. Elections for 2014 – 2015 school year
    - i. Per CACSE By-Laws Article IV Section 1, Officers are traditionally elected at the May meeting and their term begins as of the June meeting.
    - ii. Due to the agenda topics elections were tabled until the June 9 meeting.
    - iii. Elizabeth will email a notice out to CACSE members and notice will be put on the CACSE website.
  - b. Summer meetings – It will be determined by the Executive Committee whether there will be formal meetings in July or August. Members are advised to watch for updates.
  - c. Representative nominations – School administrators will begin selecting nominees for representatives over the summer so they can attend beginning with the September meeting.
  - d. No additional concerns were raised this evening.
10. Adjournment
  - a. Adjournment was at 8:00 pm.
  - b. The next CACSE Meeting shall be held on Monday, June 9, 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.