

STATE ADVISORY COUNCIL ON SPECIAL EDUCATION (SAC)

Membership Committee Special Meeting

Minutes

July 14, 2011

4:00 — 5:00 p.m.

Room MCR2

CT State Department of Education
25 Industrial Park Road
Middletown, CT 06457

- I. Call to Order: Meeting called to order at 4:15 p.m.

Member Attendees: Beth Hart, Fernando Tiago, Sheila Crocker

Guest: Marcus Rivera (SDE)

Member Informed Absence: None

No members of the public attended

II. Discussion Items

- A. Discussed current appointments and vacancies to the SAC.
- B. Reviewed the breakdown of assignments under past chair.
- C. Discussed general requirements for membership.
- D. Discussed designated appointments.
- E. Marcus Rivera went over the results of the SAC Composition Informal Surveys. As of July 14th at 2:00 pm, he had received 13 surveys. There appeared to be gaps in membership representation in the Northwest Corner, Southeast Corner, Northeast Corner and Rural and Urban Communities. Once the remaining surveys are reviewed, the Committee will examine need areas for increased representation.
- F. Discussed IDEA Regulations including 34 CFR ~ 300.168 Membership.
- G. Discussed ways of outreaching to fill the gaps.
- H. Discussed prospective new members and how they would assist in filling in the gaps in some areas.
- I. Discussed the need for more parents to meet the requirement of "more than 50%" on the SAC. There are currently 13 parents out of the 31 members. To meet our requirements as of today, the SAC would need 16 parents out of the 31 members. When the membership of the SAC increases to 35, 18 parents would be needed for the composition to be above 50%.
- J. Discussed that we would need a minimum of at least 10 members to constitute a quorum for a full SAC membership meeting.
- K. Discussed any members whose attendance falls below 50%, shall be deemed to have resigned. It was noted that communication will be made prior to the attendance rate getting close to the 50% mark. It was noted that informed absences could vary from uninformed absences. Attendance will be monitored. If a member is unable to make a meeting, they can attend via conference call.
- L. The SAC Executive Committee and Membership Committee are researching the SAC legislation and IDEA regulations to determine if the Commissioner of Education may appoint Jim and Nancy while we wait for the new sessions for the technical changes to the new legislation are made.

III. Action Items

- A.** Committee will make calls to find candidates to fill vacancies for consideration by appointing authorities.
- B.** John will forward membership book to Beth.
- C.** New members will be requested to complete an informal survey with their application.
- D.** Blanket letters for new appointments, resignations, warning of 50% absence, for Anne Louise Thompson to bring forth a member recommendation.

IV. Adjournment: By unanimous agreement the meeting adjourned at 5:57p.m.