



**STATE OF CONNECTICUT**  
*STATE DEPARTMENT OF EDUCATION*



**Connecticut State Advisory Council for Special Education**

**Membership Committee**

**Friday, June 28, 2024**

**\*\*\*\*\* 11:00 a.m. to 11:30 a.m. \*\*\*\*\***

**Teams Meeting (Members)**

**Livestream (See below)**

[https://youtube.com/live/SAC Membership Committee 062824](https://youtube.com/live/SAC%20Membership%20Committee%20062824)

**Minutes**

**Members Present:** Catherine Summ (Committee Chairperson), Susan Yankee (SAC Chairperson), Jennifer Lussier (SAC Vice Chair), Bryan K. Smith, Ana Wittig and Missy Wrigley.

**Members Absent:** Dennise Drummond

**I. Call to Order:**

Meeting called to order at 11:05 am

**II. Public Comment:**

SAC meetings are public meetings and members of the public may participate.  
Call-In Number: 866-880-0098  
Participant Code: 89689633

**III. Membership Matters:**

**Note: Members go into Executive Session to discuss candidate applications.**

**a. Membership Survey Candidate(s) Review**

Susan Y. talks about a candidate with a lot of legal experience. Also talks about a second who is on the Safety Committee being beneficial.

Jennifer L. confirms for Susan Y. that two of the applications sit on the CPAC Parent Roundtable. Also, talks about Old Saybrook candidate.

Catherine suggests that each member reach out to one candidate and ask for elaboration on the surveys – ask about ability to commit to time. This will allow this committee to narrow down and select candidates.

Bryan K. suggest meeting with candidates with more committee members present for each meeting for consistency. Doesn't want to create any bias due to the nature of each meeting being different if the members meet individually with each candidate. Also suggests revisiting the membership application.

Susan Y. mentions that the application does not ask what the person's current job or role is.

Louis T. agrees that their current responsibilities do matter, and that the application does not ask so they cannot hold it against the applicant who does not include the resumes and additional detail with their survey.

Catherine S. thanks the committee for this information and says this is good to look at and work on for the upcoming SAC year.

Jennifer L. confirms that the membership survey does let the applicant know that they can include a resume.

**Note: Catherine S. asks to move out of Executive Session.**

Catherine thanks the members for meeting. She advises members that we need more information from candidates and will be scheduling follow-up interviews.

Susan Y. suggests that we develop set questions for the candidates.

Bryan K. suggests connecting at the Summer Training to draft the questions and set the interview dates.

**IV. Summary/Action Items:**

Jolie M. to assist with scheduling the follow-up conversations with candidates.

**V. Adjourn:**

Meeting adjourned at 11:35 am. Motion made by Missy W. and seconded by Bryan S.