

SECAC Board Meeting
26 July 2007

Attending:

- Dr. Pamela Downing-Hosten, Director of Special Education PGCPS
- Judith Kachinske, Assistant Supervisor for Grants and Monitoring, PGCP
Budget Office
- Mike McLaughlin, Chair
- Lillie Bond, Vice Chair
- Meg Dillman, Treasurer
- Sarah Wayland, Secretary
- Gail Voigt, Assistant Secretary
- Melonee Clark, Special Advisor to the Board from The Arc.

Meeting convened at 6:30 pm at Kitchen Number One, Upper Marlboro, MD

Director's Update on the MEANS Initiative

Dr. Downing Hosten gave an update on the progress PGCP has made in the last few months.

The MEANS initiative has three main goals: (1) Get special education training for regular education teachers, special education teachers, and specialists through the JHU program, (2) expand inclusion programs for children with Autism to more neighborhood schools, and (3) expand inclusion programs for emotionally disturbed children to more neighborhood schools.

Phase 1 is now fully staffed, with programs at 19 schools, and 24 enrolled students. Phase 2 must be implemented by January 2008, which means the staffing should be complete by the start of the school year (20 August 2007). Dr. Downing Hosten said that Randy Thorton of PGCP's HR department is working with her office to make sure they meet this goal. One challenge is that the Title One schools are hiring special education teachers that could be used for the MEANS initiative - apparently skilled special education teachers are a precious resource.

SECAC focus: Outreach (Website, speaker series, increase membership, etc.)

Discussed how to get the announcement of the SECAC-PG meetings to the parents at each school. Dr. Downing Hosten said that the principals usually get brochures electronically from the PGCP's Flyer Office. The principals will then print the fliers out and distribute them to their students at each school. Mr. McLaughlin said that he would work with Dr. Downing Hosten to get announcements of the SECAC-PG meetings to the principals.

Dr. Downing Hosten mentioned that the principals have a regional meeting once a month; the Executive Board is interested in improving outreach efforts to the principals, and the Board discussed ways to talk to the principals at this monthly meeting.

New PGCP Website

The website for the county school system is being completely revised and reorganized.

The Special Education section is now under Academics -> Student Services.

SECAC-PG Website

Dr. Downing Hosten mentioned that Ceci Eakins (sp??) in her office can help with web design and updates.

Both Mike McLaughlin and Melonee Clark mentioned that Ben Dorman, of the Howard County Public Schools SECAC would be a good resource for setting up our own website.

We asked Judith Kachinske how to become an "approved vendor" for PGCPSS; this will be required if we set up our own website, and hire someone to help with upkeep. We need to contact Ms. Kachinske directly. She will give us the "Vendor Form" which has information regarding how they want to be paid (e.g., as an individual, or as a corporation), their taxpayer ID number, etc. Once filled out, we give it to a vendor clerk who will deal with the approvals.

We also agreed that there should be a membership form on the SECAC-PG website.

We discussed the phone number with voice mail box that is currently hosted at The Arc - we will put this number on the website as well.

Sarah Wayland is looking into the options for getting the website and listserve up and running.

SECAC-PG Membership Outreach

We discussed the following tasks to improve attendance at our regular meetings:

- generating a general brochure (to be used in perpetuity),
- a flyer that lists the meeting dates for this school year,
- making sure the next meeting date is on the phone message for the SECAC-PG voicemail box at The Arc
- making sure the parent liason, inclusion specialists, and Autism specialists at each school are aware of the meeting dates (see above note about principles and the Flyer Office.)

SECAC Committees

Mr. McLaughlin mentioned that he will be setting up a PR committee, a membership committee, and a website committee at the next regular SECAC meeting (on August 28th at 6:30 pm.)

Childcare for SECAC meetings

SECAC board would like to provide childcare at general meetings to increase members attendance. Will be a lengthy process to get qualified childcare providers on PGCPSS vendor list and to secure funding. Board will continue to work on this endeavor.

Special Education Representative at SECAC meetings

The Executive Board asked that Dr. Downing Hosten send a department representative to the monthly SECAC meetings when when she herself is unavailable. Dr. Downing Hosten agreed to do this in the future.

Minutes at IEP meetings

The Executive Board expressed an interest in having the minutes of the IEP meeting included as part of the IEP, rather than in the "Notice of Prior Meeting". Dr. Downing Hosten will look into how we can include the minutes as part of the IEP in the new Maryland On-Line IEP system which is the system to be used for all future IEPs.

Topics for future SECAC general meetings

August - Overview of Special Education Programs
September - The MD Online IEP
October - Special Education Initiatives & Staffing
November - Procedures, Facilitated IEP meetings, Procedural Safeguards
December - Annual Review Process
January - High Stakes Testing
Feb - July - Generate topics based on parent input
May - Awards Ceremony

By-laws rewritten

Lillie Bond has nearly completed her revisions. She has added the positions of Assistant Secretary and Treasurer to the Board members.

Dr. Downing Hosten mentioned that we may want to submit a request for a larger budget for future years, including the increased amount in our revised by-laws. This increased amount could be used to pay for babysitting during meetings, food, speaker fees, as well as printing costs.

Ms. Bond will send the revised By Laws to the Board for comments; once we've agreed they look good, she will post them to the SECAC-PG Listserve.

Resource Fair

Over 200 families attended. 19 new people signed up for the SECAC-PG List Serve. PGCPS sent representatives from their Parent Center and their Child Fund programs.

State of Inclusion report

Edits are complete; Melonee Clark and Mary Funk are compiling the final version.

TIES Conference

Melonee Clark gave an overview of the free upcoming Prince George's County T.I.E.S. (Training, Information, Education, and Support) workshop on Saturday, September 15,

2007 from 9:00 AM to 4:00 PM at Lake Arbor Elementary School, 10205 Lake Arbor Way, Mitchellville, MD

There will be workshops on special education law and other topics relating to special education, opportunities to “ask the experts” (with representatives from The Parents’ Place of Maryland, The Arc of Prince George’s County, and The Prince George’s County Special Education Citizens’ Advisory Committee (SECAC)) about your child’s IEP, as well as an “Eat and Ask” Lunch, and breakout sessions on (SECAC).

9:15 AM – 10:15 AM - Continental Breakfast, Network with vendors, Individual Assistance

10:30 AM - Presentation by Selene Alamazon, Esq., Director of Advocacy Services for MCIE (Maryland Coalition for Inclusive Education)

Lunch

1:00 PM – 3:00 PM - Breakout Sessions
(a) transition from the Infants/Toddler's program,
(b) transition out of the school system,
(c) Functional Behavioral Assessments, and
(d) Facilitated IEP meetings.

Ms. Clark asked that we get a membership form for the SECAC so she can have it available at the event. She also mentioned that she needs volunteers to help with speaker introductions, handouts, surveys, etc.

Treasurer's Report

We went over the proposed budget that Ms. Dillman had submitted for the 2007-2008 school year. Ms. Kachinske mentioned that once the budget is set, we can move up to 15% of a line item amount to another line item.

They priced a Dell Latitude laptop with mouse and keypad for \$1000 (budget was for \$1200, so \$200 can be moved to another line.)

We agreed to order the following:

Cabinet for storage of supplies at The Arc (Mr. McLaughlin will confirm with Mary Funk that this is ok, and also whether to order one that is 72" or 42" high.)

1 packet Great Papers Certificate Borders (25 per pack)

5 packets Great Papers Certificate Covers (5 per pack)

1 packet 8.5" x 11" Card Stock in 10 Assorted Colors

1 packet Self Adhesive Name Badges for Laser Printers (8 labels per sheet, 400 per box)

10 boxes 2 Pocket Folders (25/box)

1 box of markers

Cassettes for recording meetings (if Ms. Voight can find her cassette recorder)

chart paper

pens