

Community Advisory Committee (CAC)  
Board Meeting Minutes  
April 22, 2021

**1) Review the minutes from the January 28, 2021 Board Meeting**

- a. Discussed possible parent training topics for 2021-2022 school year
  - i. January: Success stories “Where are They Now”

**2) Board Members**

- a. Introduced new Board Members

**3) Begin Planning Trainings for the 2021 - 2022 School Year**

**a. 2021 - 2022 events**

- i. **September:** CAC Board Member Introductions; IEP Notebook Make It Take It
- ii. **November:** Transition: Middle to High School (2 parts)
- iii. **January:** Success stories “Where are They Now”
- iv. **March:** From Crisis to Surviving to Thriving - Jeff and Christine Hittenberger
- v. **April:** Annual Budget and Service Plan
- vi. **May:** New Board Members, Review CAC Bylaws, Review 2022 - 2023 Presentations

**b. Monthly or back to every other month?**

- i. In-person and/or zoom meetings
  - 1. Hopeful to offer hybrid meeting
    - a. Hybrid meeting- Presenter in-person, members can attend depending on room capacity, and zoom may be available as well
    - b. Meetings will continue to be recorded
    - c. Board agenda may be available via website
      - i. Laura M. will continue to submit Board agenda, meetings, registration, etc.
    - d. Promote every parent training/flyer via social media platforms (i.e. facebook, twitter, IG)
  - ii. Every other month offer parent trainings
    - 1. Each CAC Board member/team may be in charge of a specific month
    - 2. IEP Notebook Make It Take It
      - a. SELPA staff will complete/prepare for IEP Notebook parent training
      - b. Anne Russell will facilitate IEP Notebook parent training

**c. Parent Training & Board Meeting Dates**

- i. Continue to have Board Meetings following CAC Parent Trainings
- ii. Board Meetings may be scheduled in the afternoon, following the parent training
- iii. CAC members/teams who are responsible for a specific month may need to create & promote flyers in order for Districts to share out via social media
- iv. Parent Trainings and Board Meeting Dates
  1. **September 16, 2021: CAC Board Member Introductions; IEP Notebook Make It Take It**
    - a. SELPA team/SELPA interns will order materials & Anne Russell will present
    - b. Anne Russell will complete the flyer
    - c. Will need to schedule a pick-up date/time prior to the parent training
      - i. September 14th (Tuesday) at the SELPA office between 8:00 a.m. - 10:00 a.m.
  2. **November 18, 2021: Transition: Middle to High School & High School to ATP (2 parts - TBD)**
    - a. Possibly complete the parent training in 1 session
    - b. Highlighting programs, open house, explain promotion tracks, requirements, share ATP program & have ATP Lead share program components
    - c. Tracy Berkley & Malia Igarta will be responsible
  3. **January 20, 2022: Success stories “Where are They Now”**
    - a. Kelli Edwards & John Leonard will lead presentation
  4. **March 17, 2022: From Crisis to Surviving to Thriving - Jeff and Christine Hittenberger**
    - a. Dr. Jean Martin, Anne Russell & Tracy Berkley will help assist
  5. **April 21, 2022: Annual Budget and Service Plan**
    - a. Dr. Jean Martin & Anne Russell will be responsible
  6. **May 19, 2022: New Board Members, Review CAC Bylaws, Review 2022 - 2023 Presentations**
    - a. CAC Board members will be responsible

**4) Other**

- CAC Board Member nominations
  - Anne Russell will confirm year/date
- Checklist of responsibilities for CAC parent trainings
  - Anne Russell will provide a checklist
- All parent trainings are available in both English and Spanish