

CAC Executive Committee Meeting Minutes
Brucker Ed Center, room 2249
August 25, 2011

The meeting was called to order at 6:31 p.m. Present were Vice Chair Mary Conroy, Treasurer Teresa Michel, Member-at-Large Dorene Dias-Pesta, and Committee Chair (CC) Moira Allbritton. Two members of the public were also in attendance. Secretary Mina Kern as well as CAC members Raylene Dickinson and Pam McKinney joined the meeting in progress. Quorum was established. Executive Committee members Bill Cary and Joyce Clark were absent with notification.

Mary summarized her turn-over with outgoing Vice Chair (Joyce). Mary will prepare new member binders and distribute to three newest CAC members at the Sept. 8 general membership meeting. Mary will forward bylaws with changes "tracked" as well as signature page to CC for submission to Board Services Office. Once approved by BOE, revised bylaws are to be posted on District website.

Mary summarized her turnover with incoming Secretary (Mina), which was to be completed immediately following this meeting.

No turnover is necessary for CC and Treasurer positions.

EC recommended that CC solicit Maleia Christian to select a monthly meeting that would be convenient for her to attend to be recognized for the 2011 CAC Leadership Award.

CC will send out e-mail reminder to members regarding the attendance policy contained within bylaws. At same time, CC to alert the following members to the need to re-apply for continued position on the Committee (as terms expire in 2012):

Belquis Anders
Bill Cary
Teresa Michel
Mary Conroy
Dorene Dias-Pesta
Meghan Hughes
Mina Kern
Nancy Stevenson
Pam McKinney

CC also needs to confirm the status of Joyce Clark's membership reclassification from Parent of Student with Exceptional Need to Agency Representative with Board Services Office.

Mary moved to approve draft minutes from May 26, 2011 Executive Committee meeting; Teresa seconded motion. Vote was 3-0 with 2 abstentions. Motion carried. CC will submit minutes for posting.

CC reviewed difficulty in June with our general membership meeting schedule being hosted at Ballard Center.

CC and Vice Chair updated EC on some staff changes that occurred over the summer. The EC had questions about the status of the hotline and concerns about barebones oversight and supports. The EC also felt that Transportation and Nursing will be issues that might merit District staff with expertise in these areas be present in September and October general meetings. CC will convey these back to Executive Director.

The EC approved the Fall meeting schedule as presented. It was suggested that CC seek translation of document into Spanish, Somali, and Vietnamese given our upcoming meeting (Oct. 13) at Crawford H.S.

The EC delved into issues of engaging parents and staff. EC members suggested the following actions:

- * E-mail staff and families from CAC account;
- * Follow-up with parents who participated at the Summer Institute;
- * Attempt to get CAC meetings onto District master calendar that is exported to many schools' websites;
- * Request that Susan send memo about the importance of having representation on CAC to principals;
- * Ask about having high school marquees enter CAC meeting info -- especially at Crawford;
- * Continue visibility by vendor table at IEP Day and other community events;
- * Solicit Supt. Kowba to include a blurb (specifically about membership campaign) of the CAC in both Supt's Notes and staff message;
- * Continue Connect Ed messages; and
- * Have "refrigerator calendar" of upcoming meetings available on webpages and hard copies at resource table during general meetings.

The CC emphasized the importance of members attending (or viewing) the BOE meetings. Dorene volunteered to take the lead on monitoring BOE agendas for relevance to the CAC; she will let the CC and EC know of any upcoming agenda items that would benefit of CAC input or past agenda items that the CAC might believe to merit response. The CC also requested that Exec Committee members who do not have monthly responsibilities consider chairing a subcommittee.

It was agreed that the accommodations at and commute to the Ed Center were preferable for the majority of EC members. Therefore, the CC will request meeting space for 2011-2012 meetings at this location.

Roundtable discussion focused upon: transportation issues (especially late notice of cancelled routes and demands for full payment for ridership with little notice to families); nursing services; and the elimination of TB testing by SDUSD.

The meeting adjourned at 8:00 p.m.

Respectfully submitted,
Moira Allbritton
September 3, 2011