

**STATE ADVISORY COUNCIL ON SPECIAL EDUCATION (SAC)**

**Special Meeting**

**February 16, 2011**

**2:30 PM – 5:00 PM**

State Office Building, Room 307A  
165 Capitol Avenue  
Hartford, CT 06106

**AGENDA**

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| <b>I. Call to Order (2:30pm)</b>   | <b>M. Rivera</b> |
| <b>II. Election of Officers (2:40pm)</b>                                 | <b>M. Rivera</b> |
| <b>A. Chair</b>  |                  |
| <b>B. Vice-Chair</b>   |                  |
| <b>III. Member Orientation and Expectations (2:45pm)</b>                 | <b>SAC Chair</b> |
| <b>A. SAC By-Laws Overview</b>   |                  |
| 1. SAC Purpose: Functional Advisory Areas                                |                  |
| 2. SAC Membership: SAC Appointments and Vacancies                        |                  |
| 3. Officers  |                  |
| 4. Committees: Executive, Legislative, Nominating,<br>Membership, Ad-Hoc |                  |
| 5. Meeting Attendance and Quorum   |                  |
| <b>B. SAC Operating Guidelines and Procedures Overview (3:00pm)</b>      | <b>SAC Chair</b> |
| 1. SAC and Bureau of Special Education (page 4)                          |                  |
| 2. Meeting Protocols/Guidelines (pages 5-11)                             |                  |
| (a) Notice of Regular and Special Meetings                               |                  |
| (b) Annual Calendar of SAC and SAC Committee<br>meetings                 |                  |
| (c) Preparing and Posting Agendas and Minutes                            |                  |
| (d) Ground Rules for SAC Meetings  |                  |
| (e) Voting by Consensus and Record of Votes                              |                  |
| (f) Public Participation:  |                  |
| (i) Sign In, Public Comment (2 minutes/person)                           |                  |
| (ii) Executive Committee follow-up                                       |                  |
| (g) Inclement Weather (March 23 Snow Date for March 16 Meeting)          |                  |
| (h) Other Items at SAC Meetings  |                  |
| (i) Council Member Reimbursement   |                  |
| (j) Communication Procedures   |                  |
| (k) Representing a Constituent Group on SAC and Committees               |                  |
| (l) Planning Retreat and Annual Report                                   |                  |

**IV. Action Items (3:45PM)**

**SAC Chair**

**A. Consideration of Minutes of December 14, 2010, SAC Special Meeting**

**B. Appointment and Charge of Committee Chairs and Members**

1. Executive Committee
2. Legislative Committee
3. Nominating Committee
4. Membership Committee
5. Other Organization Appointments
6. Bureau of Special Education State Performance Plan Stakeholder Group Appointments
7. SAC "Member-at-Large" Appointments
8. Sharing SAC Email List with Other Organizations

**C. SAC Regular Meeting Dates: March 2011 - January 2012**

**V. Report of the Chair (4:15PM)**

- A. *2009-10 SAC Annual Report* and CSDE Response
- B. 2010-11 Priority Items
- C. Key Legislative Bills (as of 2/4/11)
- D. Committee Meetings to Set Calendar Dates and Agendas
- E. Committee Reports at Future SAC Meetings
- F. Annual Calendar of Discussion Items

**VI. Report of the Bureau Chief (4:35PM)**

**VII. Public Participation (4:50PM)**

**VIII. Adjournment**