

STATE ADVISORY COUNCIL ON SPECIAL EDUCATION (SAC)

Membership Committee Special Meeting

Draft Minutes

March 16, 2011

2:00—2:30 p.m.

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

I. Call to Order: Meeting called to order at 2:04 p.m.

Member Attendees: Michelle Bidwell, Nancy Taylor, Fernando Tiago.

Member Informed Absence: Sheila Crocker.

No members of the public attended.

II. Membership Committee Roles & Responsibilities:

Discussion regarding committee member responsibilities for soliciting appropriate nominations to fill vacancies on the SAC, monitoring member term expiration dates, contact with appointing authorities, monitoring attendance at regular SAC meetings.

III. Discussion Items

A. Discussed current appointments and vacancies to the SAC.

B. Discussed appointing authorities, contacts and liaisons for appointing authorities, determined which appointing authorities currently have vacant seats on the SAC.

C. Discussed how to divide responsibility among committee members so each committee member will be responsible for monitoring a portion of the SAC appointments and term expiration dates.

D. Discussed that, as this school year is nearly over, membership committee members should be seeking to fill current vacancies for two year terms commencing on July 1, 2011, rather than try to fill vacancies only for the rest of this school year and one more year after.

E. Discussed how often membership committee should or needs to meet, need to schedule some regular meetings but can add special meetings as needed, also discussed time and location for future meetings.

IV. Action Items

A. Motion: Nancy Taylor made a motion, seconded by Fernando Tiago, to accept the division of responsibilities for committee members.

Vote: Unanimous in favor

B. Motion: Nancy Taylor made a motion, seconded by Fernando Tiago, to schedule the next Membership Committee meeting one hour prior to the next regular SAC meeting on May 18th, 2011 at the State Office Building, Room 307A and will then set the agenda for future meetings.

Vote: Unanimous in favor

V. Adjournment: By unanimous agreement the meeting adjourned at 2:35 p.m.