

STATE ADVISORY COUNCIL ON SPECIAL EDUCATION (SAC)

Membership Committee Special Meeting

Meeting Notes/Minutes

April 20, 2011

1:30—2:30 p.m.

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

- I. Call to Order: Meeting called to order at 1:35 p.m.
Member Attendees: Michelle Bidwell, Nancy Taylor, Fernando Tiago, Sheila Crocker

Member Informed Absence: None

No members of the public attended

II. 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 by Fernando Tiago, seconded by Nancy Taylor, to approve the minutes of the March 16, 2011 meeting as written.

Vote: Unanimous in favor

- B. Motion by Fernando Tiago, seconded by Sheila Crocker, to accept the division of responsibilities for committee members.

Vote: Unanimous in favor

- B. Motion by Fernando Tiago, seconded by Sheila Crocker, to schedule the next Membership Committee meeting one hour prior to the regular SAC meeting on Sept. 21, 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 2:14 p.m.