

**PARENT ADVISORY COMMITTEE
BERRIEN REGIONAL EDUCATION SERVICE AGENCY**

Proposed Minutes of May 21, 2019

PRESENT: Mary Duschek (Berrien Springs), Ellen Adams (Brandywine), Mattie Book & Britney Martin (Buchanan), Charles DeGraaf (Countryside), Jackie Van Horn & Corie Siik (Lakeshore), Martina Ciccarelli (New Buffalo), Kevin Carter & Sarah True (Niles), Mindi Mach (St. Joseph), Autumn Poole (Berrien RESA)

EXCUSED ABSENCE: Holly Pomranka (Brandywine), Nicole Birmingham-Moersch & Sarah Douglass (Bridgman), Charity Hackett (Eau Claire), Donna Messinger (New Buffalo), Meghan Wooldridge (St. Joseph), Leah Dibble & Wendy Stainbrook (Watervliet)

ABSENT: Kandice Agee (Berrien Springs), Melissa Blair (Coloma), Tia Shaw (Countryside), Joyce Anderson & Michelle Stone (River)

- I. Call to order @ 6:30 pm. – Jackie Van Horn, President
- II. Approval of minutes from April 16, 2019 meeting
 - A. Mary Duschek motioned for approval, seconded by Britney Martin. Motion carried.
- III. Election of Officers
 - A. Voting ballots were passed out for PAC Officers and members cast their ballots.
 - B. Officers for the 2019 – 2020 School Year are as follows:
 - a. President – Jackie Van Horn
 - b. Vice President – Kevin Carter
 - c. Secretary – Martina Ciccarelli
- IV. Special Education Updates
 - A. Autumn Poole, PAC Liaison, Berrien RESA, shared that most district rounds have been completed and there are only a few districts left to visit. The focus has been on Child Find and Discipline. Looking for districts to provide clear procedures rather than word of mouth (i.e., who, what, where, when, how). Berrien RESA is looking to see plans from districts outlining how they will make improvements.
The state department of education will monitor ISD's information to see how ISDs are monitoring the districts.
 - B. Discussion of Child Find
 - a. It is a district's responsibility to proactively look for children who might need special education services.
 - b. Autumn reviewed the Child Find process and provided a handout, as well as provided a "Family Matters Special Education Process" handout to members.
- V. Old Business
 - A. PAC Excellence Award & Banquet
 - a. Members discussed updating the nomination brochures to see if district staff could be made aware of nominations so that others could submit additional letters (i.e., one nominee getting one letter, and others receiving numerous letters).
 - b. Members discussed how to make interviews more personal: perhaps including photos, having off-site interviews, and interviews possibly hosted by PAC members. If members have any further suggestions, they were encouraged to please contact Autumn to let her know.

VI. New Business

A. Increasing PAC awareness

- a. Our September meeting will be just for PAC members to discuss our role as members and the function of the PAC, etc., followed by our October meeting which we will invite our district special education directors/coordinators to attend.
- b. Autumn handed out Family Matters PAC information sheets.
- c. A member mentioned difficulty finding PAC on the RESA website and how it seemed complicated. Could this be improved?
- d. A member suggested including a PAC/RESA brochure or handout for new IEPs
- e. Members discussed the possibility of PAC t-shirts for members.
- f. Members also asked about a Facebook page for PAC.

B. Festival of Families

- a. Autumn handed out save the date flyers for the 2019 Berrien RESA Festival of Families scheduled for September 21, 2019, from 10 a.m. to 2 p.m. at the Berrien County Youth Fairgrounds.
- b. Members were encouraged to sign up to help with our PAC table during the festival. PAC members Ellen Adams, Britney Martin, Charles DeGraaf, Sarah True, Jackie Van Horn all expressed interest in helping out.

C. Agenda for 2018-2019 school year was reviewed:

- a. September – Introduction to PAC
October – Meeting with local special education directors/coordinators
November – PBIS Team
December – No meeting
January – Review of nominations for the PAC Award
February – No meeting
March – PAC Awards Banquet
April – Open for presentation
May – Election of Officers and open for presentation
- b. Autumn will send a poll to members to vote for the April and May meeting Presentations.

VII. Other

- c. Kevin Carter, PAC Vice-President, Niles, shared some of his families' challenges this past school year, and expressed his gratitude for all the support that members of his district provided for his family.
- d. Autumn provided an informational flyer about Berrien County's first Peer to Peer summer day-camp: "Makin' Waves".
- e. Autumn and Jackie gave thanks to PAC members for such a great year.

VIII. Adjournment

- A. Motion by Mattie Book @ 8:35 p.m. to adjourn the meeting, seconded by Britney Martin. Motion carried.