

04.10.18 Planning Meeting

Fairfax County SEPTA

SEPTA Board & Delegates
Special Board Meeting
7pm-9pm (6:30pm set up)
Teen Room at Fairfax Church of Christ
3901 Rugby Road Fairfax, VA
(319) 527-2713 Access Code 696143



I. Call to order, Approval of the Agenda

- A. In Attendance: Diane, Brooke, Ami, Cathy, Lindsay, Norm
- B. On Call: Rachna, Laura
 - 1. Lindsay to cancel the room reservation for the end of April at Dunn Loring. Move to Monday at May 14th-Lindsay will check availability for Dunn Loring

II. Announcements

- A. Board of Supervisors-Diane & Rachna on Wednesday, Norm and Joanne are also signed up to speak. Funding the schools, Inclusion, Long Term benefits of fully fund of schools and how that helps students and the community with people with disabilities.
- B. School Board-Norm and Rachna have a spot to speak
- C. Liaison Walk in Our Shoes Presentation-Thursday
- D. April 21st- Special Education Conference
- E. April 30th General Membership Meeting for Bylaws & Elections
- F. June 2nd Awards Ceremony

III. Treasurer's Report

- A. YTD we have spent under \$2000. Ami has reached out to the committee chairs to see if we can allocate the money that they haven't used for the year towards general operating, grants and events money for the Awards Ceremony. This will be recorded once it is audited.

IV. Nominating Committee Update

- A. Need Candidate Bios posted and an email to the membership- Joanne is heading this. Diane will follow-up with Joanne on where we are with Laura Allen's bio.

V. Outstanding Critical Business

A. Grant Proposal (Rachna)

1. SibWorkshop: Ami is writing the check today for \$400.
2. 2nd Grant submission is for \$500- Flexible seating for their sensory room. Rachna is waiting for the teacher to respond back on more details. (Holding on this one until we get more information)
3. 3rd Grant submission is for \$182 via cc or \$175 if we can write a check-For a field trip to be brought into a Cat B Classroom at Bull Run Elementary School. **Motion-Cathy moves that we provide a grant to Bull Run Elementary School to bring into the classroom the Under The Sea Program per the grant application” 2nd-Ami, Voted-Unanimously**

B. Special Education Conference

1. April 21st- Lindsay will be the point person for the day
2. We can have a roaming person with a clip board with information on SEPTA
3. Display Board:
 - a) Upcoming Events
 - b) Teacher Award & Grants
 - c) Pictures of Previous Events
 - (1) Reflections
 - (2) Fall Family Picnic
 - (3) Advocacy Blurb with Pictures from Testimony
4. Print Outs
 - a) Generic SEPTA Cards
 - b) Spring Events
 - c) Signup Sheets

- d) Business Cards
 - e) Give Away (Pens) Lindsay will look into it and order it tomorrow.
 - f) T-Shirt Flyer
- C. BOS & SB testimony: Who is speaking and on what topics
- 1. Norm: Strategic Plan update came out last Friday. Student Success of the Strategic Plan minimally discussed Special Education students. He will be speaking to the Student Success Plan. Overall staying positive in the statement and emphasize our October statement on the Strategic Plan.

VI. Planning of April 30th General Membership Meeting. Bylaws vote and Elections

- A. Birthday Celebration, Open Mic Forum for our Membership
- B. Location is at Gatehouse Cafe, we can't get in until 630pm there is another booking until then.
- C. Promotion: Email, Facebook, Etc.
- D. Logistics
 - 1. Ami will get a cake and snacks
 - 2. Ask Joanne if we can get a donation of coffee
 - 3. Lindsay will bring all of the decorations that are leftover from the picnic
- E. Point Person- Events for food and setup, Diane & Brooke will Co-Present Bylaws. Check People in- Cathy and Laura Allen?
- F. Print-Outs
 - 1. Voting Cards
 - 2. Sign-In Sheets
 - 3. Awards Ceremony Flyer

VII. Planning of June 2nd Awards Ceremony

- A. Location- Lindsay will check with Gatehouse and Annandale HS to see what the cost is for a Saturday event.
- B. Budget

1. We need to know how much Rachna needs for the certificates and frames.
 2. Ami is ordering the awards for Reflections
 3. Food & Refreshments: Davis Center Catering
 4. Decorations
- C. Point Person-Brooke will run as main point person for this event.
1. Ami- Food & Refreshments
 2. Ami-Reflections
 3. Tech-Lindsay: Powerpoint, Microphone, Projector and Screen
 4. Decorations: Brooke
 5. MC: Diane
 6. Sign-In Table-Cathy & Laura Allen
- D. General Feel/Activities
1. Lindsay will reach out to Nina about the performers who will be at the Special Education Conference to see if we can find out if they are available as well.
 2. Kids activities.
 3. Welcome the new board

VIII. EBLAST

- A. April 30th Meeting with links and bios
- B. Grants
- C. T-Shirts
- D. June 2nd Awards Ceremony

IX. Adjourn-9pm