

Citywide Council on Special Education

45-18 Court Square - 2nd Floor-Room 260, Long Island City, New York 11101

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9/02/09 WORKING MEETING MINUTES

The Working Calendar Meeting of the Citywide Council on Special Education was held on Wednesday, September 2, 2009 at 6:00pm at 45-18 Court Square, Long Island City, NY 11101. The following people were in attendance.

1. Roll Call

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|-------------------------|---------|
| ➤ Charlene Carroll-Hall | Present |
| ➤ John Englert | Present |
| ➤ Charles Henderson | Present |
| ➤ Diana Marenfeld | Absent |
| ➤ Ellen McHugh | Present |
| ➤ Tom Ryan, Jr. | Absent |
| ➤ Gloria Gonslaves | Present |
| ➤ Able Alagbe | Present |

2. Consideration of Agenda and Time Allocations

The time allocations as noted on the Agenda were found to be acceptable.

3. Appointed Timekeeper

Charlene Carroll-Hall

4. Review of 2009-2010 Calendar Schedule & Topic

CCSE reviewed the 2009-2010 School Calendar/CCSE Calendar Meeting Schedule to finalize locations of meetings and topics:

Scheduled:

- Introduction & Update on Special Education: will be held at IS43 in Staten Island during the October Calendar Meeting.
- Transition Series: will start during the November Calendar Meeting and will be held at PS811X.
- December Calendar Meeting: Will be held at PSK811

Possible locations for future Calendar Meetings:

- February Calendar Meeting: PS 811X: Queens High School for Teaching and Learning (Oakfield Campus).

Ramona, A.A. will reach out to Ray Velez, D75 to request the name of the Transition Coordinator at Dist. 75 as well as the Administrator of CCHS requesting the availability of CCSH to co-host a Calendar Meeting in January 2010.

5. Review of Candidates Questionnaire

The council reviewed the Candidates Questionnaire and made revisions. John will send in the revised questionnaire for mailing by the end of the week after the Primaries.

6. Review / Discussion on Annual Report

The Annual Report was tabled for the next meeting. Charles will draft up a copy of the Report for everyone's review.

7. New Business

I. President's Council Meetings

Ramona will verify if their meeting are still on the 3rd Thursday of the month at the District Office. Each member will alternate and attend on a monthly basis.

II. Listing of PTA Executive Board Members

John asked Ramona, Administrator Assistant to contact Ray Velez, Dist. Family Advocate to provided CCSE the newly elected PA/PTA elective board contact information.

III. Outreach to CEC's Special Education Committees

John will draft and send out a letter of introduction to the other CEC's informing them of the CCSE and the requirement to have a parent of a child with an IEP. Ramona will follow-up with the CEC's in obtaining the point person for each CEC's with regards to Special Education so that the CCSE can facilitate Borough wide meetings with each CEC representatives.

IV. Other

John mentioned to the council that CCSE will soon have a web-page separate from the NYC DOE website. The site is in the processes of being built and the domain address is: www.citywidecouncilonspecialeducation.org.

The council requested that Ramona to request from Ray Velez, Family Advocate and obtain the name of the CCSE Student Rep.

Charles Henderson, Treasurer informed the council of the procedures for council Members Reimbursements and provided the council members with the DOE Rules and Regulations regarding reimbursements. All reimbursements should be submitted to Charles at the end of the month during the Calendar Meeting to be reviewed and signed by the President for processing.

Meeting Adjourned at 9:00 pm