

MINUTES OF THE SIG STEERING COMMITTEE

August 21, 2003

Meeting #1
GEF 3
Superintendents Conference Room
Madison, Wisconsin

The meeting was facilitated by Deborah Bilzing.

1. **ATTENDANCE**

- A. Steering Committee members:
Phil Knobel, Susan Albert, Bert Chiang, Deborah Keys,
John Triphan, Nissan Bar-Lev, Eileen Dagen, Janis Serak, Jane
Grinde, Tom Kratochwill, Sue Wellnitz, Mark Dyar, Jennifer
Ladveck, Judy Stowell, Jim Frasier, Deborah Bilzing

- B. Absent Members:
Tom Hefferon, Stephanie Petska, Sue Enoch, Linda Tuchman, Liz
Lahm, Mary Skadah, Special Education Council members,
Jessica Clark, WEAC member

.MEETING MINUTES

The meeting was called to order and introductions were made.

Since this was our first Steering Committee meeting, it was important for all the members to “get to know” each other and in what areas of and our connections within the field of Special Education. Our current steering committee members represent these agencies and organizations throughout Wisconsin; CESA’s, Wisconsin Council of Administrators of Special Services (WCASS), the Department of Vocational Rehabilitation (DVR), WDPI, University System (U.W.), parent organizations (FACETS), as well as public school educators. After the introductions members received additional information about our SIG website from Nissan Bar-Lev, SIG web designer, and the evaluation process from Jim Frasier, SIG grant evaluator.

Next, each member received either a “steering committee binder”, or a set of committee tabs which made up the packet of materials. These materials included; Steering Committee Guidelines, SIG Dpi contact list, SIG Partnership List, SIG abstract as well as the SIG contractor list and SIG overview from the grant application. The handouts prompted steering committee members to further review and discuss the handout on “Steering Committee Guidelines”. (These guidelines describe the purpose, function and membership of the SIG Steering Committee). Members took some time to discuss and clarify the area in the guidelines describing the “function” of steering committee members. This area points out that members are responsible for providing advice and feedback to the SIG coordinator and partners regarding program and services as well as helping to educate the public about Wisconsin’s SIG. Deborah reminded SIG Steering Committee members that they represent a core of participants whose passion for improving the outcomes of students with disabilities, as well as their families, energizes the community and who have historically provided intellectual and social leadership. This Steering Committee truly represents a “Community of Practice.” It is expected that the Steering Committee members will help “guide” SIG in making sure we meet our goals and stay the course. As the Steering Committee continues to meet on a semi-annual basis over the next five years, it is expected that our mission will become clearer and clearer.

After lunch Deborah presented a PowerPoint and overview of SIG.

Lastly, committee members discussed whether or not the steering committee truly represented all of the “stakeholders” and individuals who could provide useful direction for the SIG initiative. Several members voiced the concern that there did not seem to be a member who was representing administration, or a an individual with disabilities and, if the purpose of steering committee members is to help “steer” the SIG and meet our goals, then perhaps these are individuals whose voices we need to hear from as well. Should we consider having an administrator and a person with a disability added to the steering committee? The decision was left by asking each of the current steering committee members to think about the makeup, as well as the goals and purpose of the committee, then to provide feedback to Deborah before the end of October.

The meeting ended with participants sharing announcements and upcoming current event or activities other members might not be

aware of. As a result, members were reminded to visit the SIG website, which will continue to provide members with current and more detailed information. Remember, the SIG website wisconsinsig.org.

Our first SIG Steering Committee was then adjourned.

While we do not have a specific date for our next meeting, we are hoping to coincide with our **January 2004** SIG Celebration at the Marriot West in Madison. More details to follow