

Stafford County Special Education  
Parent Teacher Association  
SEPTA Organizational Meeting

15 September 2011

Time: 7:00 pm

Location: Austin Ridge Community Center

Minutes

Jennifer Lockwood called the meeting to order at 7:10 pm

Opening statements: Welcome Dr. Clark, and call to organize by Ms. Lockwood with a 2<sup>nd</sup> by Emily Fallon.

Stafford School's department change from Department of Special Education to Student Services

Review Stafford Special Education PTA Bylaws, the following changes were made:

- a. Page 8, section 3.c: from 1 year to 2 years
- b. Page 10, section 6.provisio: "The office of president-elect will be initiated in the election of September 2011 with the election of all officers, including the office of president. In the election of May 2013, the current president-elect will automatically succeed into the office of president. With the election of September 2011 and all following elections, the office of president will be removed from the election."
- c. Page 10, section 4: (7) days notice.
- d. Page 12, section 3: The term of each chairman shall be (1) year, or until the selection of a successor.
- e. Update document throughout to read SPS Director of Student Services, rather than APS Director of Special Education.

Motion to adopt bylaws as amended by Ms. Lockwood with a 2<sup>nd</sup> by Emily Fallon.

Adjourn meeting at 7:30pm for 15 minutes to accept membership.

Meeting called to order at 7:45pm.

Executive Committee Officer Elections conducted; the following offices were elected into the Executive Committee:

- President: Ms. Jennifer Lockwood
- President Elect: Ms. Emily Fallon
- Secretary: Ms. Lori Kasey
- Treasurer: Ms. Tiffany Riley
- Director of Student Services: Sue Clark

General meeting schedule set for the 2011-2012 school year as follows:

November 1, 2011

February 7, 2012

May 1, 2012

Time TBD

Short question and answer period.

Meeting adjourned at 8:15pm.