Concord and CCHS SEPAC Business Meeting Agenda

September 22, 2016
9:30-11:30 am
Fowler Library, Conference Room
www.concordsepac.org
concordsepac@gmail.com

Action Items:
- Joanne will send approved June meeting minutes to town clerk and post to website
- Heather will speak to Diana and John to see what the school system can do to support SEPAC in terms of funding
- Mary will add Anna Woods to newsletter distribution list.
- Mary will speak to Jessica about providing funding for banners/signs and other SEPAC related items
- Board members will send Tali announcements or topics for the newsletter
- Shaina will send sign-up sheet for fall festival volunteer spots and refreshments for welcome back coffee

Attendees:
- Mary Tambor, Co-president
- Becky Robichaud, Co-president and Technology co-chair
- Joanne Jensen, Secretary
- Anne Kilroy, Membership co-chair
- Casey Atkins, Membership co-chair
- Shaina Brito, Events chair
- Heather Tunnicliffe, Technology co-chair
- Tali Ditman, newsletter editor
- Heather Bout, School Committee member
- Bob Grom, School Committee member
- Anna Wood, Assistant Recreation Director
- Peg Bailey, parent & community member
- Maribeth Cusick, parent & community member
- Erica Light, parent & community member

1. Open meeting at 9:30am

2. Review and approval of previous minutes
   - June meeting minutes approved

3. Correspondence
   - Becky and Mary received more requests from parents and community members to be added to the email list
   - Franklin SEPAC will be holding their first regional SEPAC meeting on Oct. 6 in Attleboro. Open to everyone to attend.

4. Public Comments - none
5. New items for discussion
   - Liaison role re-enacted at every school. Liaisons will represent the SEPAC at school meetings and events and help connect parents to resources the SEPAC offers. For personal issues, liaisons will direct families to Mary and Becky with questions.
   - Accept the Challenge - Jessica and Kerry (Accept the Challenge coordinator) will meet with the steering committee on Oct. 6 to provide an overview and decide a kick-off date. Tentative timing is mid-winter with challenges taking place during Open Circle.
   - SEPAC is partnering with Concord Police to create a database of children in Concord with special needs. Involvement is completely voluntary.
   - SEPAC membership is expanding. Thank you to all for volunteering your time
   - Fundraising - not certain if fundraising will take place this year. SEPAC needs to create a 501c to create a Friends of SEPAC and at this point doesn’t have anyone willing to join/create the group. Casey and Anne mentioned there are people out there who could be willing to be a fiscal sponsor. Casey pointed out $1000 is required to submit the paperwork to form a 501c and suggested perhaps the school administration will fund it. Heather Bout will speak to Diana and John to see what the school system can do to support SEPAC. Shaina questioned whether we can look for specific donors to fund events.
   - Two business meeting were re-scheduled. New dates are January 5, 9:30-11:30am and May 17, 12:30-2:30pm. Both meeting will take place at Fowler library.
   - Concord Recreation has a new assistant director, Anna Wood. Anna shared some new initiatives she is working on including inclusive running, soccer and ice skating programs. Future possibilities include science/techie programs, fencing and social skills. The inclusive program will be built into Concord Recreation’s summer program. Anna is looking for community feedback and ideas for future programs. Scholarships are available. The possibility of adaptive swim lessons at the Beede and using the Therapy pool was discussed.

6. Chair reports/updates
   - **Membership:**
     - SEPAC had representatives at all Back to School nights. Suggestions for future events include providing a resource handout, buying more SEPAC signs so each school will have their own and using name tags. In addition, best to target K back to school night and new families lunch/welcome event. Mary will ask Jessica for money to buy more signs and nametags.
     - Jennifer Brook (Playscape architect) was hired to design and build the new CIPS playground. The focus will be on accessibility and will provide space families across metrowest can enjoy. Drawings and detailed information were presented at the meeting. The playground will have a walkway connecting to the Playscape. Total budget is 300K. A grant will be submitted to Community Preservation Fund for 150K. Concord Children’s Center is the fiscal sponsor. The school committee will be
asked to fund 50-100K this year. Casey and Anne will present plans and walk each school committee member through the design prior to the next school committee meeting.

- **Newsletter**
  - Tali is looking for ideas and announcements for the newsletter

- **Events**
  - Playscape Fall Festival will take place on Sunday October 2. Shaina will use SEPAC banner and brochures at festival and will send a sign-up sheet for board volunteers. Shaina will submit a request for posting to the CCHS 2volunteer program. SEPAC will have two tables at the festival and will provide bubbles, crafts, easy games, prizes and a guess jar.
  - Welcome back coffee is scheduled for October 13, Jessica will present. Shaina will send a sign-up sheet for refreshments. A link to the sign-up genius will be included in future newsletters.
  - Dan Levine from Engaging Minds will present a workshop on executive function on 11/9 at CCHS. Mary will put Shaina in touch with CPT about pairing for the event.
  - There are currently four out-of-district meetups scheduled.
  - Proposed events for the year include, Basic Rights in January and consideration of a presentation on neuropsych evaluations in the spring. Becky suggests reaching out to Kelly Challen at NESCA for our transition series. Joanne suggest reaching out to Carlisle SEPAC to partner on another Federation workshop.

- **Co-Presidents**
  - Tali will represent SEPAC on the superintendent search committee.
  - Heather Bout gave an update on the timeline for the superintendent search process. Full day focus groups with feedback will take place in early November. Search committee members will attend a training in January and then interview the three candidates. School committee members will conduct individual interviews with a goal of naming a new superintendent by the end of January.
  - A middle school feasibility committee is being formed. The goal for this year is to conduct a study of the current situation and assess its viability for the future. Anyone wishing to be part of the committee should submit interest by October 4.
  - CIPS working committee no meetings are scheduled at this point.

- **Technology**
  - Becky and Heather reviewed resource links on SEPAC website, updating those that don’t work. Additional changes include creation of an archive page, modifying the home page template to include a Facebook link and Eventbrite RSVP link and updating board member names and the volunteer page.
• **Publicity:**
  o Donna will draft an article for the Concord Journal highlighting our connection with Detective Scott Camilleri

7. Action Items (voting):
   o At large member voting is tabled to November meeting
   o Board voted unanimously to approve a letter of support for the playground. Letter will be attached to the Community Preservation Fund grant application.

8. Meeting adjourned at 11:30am