Concord and CCHS SEPAC Business Meeting Minutes
APPROVED

April 8, 2016
12:30-2:00 pm
Concord Public Library Main Branch, Conference Room
www.concordsepac.org
concordsepac@gmail.com

Action Items
• Joanne will send approved March meeting minutes to town clerk and post to website
• Aiyana will send Donna a Friends of SEPAC volunteer request for the mid-April reminder email.
• Heather will circulate a signup sheet for refreshments.
• Heather will put together a rough outline of next year’s events.
• Donna will write the April mid-month reminder for Monday.
• Board will send Becky and Mary suggestions on wording for the June election process.

Attendees:
• Mary Tambor, Co-president
• Rebecca Robichaud, Co-president
• Aiyana Currie, Treasurer/Fundraising
• Heather Tunnicliffe, Events Coordinator
• Tali Ditman, Membership Coordinator
• Joanne Jensen, Secretary
• Maribeth Cusick, parent & community representative
• Anne Kilroy, parent & community representative
• Casey Atkins, parent & community representative
• Kara Stokes, parent & community representative
• Betsy Olsson-Meckowski, parent & community representative
• Colleen Walston, parent & community representative
• Carol Neville, parent & community representative
• Angela Quinn, parent & community representative

1. Open meeting at 12:34pm
2. March meeting minutes approved. Minutes to be sent to Town Clerk and posted on SEPAC website.
3. Correspondence
   • Becky read a list of correspondences received this month. Topics include, superintendent search, SEPAC liaison role, transition workshop and Community Learning.

4. Public Comments (Each comment limited to 1 minute)
   • Casey thanked Becky and Mary for holding this morning's preschool coffee with Jessica Murphy.

5. New items for discussion
   • Board member positions
     • Mary intends to stay on as President for a third year
     • Becky will step down to make room for a Vice President. If Vice President chair is not filled she will remain as co-President for a third year.
     • Joanne will stay on as Secretary for a second year
     • Heather is stepping down as Event chair
     • Tali is stepping down as Membership chair
     • Aiyana is stepping down as Treasurer
   • Volunteer openings
     • Request for volunteers (board and committee members and school liaisons) will be publicized in mid-April reminder and included in the May newsletter. Request was sent to school PTGs to be included in documents sent home.
     • Brief discussion on SEPAC liaison role and responsibilities. Current liaisons are Anne Kilroy for Willard, Casey Atkins for Concord Integrated Preschool, Carol Yelle and Elaine Bojanic for CCHS.
   • Website review
     • Board reviewed the external resources web page comprised of resources recommended by members. Additional resource ideas can be sent to the SEPAC. Casey will send a link to Early Intervention's resource list to be included on the page.
   • Member at Large
     • Aiyana provided handouts and gave an overview of an “at large” position. Member at large has no defined role and may or may not have voting rights. The goal would be to fill a need in the board. The member is often an experienced board member who wants to remain active or possesses a skill beneficial to board (ex. medical expertise). Mary liked the idea as a way to retain members. Will revisit idea at annual meeting in June.
6. Chair reports/updates

- **Membership**
  - Tali is analyzing the survey data. A total of 145 responses were received. Results will be presented at the school committee presentation on May 24.
  - The idea of a teacher/staff member recognition award will be discussed at May’s meeting.
  - Events to be included in the mid-April reminder are – Transition workshop April 13 and next month’s OOD coffee.
  - Tali is looking for future newsletter topics. Suggestions mentioned include out-of-district information, executive function strategies, summer camp information and dyslexia information.

- **Events:**
  - Heather is looking for ideas on when to hold out-of-district (OOD) networking events. Past OOD coffees held on a weekend or weeknight had better attendance than weekday mornings.
  - The transition workshop with Heather Mahoney will take place next week Wednesday. To date 14 people have replied with more expected. Heather and Joanne will be trained next week at CCTV on how to videotape events.
  - Heather and Joanne met to discuss the logistics involved with hosting a webinar.
  - No new events are planned for this school year.

- **Co-Presidents**
  - Elaine agreed to be a SEPAC CCHS liaison.
  - SEPAC will present to the school committee on May 24. Each board chair will present one slide. Presentation will include accomplishments to date, goals for the coming year and parent survey results.
  - Funding secured for Accept the Challenge
  - Mary and Becky met with Scott Camilleri, a detective with the Concord Police. Scott is interested in creating a database that lists families with children with special needs. Registration is voluntary. Jessica Murphy’s office will provide training to local officers on how to respond to a school or home call of a person with special needs.
  - Mary and Becky presented to Willard and CMS PTG groups. They are scheduled to speak at Thoreau’s group in May and will follow up on dates for Alcott and CCHS. The presentation outlined the role of the SEPAC in the school community and was useful in getting the word out to parents.
  - A goal for the fall is to have a SEPAC representative speak alongside the PTG at each back to school night.
  - Becky spoke to Lynn Beattie regarding some topics of concerns raised by families. Lynn reported she has addressed all the issues.
• SEPAC now has a preschool working committee. Looking for a preschool community representative and a community member (confirm with Becky).

• Technology
  • No updates

• Publicity
  • Donna is working on a draft article for Concord Journal on the upcoming transition workshop.

• Fundraising: (Aiyana)
  • Aiyana gave an overview of SEPAC fundraising possibilities and recommended the creation of a Friends of SEPAC, a 501(c)(3) nonprofit organization, which would require a minimum of three members who meet annually to raise money for SEPAC. Aiyana is actively recruiting for the board, which requires a president, secretary and treasurer. Current SEPAC board members are eligible to be on the Friends of SEPAC board. Becky offered to be the secretary. Once positions are filled next step will be to meet and discuss fundraising options.
  • Becky received a call from the Concord Ed fund (CEF) to discuss funding Accept the Challenge.

7. Action Items (voting):
   Board voted 5-0 to accept the updated bylaws. Bylaw changes include: removal of treasurer position, updated event chair responsibilities, updated quorum guidelines.