Minutes: December 1st Organizational SEPAC Board Meeting

In attendance:
Aiyana Currie, SEPAC Technology Coordinator
Tali Ditman, SEPAC Membership Coordinator
Joanne Jensen, SEPAC Events Coordinator
Rebecca Robichaud, SEPAC Co-President
Mary Tambor, SEPAC Co-President

Agenda:

1. The board unanimously agreed to meet on the first Wednesday of every month from 9:30-11AM. SEPAC meetings will be held in the Concord Main Library conference room. It was agreed that the meeting’s Agenda would be sent to the board via Google Docs by the Co-Presidents for all to review and amend no later than 1 week prior to the meeting. The meeting’s Agenda would be posted to the community no later than 48 hours prior to the meeting. Posted agenda will include the date, time, and location of the meeting, as well as a link to the web site for the specific Agenda topics. Joanne agreed to contact the following local news publications to determine how far in advance the SEPAC’s announcements need to be delivered to the papers as well as determine financial obligations: Carlisle Mosquito, Acton Unlimited, Concord Journal. In addition to these sources, the agenda will be sent to the MassPAC web site, posted on the SEPAC web site, and sent via email through Jessica Murphy. Board members all agreed to familiarize themselves with the Attorney General’s Guide to the Open Meeting Law.

2. Agenda items for January’s board meeting were discussed. On the agenda are discussing the SEPAC’s bylaws. One specific area to address is the voting bylaws (see point #3 below). Additional items on the agenda are the unveiling of the new SEPAC web site (see point #5) and a discussion of the recent survey results (see point #9).

3. Related to point #2, the distinction between voting membership and “regular” membership was discussed. Ideas such as only allowing those with children on IEPs and who have attended at least two SEPAC events were discussed. It was determined that we will revisit the voting bylaws at January’s meeting.

4. Tali updated the board on SEPAC membership. It was determined that there are currently close to 50 members. Membership and attendance information will be made available to the whole group via Google Excel in order for other members to update the list when necessary. Tali agreed to be in charge of attendance during meetings and events.

5. Aiyana updated the board on the new SEPAC web site: concordsepac.org. The web site contains information about the board and useful information for parents with children with special needs. It is also connected to the SEPAC’s Google Calendar so anything posted to this calendar will appear on the web site. Comments can also be submitted to concordsepac@gmail.com via the web site. The possibility of modifying the logo was also brought up; currently the color and slight wording modifications have been made from the previous logo. Board members agreed to review the web site and provide Aiyana with feedback as well as useful links in the next few weeks. Before the new SEPAC web site goes public, it will be determined that all content is appropriate. The new web site is expected to go public on January 1st and be showcased to SEPAC members at the first open board meeting in January.
6. Joanne updated the board on upcoming events. The events are as follows:
   a. Parent Social on Dec 8th from 7-8:30PM in the Liberty Room at the Colonial Inn. The Colonial Inn is providing the room free of charge to the SEPAC. Currently there are only 4 positive RSVPs so the invitation will be sent out once more via Jessica Murphy.
   b. Basic Rights Workshop presented by Marjorie Walsh from 7-9PM on January 12th in Conference Room 1 in the Ripley Building. Different room set-ups were discussed (e.g., only chairs, no tables). Forms will be printed out and put into folders. Bottles of water will be provided.
   c. Meeting with Peter Badalament, Principal of Concord-Carlisle High School, and Tom Keane, Special Education Department Chair and Head Teacher of Pathways Program, from 7-8:30PM on February 2nd: 7-8:30PM. Questions were raised concerning the similarities/differences in content between this scheduled talk and future transition talk that occurs for parents of 8th graders. These questions will be addressed in an email to the presenters.
   d. Social Thinking presentation by Nancy Clements from Social Thinking Boston from 7-9PM.
   e. April presentation by Lynne Beattie. Joanne is waiting on a response to a previous email that was sent to confirm the talk. Similar to (c) above, questions were raised concerning the similarities/differences in content between this scheduled talk and future transition talk that occurs for parents of 5th graders. These questions will be addressed in an email to the presenters.
   f. Presentation regarding Ripley Playscape presented by Jennifer Saxe from 9:30-11AM on May 6th in the Ripley Conference Room.

The location of future talks was addressed and Becky and Joanne discussed examining the Little Theatre in the High School as a potential location. In particular, this location was mentioned as a potential place for the Social Thinking talk in March.

7. Contacting the Principals of each of the elementary schools was discussed to potentially determine a time to meet or attend future Principal Coffees.

8. The Board briefly discussed the open Treasurer position. Mary and Becky will be meeting with a potential candidate in the upcoming week.

9. Joanne presented the results of the survey that had been distributed at the SEPAC coffee as well via email. Nineteen surveys were collected. Overall, members expressed interest in having monthly support meetings, and hearing more about topics such as executive function, school transitions, and ADHD. In addition, some members indicated they have experience with fundraising and facilitating support groups. These members may be contacted by Becky and Mary.