Concord and CCHS SEPAC Business Meeting
January 7, 2016
7:00-8:30pm
Hunt Gym, Small Conference Room
Approved

Action Items
● Joanne will email Jessica approved December meeting minutes to the town clerk for posting
● Joanne and Jessica will go to town hall to be sworn in
● Mary will add Jessica’s website volunteer page to February’s agenda
● Board members will come to February’s meeting with a decision on their plans for next year's board
● Tali will post an announcement for Center for Parents and Teachers’ May parent workshop in the February newsletter.
● Mary will follow up with Sally for more information and request a flyer.
● Heather will send to interested parents a schedule for additional ODD coffees with alternating morning/evening times.
● Mary will send ODD coffee schedule to Ellen in Jessica Murphy’s office to distribute
● Becky will update calendar to reflect the newly approved meeting name (SEPAC meeting vs. business meeting)
● Jessica will send Donna Messinger's contact information to Heather for a spring lecture
● Donna will include news of the survey in the school newsletters so parents of children on 504s are aware.
● Tali will add a question to the survey aimed at understanding the perception of attending a SEPAC event.
● Tali will have the draft survey ready for February.
● Becky will explore funding options for Accept the Challenge and then will follow-up with schools
● Tali will include information on the teacher/staff award in the March newsletter.

Attendance:
Becky Robichaud
Mary Tambor
Tali Ditman
Joanne Jensen
Jessica Hsu
Heather Tunnicliffe
Shaina Brito
1. Open meeting at 7:01pm

2. Review and approval of previous minutes
   Minutes approved.

3. Correspondence to share
   Nothing to share

4. New items for discussion
   ● Board nominations for SEPAC secretary
      ○ Joanne Jensen approved
   ● Website volunteer page
      ○ No internet service at Hunt Gym. Mary will add Jessica’s volunteer page as an item on next month’s meeting agenda
   ● Fundraising
      ○ Aiyana may not be able to continue in the fundraising position
      ○ May need to publicize for a new fundraising coordinator
      ○ Brief discussion on where to use money raised.
      ○ Discussed the idea of creating “Friends of the SEPAC” which would have a separate board.
   ● Board positions
      ○ Discussion on when to publicize next year’s open board positions
      ○ Becky and Mary asked board members to come to February’s meeting with a decision on their plans for next year’s board
      ○ Will begin posting for volunteers after February business meeting

5. Chair reports
   ● Events
      ○ Center for Parents and Teachers (Sally Quinn Reed) is sponsoring INSPIRE, a free six-week parent support group for parents of children (ages 4-9) with special needs. The group will begin on March 7.
      ○ Tali will post the announcement in the February newsletter.
      ○ Mary will follow up with Sally for more information and request a flyer.
      ○ Coffee: Heather presented a wrap-up of the out of district (ODD) coffee held at Mary’s house. Seven parents sent RSVPs, one attended. Heather created and will send to interested parents a schedule for additional ODD coffees with alternating morning/evening times.
      ○ Mary will send schedule to Ellen in Jessica Murphy’s office to distribute
      ○ Social: Heather reached out to Vincenzos, Paparazzi and Red Raven as possible venues for a March social. Early-April considered the preferred time. She is considering Paparazzi for it’s flexibility in layout and timing and accommodating
staff. Type of function (cocktail party/sit down), possible activities (presentation, silent auction & fundraiser) and costs discussed. Concern over price and low turnout. Heather will confirm the cancellation policy. Question raised on whether to hold an April event. Will consider including Carlisle in planning.

- Mary suggested advertising an after meeting social for our evening meetings.
- Heather wasn't able to hold a meeting with her events committee yet due to conflicting schedules.
- After much discussion a decision was reached to hold off on planning a large social event until we are ready. Plan will be to hold smaller social opportunities and continue with ODD coffee.
- Basic Rights: to date there are nine non-board members planning to attend. Becky suggests providing small water bottles and a clean snack. Joanne will send Melody questions in advance of the talk. She will buy snacks for the talk and send the receipts to Jessica. Handouts will be printed in advance.

- Business meeting name change
  - A suggestion was made to change the SEPAC business meeting to SEPAC meeting in an effort to attract more people. Board voted, motion APPROVED. Becky will change name on the calendar.

- Technology
  - Volunteer page is complete
  - Post that links to Facebook is fixed
  - Jessica added some resources to website
  - Jessica suggested inviting Donna Messinger to present on eye tracking and balance improvement at an event SEPAC meeting. Jessica will send Donna's contact information to Heather for a spring lecture

- Survey
  - Tali and Mary are creating a survey using Acton-Boxborough’s as a guide.
  - Survey will have 10 statements that parents will be asked to rate on a 5-point scale. Demographic questions will be added at the end to allow for in-depth analysis. Current plan is to conduct the survey every two years, data will be evaluated over time. A comment section will also be added. Survey will go to all parents of children on an IEP.
  - Brief discussion on re-wording some of the questions.
  - Donna will include news of the survey in the school newsletters so parents for children on 504s are aware.
  - Tali will add a question aimed at understanding the perception of attending a SEPAC event.
Tali will have the draft ready for February with plans to launch in March. Board encourage to send comments to Tali as they arise.

Fundraising
- Becky approached Diana Rigby to discuss fundraising options. There are three, 1) work with school district, money goes into a town acct and SEPAC requests its money as needed, 2) Create a “Friends of SEPAC” (FOS) board that fundraises to support SEPAC. FOS disperses money and SEPAC board members cannot be on the board. Aiyana to follow-up with how many people are required to be on board (best option for SEPAC) and 3) Center for Parents and Teachers is a non-profit. Diana suggested SEPAC go under their umbrella.

Publicity
- IEP notice posted at all advertising spots. Concord Journal open to interviewing SEPAC for an online piece.

Accept the Challenge
- Becky will explore funding options then will follow-up with schools

Teacher/Staff Award
- Discussion on nominating a teacher or staff member for an award for supporting their child. Idea is to acknowledge at the end of the school year. Tali will include information in the March newsletter.

Meeting adjourned at 8:40pm.