Concord Public and Concord-Carlisle Regional SEPAC Open Meeting Minutes – September 15, 2015

• Board Members 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

• Others in attendance:
  Terri Bono
  Jessica Hsu
  Shaina Brito
  Donna Roman

• Sharon Jones

• Open Meeting: Mary opened meeting at 9:30am and introduced the agenda.

• Reviewed and approved June meeting minutes.

• New items
  o Smaller subcommittees will be formed for those wishing to be involved in specific areas. Anyone interested in volunteering for a subcommittee can contact Mary.
  o Survey monkey will be used to determine topics of interest to present to the school committee. Will be in place of the google doc that was used last year.
  o Donna volunteered to take over publicity contact list. Will include posting agenda and disseminating information to publicity contact list.
  o Erin will continue with twitter.
  o Fundraising
    ▪ Targets discussed could include staff professional development, speakers, evening events, printing costs
    ▪ Could take place at parent social, grant request to community chest, PTG sponsorship or via Concord Ed fund
• Chair reports/updates
  o Meetings between SEPAC co-presidents and Jessica Murphy will be held every other month. Jessica Murphy to ask if Mary and Becky can come to administrative meeting. Need to make sure teachers know about SEPAC & website.
  o Events
    ▪ Welcome back coffee is scheduled for October 5, 2015 with Jessica Murphy presenting
      ▪ Sing ups will be created for snacks and toys/activities. Children will be welcome.
      ▪ Heather Mahoney will be approached to attend for a meet and great
    ▪ Resource Fair
      ▪ Joanne proposed postponing it from the spring until September 2016 which may be more practical for attendees and will allow more planning time. All agreed.
      ▪ Terri, Donna, Mary, Joanne and Aiyana volunteered for subcommittee.
      ▪ Carlisle and neighboring communities will be contacted to partner for the event.
  o Transition Talk
    ▪ There have been requests in the community for more events around transition (beyond school). November transition talk with the federation and HS transition specialist, Heather Mahoney will be pursued.
  o Basic rights talk is scheduled for January but location is still needed.
  o The high school is being considered as a place to hold meetings however for the advisor meeting a community location will be pursued. Anyone wishing to book school space should go through schooldude (can join via school administration).
  o Parent Social will be held in May
  o Family social will not be held as a separate event to allow for focus on parent social given low turnout in June last year. The events subcommittee will further discuss and inquire about combining instead with an event at the Playscape.
• Aiyana reviewed technology
Website was launched in January and recreated taking info and modifying from old spedpac site.

Vision and updates needed to keep website and Facebook moving forwarded as well as updates to twitter

Reviewed website stats and how people are finding the website. Fewer hits over the summer but increased as school started. Most views are of the board and what SEPAC is.

- **Membership**
  - Next Newsletter will be 10/1
  - “Did you know” section will be added to newsletter. Suggested did you know: Check your child’s IEP, now is the time to add accommodations for parcc and other standardized tests.
  - Save the date should be sent asap for the October coffee
  - No parent views received regarding switch from MCAS to PARCC

- **Voting**
  - Unanimously agreed to amend the following bylaw from 5 to 3 parents “A minimum of five parents of children receiving special education services within the school system is required at a meeting to constitute a quorum for the purposes of voting.”
  - Nominations for open board positions will take place at next meeting. Aiyana is considering fund-raising, Jessica Hsu is considering technology and Shaina is considering Secretary

- **No public comments**

- **Action Items**
  - Changes to calendar (events schedule) and goals will be discussed at the next meeting. Mary gave out copies of the goals discussed at the end of last year.
  - Mary
    - Follow up with Heather Mahoney about coming to October coffee and speaking at a transition event
    - Speak with Jessica Murphy about funding (dues, transition talks, printing, website costs), update regarding discussion with principals about SEPAC and informing teachers about website
    - Send out agenda 1-2 weeks before next meeting
• Assist Tali with Survey monkey.
  o Tali
    o Create save the date for October coffee and send to Donna to publicize.
    o Create October newsletter
    o Create survey monkey to determine hot topics to present to school committee (lower priority than save the date and newsletter)
• Donna
  o Publicize invite for coffee
• Aiyanna
  o Amend bylaw as discussed in voting
  o Teach Donna how to post agenda to website
• Becky
  o Contact Jessica Murphy about coffee to see if she needs anything and let her know we would like it to child friendly.
  o Updates to google group: invite concord SEPAC, check Joanne’s email, remove Jordan, and add Donna.
  o Send Erin’s past posting emails to Donna
• Joanne
  o Send Tali information for October Coffee so she can create invitation. Also create sign-ups for food, toys/coloring supplies for the event.
  o Send email to schedule meeting with Terri, Donna, Mary & Aiyana to discuss resource fair and suggestions from Jessica about how to structure it. Also gain insight from Merrimack College Fair.
  o Talk to Jennifer Sax about coordinating an end of year event with Playscape.
  o Contact the Federation about a transition talk (length, possible dates) as well as Janet Sauer who volunteered to help with the event.
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• Shaina
  o Distribute meeting minutes to board within 1-2 weeks