

Concord Public and Concord-Carlisle Regional SEPAC Open Meeting Minutes – March 4, 2015

Board Members in attendance:

Aiyana Currie, SEPAC Technology Coordinator
Joanne Jensen, SEPAC Events Coordinator
Jordan Parker, SEPAC Secretary
Erin Pasternak, SEPAC Publicity
Rebecca Robichaud, SEPAC Co-President
Mary Tambor, SEPAC Co-President

1. Open Meeting: Mary opened the meeting at 9:30AM and introduced the agenda. There were no attendees other than board members.
2. Board unanimously voted to change bylaws so that membership chair would be responsible for taking full attendance at Board meetings.
3. Board reviewed and approved February 2015 minutes.
4. Chair updates
 - A. Events
 - i. Family social event Going to limit the organized games for accessibility, but will have bubbles and other fun things for all the kids. Saturday June 13th as the end of year event with a rain date of June 14th or possibly inside the gym on the 13th. Hunt gym has penciled in our date and will waive fee for opening bathrooms. Can't reserve fields but will try to mark some spaces with things like balloons. Going to ask rec department for borrowing balls, etc. Trying to determine how to fund the event food etc., feeling we need to plan a bit more before asking PTGs or focusing on our own funding. TODO: Joanne to request rain date inside and access to rec balls, etc. Joanne to coordinate across the group for food.
 - ii. Left a message at the middle school with Lynne Beattie asking for more details on the 6th grade transition event for parents, will share more as learned.
 - iii. Playscape event on for May 6th with rain date of May 13th
 - iv. Need to reschedule the March coffee event, concern that we have too many events already in march and agreed that we will make it an April coffee. Likely April 9th from 9:30-11, likely at Becky's. Will allow for kids to attend again. TODO: Erin to send flyer to Jordan to give to distribution at CIPS, Joanne to finalize logistics and announcement.
 - B. Publicity
 - i. SEPAC information page and brochure for preschool and Minuteman Arc was shared in a hard copy form TODO: Erin to email to the SEPAC email with this new full brochure
 - ii. TODO: Aiyana to help Becky setup SEPAC group to enable more efficient sharing
 - iii. Discussed how to distribute the brochure and whether to make it available for everyone in color. Desire to make it available in color, but also to have printed by local schools for their own team meetings
 - a. TODO: Ask Jessica about printing as well as adding to the treasury budget
 - b. TODO: Jordan volunteered personally print an initial run of color copies once we finalize

- c. TODO: Erin will email director of local pre-schools of the brochure when finalized, Jordan to get the list of pre-schools to Erin.

C. Technology

- i. Shared draft SEPAC logo and discussed possible red family and correcting “council” and CCHS
- ii. Website “posts” are to be defined as:
 - a. Event updates, as needed (e.g. last minute schedule change)
 - b. Content - articles, thought pieces, etc. similar to what we are already publishing on FB
 - c. Our own “commentary” to be discussed further with board, and specifically authored
- iii. Website roles are getting finalized. All posts are in “pending review” form until “approved” by an “editor” or “admin”. TODO Aiyana to send step by step instructions to board & optional training class. (Tali & Mary setup as “Contributors” as of now)
 - a. **Administrator** – nothing is off limits
 - b. **Editor** – has access to all posts, pages, comments, categories, tags, and links.
 - c. **Author** – can write, upload photos to, edit, and publish their own posts.
 - d. **Contributor** – has no publishing or uploading capability, but can write and edit their own posts until they are published
 - e. **Follower** (public sites) / **Viewer** (private sites only) – can read and comment on posts and pages
- iv. An automated link between website posts and Facebook to go live shortly
- v. Tali has been reviewing links being used by website visitors to determine “needs” of our community & ideas for future events
- vi. Aiyana has been working with school web administrators to ensure there is the correct language for link to our site
- vii. Group briefly discussed some long term plans: blog, expanding external links, add practitioners (with disclosure), and adding information on transitions
- viii. Board will review the proposed disclosure language via email

5. No correspondence

6. New items

- A. Need to post the agenda to be accessible to Carlisle. Erin will coordinate with the Carlisle resident who inquired on the need to physically post in the Carlisle town hall and check the regulations.
- B. Social thinking event canceled due to low turnout. TODO: Joanne to ask more about what the social thinking training is. TODO: Mary/Becky to ask Jessica about it at next meeting
- C. Consumer empowerment fund came up during Sudbury SEPAC, will post on the website, put on Facebook, and the newsletter. The state will give parents up to \$500 per year to attend an event. TODO: Joanne to send to Aiyanna and Tali, Tali to come up with common wording.

- D. Twitter account for SEPAC. Erin to try to get a handle to get the account going. Will add a twitter feed to the website. Erin taking on. All voted in favor. Link for bottom of email.
- E. TODO: Erin to send more links to Aiyanna who will tweak some of messaging. Example of Mass Health providing additional services as wrap around. Mass family voices as a way to access the best insurance for children.
- F. Will improve minutes to more clearly call out TODO items.
- G. For the full year calendar working on having events every other month. Basic rights in January as a good time relative to most student's IEP reviews and the social in ~March. What are the areas our students need help for – ADHD, executive function, transition, dyslexia, etc. TODO: everyone to send a list to Joanne for discussion at the next meeting.
- H. Other planning thought is the board meeting and every other month board meeting – socials to have some kind of regular timing
- I. Discussed expected attendance at March 6th CCHS transition event, 6 Concord CCHS SEPAC members going to March 6th. TODO: everyone email Joanne on events they can attend in coming months.
- J. Erin to present FCSN at next board meeting
- K. No new progress on Carlsisle SEPAC. TODO: Joanne to interface
- L. Becky and Mary to work on the PTG back to school night approach
- M. Mary emailed Jennifer Clarke who will present on April 1st.
- N. Broadcast communications will come ideally at most twice a month from Jessica – Erin to be getting things to Becky/Mary for review before sending to Jessica. The first communication each month will be the newsletter update and the second will just be for urgent updates as needed (hopefully many months will not need them)

7. Meeting adjourned at 11AM.