Concord and CCHS SEPAC Business Meeting

June 3, 2016
12:30-2:00 pm
Fowler Library, Conference Room
www.concordsepac.org
concordsepac@gmail.com

Action Items:
- Joanne will send approved April meeting minutes to town clerk and post to website
- Becky will reserve the Fowler Library conference room for our bi-monthly meetings
- Joanne and Becky will provide Shaina with information on how to reserve rooms for SEPAC events.
- Mary will email school liaisons to arrange a late August meeting to discuss the position.
- Donna will send another reminder requesting a middle school liaison to Jessica to be sent to the general distribution list.
- Joanne will talk to the case managers at Concord Middle school to see if there are interested parents for the liaison role.
- Anne will book meeting space for the preschool working committee meetings.
- Donna will send a mid-month update announcing new board members and school liaisons.
- Donna will schedule an interview time with the Concord Journal in August.
- Donna will include an announcement about Friends of SEPAC in the mid-month update.
- Casey will discuss fundraising ideas for Friend of the SEPAC with Aiyana.
- Casey will forward Minuteman ARC’s resource list to SEPAC gmail account.

Attendees:
- Mary Tambor, Co-president
- Becky Robichaud, Co-president
- Aiyana Currie, Treasurer/Fundraising coordinator
- Joanne Jensen, Secretary
- Donna Roman, Publicity coordinator
- Tali Ditman, Membership coordinator
- Anne Kilroy, parent & community member
- Casey Atkins, parent & community member
- Shaina Brito, parent & community member
- Helen McKinlay, parent & community member
- Asha Nigh, parent & community member
- Betsy Olsson-Mackowski, parent & community member
- Michelle Phelan, parent & community member
- Colleen Walston, parent & community member
- Bob Grom, School Committee member
1. Open meeting at 12:31pm

2. April meeting minutes approved. Minutes to be sent to town clerk and posted on SEPAC website.

3. Correspondence
   - After receiving newsletter requests from a few school staff members, the distribution list will be expanded to include superintendent, principals and school support staff

4. Public Comments
   - Becky and Mary received congratulations for a fantastic school committee presentation

5. New items for discussion
   - SEPAC goals and accomplishments for the 2015-2016 school year.
     - Membership increased
     - Out-of-district (ODD) networking group created
     - Increased visibility in the community by creating a presence at back to school nights
     - Expanded event publicity, which led to increased participation
     - Developed more meaningful relationships with district
   
   - Areas of focus for the 2016-2017 school year. SEPAC will continue/begin to:
     - Work toward creating a working budget
     - Increase its presence in the community
     - Develop a sustainable board structure
     - Strengthen relationships with district officials

   - Business meeting schedule for 2016-2017
     - Becky presented a list of meeting schedule options that included monthly and bi-monthly dates. A lengthy discussion followed highlighting the opportunities and challenges for each.
       - Concerns were expressed that not all agenda items would be addressed in a 90-minute bi-monthly meeting. If the need arose to add an additional meeting, it may be more difficult to schedule. Another idea would be to use some of the monthly meetings as subcommittee meetings though some subcommittee members may not be available at that time.
       - Board voted unanimously to hold a two-hour meeting on a bi-monthly schedule. Meetings will alternate between a morning and evening start time and will be held in the conference room in Fowler library, which Becky will reserve.
       - SEPAC business meetings will be held on Thursday September 23 (9:30-11:30am), November 17 (7-9pm), January 20 (9:30-11:30am), March 9 (7:00-9:00pm), May 19 (9:30-11:30am) and June 15 (7:00-9:00pm).
Liaison meeting

- Mary will email school liaisons to arrange a late August meeting to discuss the position. All positions filled except for Concord Middle school (CMS). Donna will send another reminder requesting a middle school liaison to Jessica so that it can be forwarded to the general distribution list. Joanne will talk to the case managers at CMS to see if there are interested parents.

- School liaisons are Casey A. (Concord Integrated Preschool), Caroline D. (Alcott), Angela Q. (Thoreau), Helen M. (Willard), Carol Y., Elaine B. and Beth L. (CCHS).

6. Chair reports/updates

- Membership

- Tali gave a short summary of survey. Specifics results are posted in a handout on the SEPAC website.
  - 145 responses received, survey sent to everyone on IEP. Survey contained 11 questions measured on a 5-point scale. Parents rated their level of agreement with various statements such as “I am treated as an equal member of my child’s team” and “I am satisfied with the way the school addresses my child’s social-emotional needs”.
  - Results showed a high overall level of satisfaction with special education services
  - More emphasis needs to be placed on communication in middle and high school.
  - Parents noted teachers and staff who positively impacted their children.
  - Following the school committee presentation last month there will be close examination of communication at the individual schools. Jessica asked to see numbers from the survey (confidential - no names) and will evaluate them. Additionally, Jessica met with the teams at CMS and CCHS to discuss how they can we better communicate with parents.

- Events

- Out-of-district (ODD) networking gatherings will be held on a quarterly basis. Four dates are already scheduled. Aiyana suggested including dates on SEPAC brochure and advertised at back to school nights. Donna suggested including the dates on a brochure insert.

- Tentative community events are as follows, Welcome Back Coffee, Transition series part 2, Basic Rights, a fundraiser/trivia night and a neuropsych presentation, dates to be determined.

- Mary suggested inviting staff from CMS and CCHS to the welcome back coffee. Another idea mentioned was to consider moving the neuropsych presentation up in date as it’s the first step in the evaluation process.
Tali stated executive function appeared as a topic of interest in our first survey two years ago.

- **Co-Presidents**
  - Becky is working with Jessica on dates for Accept the Challenge. She is thinking it will be held during Open Circle rather than as a full day event.
  - The school committee agreed to give SEPAC a seat on the superintendent screening committee. Plans are still being worked on to determine how the person will be selected. Becky strongly urges members to contact the school committee and encourage them to allow SEPAC to select its own member. Casey suggested providing some talking points on Facebook and the website that members can use when contacting the committee.
  - Casey gave an update on Concord Integrated Preschool working committee. Committee voted unanimously to uphold the 50/50 (integrated/community members) enrollment model. The committee met with Alex Chatfield from Minuteman ARC and held a discussion on understanding the challenges of implementing this model. Working committee is also focused on improving the playground facilities. Members are reviewing grant opportunities and will meet with Jessica and Diana next week to discuss playground ideas and fundraising. Anne will book meeting space for the working committee meetings.
  - Casey pointed out a lot has happened at the preschool since the winter announcement. The administration is very responsive, two new aides were hired, the nurse is now full-time and a strong parent group formed.
  - Becky and Mary spoke of topics for their next meeting with Jessica. These include a mental health disclosure card, a partnership with Concord Detective Scott Camilleri, the transition series, development of a chart of interventions used for math and reading at the different schools. Kristin Herbert will be at the next meeting Mary and Becky have scheduled with Jessica.

- **Technology**
  - Plans are in place to update resources on the website. Casey will forward Minuteman ARC’s resource list to SEPAC gmail account.

- **Publicity**
  - Donna will send a mid-month update announcing new board members and school liaisons. She is thinking of including a few goals and quotes in an article on the SEPAC for the Concord Journal this fall. She will schedule a time with the Journal in August. Casey suggests using the “Letters to the Editor” section as an additional form of publicity. Letters in the form of a thank you to SEPAC can be published after an event. The welcome back coffee and other events will be publicized in both the Concord Journal and Patch.
- **Fundraising/Friends of the SEPAC**
  - Aiyana concerned there is no interest in Friends of the SEPAC. Donna will include an announcement about Friends of SEPAC in the mid-month update. Casey suggested holding a social to attract interest. Casey will discuss ideas with Aiyana.

7. Action Items (voting)
- Mary read the voting procedure. Board positions can be shared and members can hold more than one position. Voting took place and the SEPAC board for 2016-2017 school year is as follows,
  - Co- Presidents: Mary Tambor and Becky Robichaud
  - Membership: Anne Kilroy and Casey Atkins
  - Secretary: Joanne Jensen
  - Publicity: Donna Roman
  - Events: Shaina Brito
  - Technology: Becky Robichaud and Heather Tunnicliffe
- Board voted and approved the creation of at-large positions. Change will be added to the by-laws. Elections to at-large positions will be held in the fall.
- Tali will continue to write the newsletter and will transition to an at-large position in the fall.
- Federation of Special Needs and MASSPAC are holding two new trainings for new board members
- July 1st new board members will be added to google distribution list.
- New members are asked to be sworn in at the town hall within two weeks.
- Aiyana asked to allow proxy votes for our fall discussion on by-law changes.

8. Meeting adjourned at 2:00pm