Approved Meeting Minutes
Concord Public Schools and
Concord-Carlisle Regional School District
Special Education Parent Advisory Council (SEPAC) Business Meeting
September 28, 2017
12:30-2:30 pm
Concord Public Library, Fowler Conference Room

Attendance:
Carol Yelle, President
Bettina Stevens, Vice President
Joanne Jensen, Secretary
Casey Atkins, Membership Chair
Tali Ditman-Brunye, Communications Chair
Becky Robichaud, Technology Chair
Shaina Brito, Events Chair
Betsy Olsson-Mackowski, Thoreau liaison
Terri Bono, community member
Melissa Tustin, community member
Anna Wood, Concord Recreation

Action Items:
● Joanne will correct the spelling of Carol’s first name in June’s meeting minutes and send approved minutes to town clerks and Becky for posting
● Carol will follow up with Jessica to be make sure the special education focus group notice is distributed to all families.
● Carol will contact the former Concord SpedPAC’s webmaster to discuss the status of their website
● Prior to November business meeting, board members will select 1-2 goals they want board to pursue this school year.
● Board members are requested to review their job descriptions and send Becky any edits.
● Tali will ask Melissa for advice on how to manage the end of year school committee meeting presentation so that there is enough time to review survey results and present appreciation awards

1. Open meeting at 12:38pm

2. Public Comments - no comments

3. Presentation by Anna Wood, Assistant Recreation Director, Concord Recreation
   ● Anna handed out current brochures and described some upcoming programs. An assortment of classes will be offered this fall including
Calm Bodies, track and inclusive fishing. Resident and non-resident children are attending school year and summer programs. She is looking for high school volunteers to assist in a variety of classes.

- Feedback and requests for future programming can be sent to Anna.

4. June meeting minutes approved with one error. Joanne will correct the spelling of Carol’s first name and will send approved meeting minutes to town clerks and Becky for posting.

5. Voting
   - Bettina Stevens voted and approved as Vice President

6. No correspondence to share

7. Items for discussion
   - Review Bylaws and update Board Member job descriptions (see bylaws for notes)
   - Board members decided to hold a SEPAC vision and goals workshop at a separate time to review items in detail. Members will then select 1-2 goals prior to the next meeting they want to see the board pursue. Shaina proposed voting for the top two goals. Bettina suggest adding metrics to goals.
   - School Committee Report
     Melissa McMorrow is the new SEPAC school committee contact. Melissa lives in Carlisle and was not available to attend today’s meeting. School committee member Heather Bout, will be available to discuss Concord related issues. School committee discussed 600-800K deficit in budget for special education costs due to new move-ins. Q5 is a program being considered for CCHS with more details to follow. Laurie Hunter, discussed supporting cultural proficiency as a main goal this year.

8. Chair reports/updates

**President:**
- Jessica will be sending notice of upcoming special education focus groups on Oct. 19 and 20. These are being held in conjunction with last year’s program review. Carol will follow up with Jessica to be sure the notice is distributed to all families.
- Carol is in the process of updating the SEPAC name as it’s listed on each school’s website for easier recognition. Additionally she is reviewing school handbooks and is considering updating the SEPAC page found on Jessica’s website. Carol will contact the former Concord SpedPAC group to discuss the status of their website.
- Carol attended PTG Presidents meeting. Topics discussed included Willard fields, Thoreau sidewalks and planned STEAM innovation lab at Ripley. Building phase of STEAM lab on hold due to budget. Carol would like to see someone from the board to be part of the project in order to stay up to date and make sure CASE and out-of-district students are
included in planning. Casey and Melissa are interested in learning more and possibly being included on committee. Becky asked Jessica if out-of-district students could take part in after school programs. Carol met briefly with Laurie and Becky during superintendent’s meeting and provided SEPAC brochures for Laurie to review.

Membership:
- Liaisons reported mixed reviews for SEPAC presence at Back to School open houses. Overall liaisons felt it was good to have a liaison there to create a presence.

Events:
- Welcome back coffee is planned for October 19, a sign up genius will be sent soon. Basic Rights will take place on November 7 and will be presented in partnership with Carlisle SEPAC. Shaina is in discussion with mediator Myrto Flessas to give a presentation over the winter. Shaina and Heather are looking for someone to lead out-of-district meet ups. Other event topics being considered for this year, dyslexia, neuropsychological evaluations, social skills and IEP development. SEPAC will host a table at the fall Playscape event and provide brochures. Shaina is hoping to create a sub-committee with Donna and Heather.

Technology:
- Becky is updating board member descriptions on the website. Board members are requested to review their job descriptions and send Becky any edits. She would like to put together a welcome packet for families, which can be given at IEP meetings. Ideas to include in the brochure can be sent to Becky.

Communications:
- Tali is looking for topics for the newsletter. She is looking ahead to the survey, which will be given to parents of children on IEPs this year. Tali is considering forming a committee and would like to add 504 parents to the survey distribution group. Tali will ask Melissa for advice on how to manage the end of year school committee meeting presentation so that there is enough time to review survey results and present appreciation awards.

Publicity:
- Helen agreed to handle publicity this year. The board will vote at the November business meeting to elect her.

Meeting adjourned at 2:26 pm