Draft Meeting Minutes
Concord Public Schools
and
Concord-Carlisle Regional School District
Special Education Parent Advisory Council (SEPAC)
November 2, 2017
7:00-8:00 pm
Concord Rec Multipurpose Room

Attendance
Carol Yelle, President
Bettina Stevens, Vice President
Joanne Jensen, Secretary
Tali Brunye-Ditman, Communications chair
Shaina Brito, Events chair
Helen McKinlay, Publicity chair

1. Open meeting at 7:07pm

2. No public comments

3. September meeting minutes approved. Joanne will send to Becky, Concord and Carlisle town clerks for posting.

4. Voting Items
   o Helen McKinlay voted and approved as publicity chair
   o Revised by-laws approved. Revisions reflect modified job descriptions for secretary, publicity, technology and event chairs.

5. No correspondences to share

6. Items for discussion
   o Board reviewed goals document. Carol would like to form a sub-committee to fine tune items and make them quantifiable. measurable. Sub-committee for strategic goals planning is Helen, Carol and Joanne. They will work on them and review progress at next business meeting.
7. School Committee Report
   o No news to report. Melissa McMorrow, school committee advisor not present. SEPAC didn't attend school committee meeting.

8. Chair reports/updates
   President:
   ■ Carol and Bettina met with Jessica. School district website tabs are updated to reflect SEPAC. Links now go to new SEPAC website (vs. old). New staff: a 504 coordinator, two new CCHS psychologists and a Lighthouse tutor added. Jessica, doesn't want to bring up Accept the Challenge initiative at elementary schools until the budget is approved. Shaina suggests asking school principals directly. Helen suggests applying for a grant through Concord Ed fund to cover the cost of the program. Carol will review ideas with Jessica at the next meeting. SEPAC wants to be added to Back to School Night agenda at each school. Brian Schlagel is on staff for ADA requirements and is the facilities manager for CPS. Carol attended special education program review for CCHS. Carol will contact Jeanne Goldberry, committee on disability and invite her to speak at a business meeting.
   ■ Carol attended PTG meeting where Kristin Hebert was guest speaker and presented the curriculum review process. Carol suggests inviting Kristin to attend a business meeting and review how special education is woven into curriculum review program. Another idea is to invite Sally Quinn Reed, Center for Parents & Teachers, to learn what information SEPAC can share to help develop programming.

Membership:
■ No update, Casey not at the meeting

Events:
■ Feedback from “Meet the Special Ed Director & Superintendent” was excellent. Having Laurie Hunter present was helpful. Questions were more direct. Suggestion made to ask Marielle Wintersteen, Out-of-District (OOD) coordinator to speak at an OOD event.
• Shaina provided an updated list of events for 2017. She, Melissa and Donna met as a subcommittee and reviewed programming options. Topics include a neuropsychologist, anxiety, social pragmatics, transition and IEP goals (given by Federation of Special Needs). Shaina spoke to Lexington SEPAC about potentially partnering for an event. Shaina is looking for another SEPAC with a MASSPAC + membership, who will split a Federation workshop. Donna will research a presenter for anxiety. Helen suggests looking at the events happening around town before deciding on a topic. Melissa has connections with the ARC and will speak to them about possible speakers.

Technology:
• No update, Becky not at the meeting.

Communications:
■ Tali believes appreciation awards should have their own meeting in April. Parent survey will be sent in March and results will be presented at a May/June meeting. Carol will ask Melissa (McR.) how to add a SEPAC presentation to the school committee meeting agendas. Newsletter has a new format and is waiting for it to be sent.

Publicity:
■ Helen will begin by reviewing the overall approach to how SEPAC publicity is handled. Helen is sending announcements to school bulletins tailored to fit each school’s newsletter format. SEPAC is now in Carlisle “Chatter” newsletter. Tali and Helen will discuss how information is conveyed in the newsletter and publicity announcements so the same messaging is used. Helen wants to understand where people who attend SEPAC events come from. Joanne will add “How did you hear about___ “ field to sign in sheet.
■ Joanne will send Becky dates, times, location for upcoming meetings.

9. Meeting adjourned at 8:35pm