Concord Public Schools and  
Concord-Carlisle Regional School District  
Special Education Parent Advisory Council (SEPAC)  
September 27, 2018  
7:00-9:00 pm  
Ripley Building, 120 Meriam Street  
Conference Room 3

www.concordsepac.org  concordsepac@gmail.com

Attendance  
Shaina Brito, Co-President  
Carol Yelle, Co-President  
Rebecca Robichaud, Technology Chair  
Casey Atkins, Membership Chair  
Wendy Frohlich, Events Chair  
Anna McKeown, Assistant Director of Concord Recreation  
Carolyn Blackham, Community Member  
Eva Mastoufi, Community Member  
Courtney Whalen, Community Member  
Leanne Lanieri, Community Member

*Action items highlighted in yellow*

1. Opened meeting at 7:12 pm  
2. No public comments  
3. Presentation by Anna McKeown  
   a. Concord Recreation is partnering with The Umbrella Community arts center for new program offerings this year. The Recreation department is also offering more adaptive aquatics programs.  
   b. Anna is seeking input and ideas for marketing as some programs are not running due to lack of enrollment.  
   c. All Concord Recreation Events are inclusive, anyone needing accommodations for an event should contact Anna McKeown. Several upcoming events were highlighted: Road race 10/27, Trunk or Treat 10/28, free running club through Verge Inclusive Athletics, Superhero breakfast at Trails End Café 10/20.  
   d. Anna can also act as a resource for schools and school events. **Shaina will connect Anna with Willard PTG regarding inclusive/quiet space initiative.**
4. Attendees were introduced. New meeting format introduced with “parking lot”. Items off the agenda topics will be held for discussion until the end of the meeting.

5. Voting
   a. Wendy Frohlich was voted in as Events Chair. Becky will add Wendy to SEPAC Board google group
   b. Eva Mostoufi expressed interest in fundraising. Options regarding setting up a 5013c or having a fiscal sponsor were discussed. Eva will consider the role and she, Shaina and Carol will discuss her interest further.

6. Meeting minutes from June 7, 2018 were approved

7. Items for discussion
   a. Joint SC meeting – The district has more funds than anticipated and won’t move the warrants forward at town meeting. The additional funds come from greater than anticipated circuit breaker funding, higher than expected METCO revenue and lower than expected costs for the feasibility study. Shaina will resend sign-up genius for SEPAC board members to attend the Joint SC meetings. Casey will forward this on to the liaisons.
   b. Board members will review by-law descriptions as well as what is needed to make changes.
   c. Changes to Special Education at CCRHS (Study Skills) are taking place as a result of the West Ed report. A consultant was hired by the School Committee to implement these changes. CCRHS held a well-received meeting to discuss changes with families with a follow-up meeting to be held in January.
   d. Laurie Hunter granted SEPAC’s request to have a representative on the district Safety Committee. The committee will meet quarterly starting in April. Carol Yelle and Wendy Frohlich are interested in serving on the committee and will meet to discuss who will accept the role.
   e. Concord Free Public Library has an upcoming forum for an upcoming physical space rebuild. It is important to make sure the space is accessible and would be nice to have someone from SEPAC attend the forum.

8. SEPAC SC Policy Sub-Committee Report – Shaina, Becky and Tali served on the committee and reviewed SC policies IHB and IHBAA. The sub-committee suggested changes to the policies to make them more accessible to families and to provide clear reference to relevant special education law. After review by the board Shaina will send the suggestions and proposed changes to Laurie Hunter for review and consideration.

9. Chair Reports/updates
   a. Co-Presidents:
      i. Meeting with Jessica Murphy reviewed. Helen attended to discuss publicity. Topics for the Meet the Director and Superintendent on 10/4 were discussed. Other updates included the new program housed at
Thoreau (Carol to confirm name with Jessica) and changes being made to make the playground more accessible. New and anticipated hires include a teacher for the hearing impaired who is housed at Willard as well as a new team chair at the middle school. Topics for the Out of District Meeting were discussed. All SEPAC materials to be distributed at school events or through the schools should first be approved by Jessica. Will send Jessica Newcomer Welcome Packet for review/approval. An introduction to be used for all SEPAC events was discussed and drafted by Helen. Question for Jessica was discussed to be raised at the next meeting regarding sports coaches and training requirements/resources.

ii. PTG meeting – Carol attended. Willard quiet space initiative was discussed and the METCO director spoke. Carol will be investigating the need for CORI’s if SEPAC hosts a family event.

iii. Correspondence: A concern was raised about the overlap with the board meeting and a Back to School Night. Questions submitted for the Meet the Director and Superintendent meeting were reviewed. Representatives from AANE (Nov) and Minuteman Tech (TBD) will be speaking at our upcoming board meetings.

iv. Willard PTG reached out regarding their initiative to have an inclusive/quiet space at PTG events. Suggestions given around designation of both indoor and outdoor spaces depending on the event and the types of sensory items that could be made available. Becky will include in the Newsletter a request for parent input. It would be beneficial for this to mirror any questions put forth to families in the Willard Weekly.

b. Membership:

i. Has been challenging to figure out how to have liaisons attend back to school night at their own school and also represent SEPAC.

ii. SEPAC had a table in foyer at Willard this year. It was held on one night (vs. 3 in the past) and there was a lot more traffic making it a good opportunity for SEPAC to connect with parents and to network with other groups.

iii. CCHS BTS night is a large event, many came to the SEPAC table and many brochures were distributed. It was helpful to be there for the whole event and everyone was very receptive to SEPAC.

iv. Peabody BTS night had a different feel and level of involvement with SEPAC and more outreach and possibly a conversation with the principal is recommended.
v. It would be helpful to have dates for BTS earlier for planning and to prevent overlap with board meetings.

vi. Two parents are available to act as liaison for Intensive Learning Program (ILP) at Thoreau, Casey will connect them.

vii. Parents are looking for more clarification about the new ILP, Angel presented it to the SC.

viii. Casey will contact Tressa about serving as liaison for both middle school buildings.

c. Events

i. Conversation with the special education director and superintendent coming up on 10/4. Questions have been submitted and Shaina will send to Jessica and Laurie.

ii. SEPAC will not host an activity at Fall Family Festival but Casey will attend and display SEPAC brochures and poster.

iii. Shaina will meet with Wendy to share information about the events chair role and possible future speakers/events.

iv. Sally Quinn Reed was suggested a resource for identifying/vetting speakers.

v. Displays on dyslexia have been created by a parent at both Concord libraries. Shaina will add SEPAC brochures as a resource.

d. Technology:

i. Becky checks the links on the website regularly but if you find a broken link let her know. Let Becky know if you have a resource you want added to the website.

ii. The Facebook page is growing in popularity and becoming a resource both in and outside of town. Quotes and articles on FB receive the most views, please consider sending those types of things to Becky to post. Tom Keane and his students have provided positive feedback on our page.

iii. A new format for the newsletter was developed. There were 329 views of the September newsletter. The October newsletter just went out but has received many views in a short amount of time.

iv. A SEPAC Instagram account was recently opened where board members can all post, contact Becky if interested in posting to the account and if you have suggestions for #’s which could be used. Becky and Carol attended the Boston Abilities fair and shared via Instagram.

e. Communications:
i. We are seeking a Communications Chair. Becky is working on the newsletter and is happy to work with anyone who is interested in being a part of the newsletter.

f. Publicity
Helen was unable to attend but Shaina shared the following update that Helen provided prior to the meeting.

i. The initial internal publicity for Meet the Director & Superintendent via the bulletins has run for two weeks with the exception of CMS. There have been 7 RSVPs and 59 page views on Eventbrite so far. Helen plans planning to write a new publicity email to go out via Jessica on Monday. The external publicity will hit this weekend.

ii. CMS is not publishing any 'external' announcements this year. It appears to be driven by Justin Cameron, Helen has asked the PTG Board to reconsider, pointing out that SEPAC Events are school events. Carol will reach out to Justin for more information.

iii. We have received fantastic support from Matt Mehler, the new principal of the middle school in Carlisle who has shared the publicity information widely in his district.

iv. OOD event 11/1 will be publicized next considering feedback from Jessica to ensure the discussion is general and attendees do not ask specific questions about their child(ren). She wants it to be a collaborative event and for people to understand they can call a team meeting at any time if they have concerns.

v. Helen has written an introduction to be used at all SEPAC events, this was shared.

10. Closed Meeting- 8:59 pm