

Nashoba Regional Special Education Parent Advisory Council (SEPAC)
Meeting Agenda
January 15, 2019
7:00PM
Florence Sawyer School
100 Mechanic Street Bolton, MA
(Media Center/Library)

Attendees: Nicole Smith, Frances Morgan, Kimberly Karn

- I. 7:00PM - Call to order
- II. 7:05PM - Report-outs from School Representatives Present
- III. 7:20PM - Co-chair Updates / Follow - Up
 - a. Data collection in-district
 - i. Needs assessment handed off to SEPAC on 12/20 as final
 - ii. SEPAC to review for final edits
 - b. Presentation to School Committee
 - i. Current/ past events/ what we did this year
 - ii. Gaps/ needs as presented by Needs Assessment
 - iii. Asks in addition to current budget
 1. Apple Institute
 - a. The APPLE Institute is a free, 2-day training program to help parent leaders and special education administrative personnel build collaborative leadership skills and increase parent involvement in their districts.
 - b. Space for the conference is limited to 6 teams, which should consist of three parents and one district special education administrator or designee. As part of the application, each team must submit a District Letter of Commitment, dated and signed by their Superintendent.
 - iv. Costs / How we write the grant
 1. NOTE: We need to ensure that the grant is written as open, to allow for using the funds as we decide (some estimated costs below):
 - a. \$70 printing costs for materials (to be cost-shared by SPED department as part of their printing budget)
 - b. \$100 refreshments/ paper goods for Workshops and Meetings
 - c. \$100 annual awards ceremony (SEPAC Stars)
 - d. \$70 website/email (Google Suite)
 - e. Social Events
 - v. Date – TBD Feb/March
 - IV. 7:40PM - SEPAC Stars Recognition Program and Event
 - a. Event to be held the first week in May in conjunction with teacher appreciation week
 - b. Instead of recognizing one teacher, we will be asking the community to send in written comments about exceptional teacher, interventionist, support

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staff, etc. We will transfer these to star shaped note cards which will be displayed on stantions/easels at the event

- c. Currently 150 special education employees in district (not all will come, but with a small budget, this is something that will need to be considered) in addition to SEPAC members, families, etc.
 - d. Event from 4PM – 6PM (directly following school hours)
 - e. Looking into venues for hosting. Ask for venue recommendations.
 - i. Would someone like to take on/ spearhead this committee? Nicole will help with food and setup.
 - f. All those who receive a write-in will be awarded with a paper certificate in a frame, along with a copy of the submission
 - g. IDEAS FOR LOCATIONS: Confirmed for Harvard General Store but pay to use external catering
 - h. IDEAS FOR CATERING: BJs appetizers (divide them up) & desserts (bring your own)
 - i. IDEA FOR DATE: MAY 6-10 (PREFERRED DATE - THURSDAY, MAY 9)
 - i. ACTION ITEM: Nicole to double-check date after calendar meeting
 - j. Buy stars in advance – Pay \$1 for stars, fill them out, and use \$\$ to help with event
 - k. ACTION ITEM: Kim – Follow up with Harvard General Store re: booking
 - l. ACTION ITEM: Kim and Frances – Set up another meeting re: delivery (send them out in beginning of April) – purchasing the stars, organizing how they are sent out / through the PACs, etc, figure out food over April vacation
- V. 8:00PM – SEPAC/Best Buddies Movie Nights
- i. Potential partnership with Best Buddies organization (proceeds from sales of popcorn, beverages, etc to benefit Best Buddies)
 - ii. Screening of movies focused on disabilities and overcoming those disabilities
 - iii. Creating a movie vault with area SEPACs to reduce year over year costs
 - iv. Facilitated discussion with an in-district neuropsychologist following the movies
 1. Life Animated (we already have the rights for this one)
 - a. Story of Owen Suskind, a young man who was unable to speak as a child until he and his family discovered a unique way to communicate by immersing themselves in the world of classic Disney animated films.
 - b. TBD in March
 - i. ACTION ITEM: Frances to follow up on dates (R School Today) and with Jacki

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2. Angst (possible for this year) – documentary designed to raise awareness around anxiety. The film includes interviews with kids, teens, educators, experts, parents and a very special interview with Michael Phelps.
 - a. Vote made: Use our funds to purchase the rights for this movie. Talk to Jacki about presenting at this
 - b. TBD on June 6th for Movie Presentation – Angst
 - i. **ACTION ITEM: Frances** to follow up on dates (R School Today) and with Jacki
 3. **ACTION ITEM: Frances** Follow up with Acton – Boxborough on Movie Vaults and with Hudson
- VI. 8:15PM - SEPAC Business Meeting on 4.2.19 Current Agenda Items
- a. Officer elections – ask for interest in roles
 - i. Looking to revise by-laws potentially to include 4 roles (split), meaning 4 officers. Quorum to be set to 5. So voting could occur with 4 officers and 1 additional.
 - b. By-law revision discussion.
 - c. Leslie Leslie to present from FCSN (Federation for Children of Special Needs / contractor for DESE / Attorney (or separate business meeting – **TBD** third week in February)
- VII. 8:30PM - Open Forum Discussion Regarding Agenda Items
- VIII. 8:45PM - Consent Agenda
- a. Vote on previous meeting minutes (10.09.18) – **APPROVED FOR POST**
- IX. 8:50PM - Items to be Considered for Next Agenda
- a. Needs assessment and other methods of data collection
 - i. Potential data collection meeting
 - b. Outside evaluations
 - c. Presentation to SC follow up
 - d. **ACTION ITEM – Kim:** (Email the team) Find out from School Reps when the open houses are for K in each school
- X. 9:00PM - Meeting Close