

**Manchester –Essex Regional Special Education Parent Advisory Council**

**MINUTES OF:** MERSD SEPAC Meeting

**PRESENT:** Allison Collins, Cynthia Beauregard, Kathy Quill, Mimi Locke, Bernadette Ruth, Jennifer Tolo, Kari Faller and Sophia Johansson

**DATE:** 3/9/15 Meeting opened at 6:30 PM. Meeting adjourned at 8:05 PM.

**LOCATION:** District Conference Room

SUBJECT/TOPIC	DISCUSSION	ACTION/RECOMMENDATION
1. Mimi called meeting to order at 6:40	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
2. Introduced Sophia Johansson, new parent of a 5 year old from Brookline where she was co-chair of SEPAC	<ul style="list-style-type: none"> <li>• Discussed differences between Brookline and ME community</li> <li>• Brookline focus on parent support</li> <li>• Brookline had one SEPAC liaison at each school</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
3. Spring Event “Anxious Kids, Anxious Parents: How to Stop the Worry Cycle” Lynn Lyons, LICSW	<ul style="list-style-type: none"> <li>• Date: March 23<sup>rd</sup> Time: 6:30-8:30</li> <li>• Speaker has been well received at other districts in the past</li> </ul>	<ul style="list-style-type: none"> <li>• Jen will introduce Lynn</li> <li>• At the conclusion, Allison C. will introduce school personnel (liaisons and counselors) who will wear school ID and will generate information about how to navigate personnel at MERSD based on role</li> <li>• Cynthia will develop a sign-in sheet with name, email, town and Yes/No interest in parent support and future events</li> </ul>
4 Marketing event	<ul style="list-style-type: none"> <li>• Jen put together the flyer for Ashley that has been emailed to MERSD families</li> <li>• Jen has received interest from families outside the district</li> </ul>	<ul style="list-style-type: none"> <li>• Kari and Jen will post flyers around Manchester &amp; Essex</li> <li>• Ashley will follow-up with each school about the event</li> <li>• Sophia will post flyer text on Massachusetts PAC list serve</li> <li>• Allison will send flyer to local SPED directors</li> <li>• Jen will post flyer on Facebook</li> </ul>
5. Refreshments for event	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Each SEPAC member will bring one plate of refreshments</li> <li>• Sign-up genius for refreshments</li> <li>• Everyone on the board will bring 24 case of water</li> </ul>
6. Set up arrangements, including audio/visual equipment for event	<ul style="list-style-type: none"> <li>* </li> </ul>	<ul style="list-style-type: none"> <li>• Rosie Read will arrange microphone and LCD</li> <li>• Allison C. and Cynthia B. will organize technology</li> <li>• Allison C. will get powerpoint presentation ahead of time</li> <li>• 2 Tables for (1) refreshments and (2) L.Lyons books</li> <li>• Mimi will have nametags for SEPAC board</li> </ul>
7. SEPAC bank account	<ul style="list-style-type: none"> <li>* Mimi researched what to do to establish a 5013C bank account – set up is complex and there is no income source (dues) Sophia suggested asking local Spaulding Trust Fund to sponsor or ask Leslie Lesley of Mass PAC for grant \$\$</li> </ul>	<ul style="list-style-type: none"> <li>• SEPAC priority for fall, 2015 would be to research funding sources</li> </ul>
8. Agenda for May SEPAC meeting	<ul style="list-style-type: none"> <li>* Review March annual event</li> <li>* Topics will be to discuss the plan for next year</li> <li>* Elections of new parent board members &amp; volunteers from faculty</li> <li>* Sophia suggested having a speaker series for parents, using faculty and consultants from inside the district</li> </ul>	<ul style="list-style-type: none"> <li>* SEPAC priority for fall, 2015 will be technology access for SPED</li> </ul>
9. Adjorn	<ul style="list-style-type: none"> <li>• Cynthia motions to adjorn. Jen seconds.</li> </ul>	

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7.	*	•