

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

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**MINUTES OF:** MERSD SEPAC

**BOARD MEMBERS PRESENT:** Pam Beaudoin, Allison Collins, Cynthia Beauregard, Kathy Quill, Ashley Sartell, Mimi Locke, Bernadette Ruth, Sheryl Mulvey, Kari Faller, Kim Egan, Jen Flanagan, Sarah Reineman,

**COMMUNITY IN ATTENDANCE:** Anthony Lopardo, Keith & Jori Everitt, Eileen Murphy, Mary Coyne, RuthAnn McDrugall, Lori Hannafin, Joe Reineman

**DATE:** Meeting opened at 6:30 PM. Meeting adjourned at 8:25 PM.

| SUBJECT/TOPIC  | DISCUSSION   | ACTION/RECOMMENDATION  |
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| 1. Mimi Locke opened meeting<br>Minutes of May meeting | <ul style="list-style-type: none"> <li>Minutes were reviewed.</li> </ul> <p style="text-align: center;"><b>Manchester –Essex Regional Special Education Parent Advisory Council</b><br/>2</p>  | <ul style="list-style-type: none"> <li>Mimi made a motion to approve minutes.</li> <li>Seconded it.</li> <li>Minutes approved.</li> </ul>  |
| 2 SEPAC by-laws and open meeting law document          | <ul style="list-style-type: none"> <li>Mimi provided certificate of receipt of open meeting law materials</li> <li>Jen discussed changes to by-laws, including varying locations, scheduled days and times for meetings, and make available to all parents and expanding the role; and move meetings to a community setting; and add additional meeting times</li> <li>Allison clarified the distinction between SEPAC board and SEPAC events</li> <li>Pam recommended to survey parent needs about schedule</li> <li>Teachers stated desire to participate on a regular basis to facilitate communication</li> <li>Kari discussed avenues to communicate</li> <li>Integrity of board must be maintained</li> <li>Motion approved to do a survey monkey regarding meeting schedule</li> <li>Motion approved to maintain 2015-2016 schedule with alternating sites (Essex, Manchester)</li> </ul>   | <ul style="list-style-type: none"> <li>Ashley will send a survey monkey to inquire about meeting locations, days and times – and ideas</li> <li>Cheryl will find Essex location for SEPAC meeting in Essex</li> <li>Allison will email about this year’s meeting schedule and basic information about the SEPAC</li> </ul>                           |
| 3. SEPAC co-chair election                             | <ul style="list-style-type: none"> <li>Mimi nominated Kari Faller as co-chair</li> <li>Kathy Quill seconded</li> <li>Board elected</li> </ul>  | <ul style="list-style-type: none"> <li>Kari Faller elected</li> </ul>  |
| 4. SEPAC communication                                 | <ul style="list-style-type: none"> <li>Ashley has communicated within district for past 2 years including survey monkey, group communication to administration, teachers and community</li> <li>Jen recommends a communication sub-committee</li> <li>Mimi discussed history of SEPAC board activities to plan events</li> <li>Jen recommends that one board member serve as liaison with other SEPAC groups</li> <li>Jen recommends assign roles to each board member</li> <li>Allison explains that we are part of MASS-PAC</li> <li>Mary recommended a SEPAC board member attend School Committee</li> <li>Motion to have Mimi serve as secretary</li> <li>Sarah complimented group with accessibility of SEPAC now</li> <li>Cynthia suggest that a communication be sent to all parents of special education students in the school district. The communication should include the SEPAC board meeting dates and the four resource documents being distributed at the open house events</li> <li>The board and attending parents agreed electronic communication was the best method to distribute this information</li> </ul> | <ul style="list-style-type: none"> <li>Jen volunteered to work with Ashley as communication liaison</li> <li>Mimi was elected as secretary for this year</li> <li>Allison will send out an email communication with all SEPAC meeting dates and have a hyperlink to the resource documents for all parents of special education students.</li> </ul> |
| 5. How we work presentation                            | <ul style="list-style-type: none"> <li>Cynthia presented a powerpoint presentation to the group</li> <li>Jen questioned a discrepancy between state statute Chapter 71B §3 as referenced in <i>DESE Guidance for Parent Advisory Councils</i> (2010) and SEPAC How We Work Presentation:<br/><i>The school committee of any city, town, or school district shall establish a parent advisory council on special education. Membership shall be offered to all parents of children with disabilities and other interested parties. The parent advisory council duties shall include but not be limited to: advising the school committee on matters that pertain to the education and safety of students with disabilities; meeting regularly with school officials to participate in the planning, development, and evaluation of the</i></li> </ul>   |  |

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

**LOCATION:** MERSD Special Ed. Conference Room

Date: 9-14-15

| <b>SUBJECT/TOPIC</b> | <b>DISCUSSION</b>  | <b>ACTION/RECOMMENDATION</b>   |
|----------------------|--|--|
| 7. Spring Event      | <ul style="list-style-type: none"> <li>• Mimi asked group to think about topics for the spring event, 2016</li> <li>• Jen recommended seeking ideas from the general community and emailing board co-chairs</li> <li>• Spaulding grant an option for the spring event – November deadline</li> <li>• Pam recommended collaboration with North Shore Consortium and North Shore</li> <li>• Allison recommended Family Ties come as a guest speaker</li> </ul> | <ul style="list-style-type: none"> <li>• Allison will put a link on the Student Service website to allow for this communication</li> <li>• Jen will gather information for the grant</li> <li>• Kari will make request to Family Ties</li> </ul> |
| 8. Public comment    | <ul style="list-style-type: none"> <li>• Anthony emphasized the importance of productive communication</li> <li>• Lori was pleased to know the level of support available from SEPAC</li> </ul>  |  |
| 9. November meeting  | <ul style="list-style-type: none"> <li>• Spring event</li> <li>• Review survey results</li> <li>• Essex and Manchester locations</li> <li>• Spaulding grant</li> </ul>   |  |
| 10. Adjournment      | <ul style="list-style-type: none"> <li>• Cynthia motioned to adjourn</li> <li>• Kim seconded</li> <li>• Meeting adjourned at 8:25</li> </ul>   |  |