



## Minutes - SEPAC General Meeting, 17 September, 2008

### New SEPAC board Introduction

- Tracey Stoll - Chair
- Jennifer Maggiasco - Co-Chair
- Roger Zessis – Treasurer
- Michelle Fiola-Reidy – Membership Coordinator
- Silvia Serratore – Secretary

### New District Staff Introduction

Crystal Fay was introduced. She along with Glen Atkinson replace Martha Bakken as Department Chair of Student Services. It was explained that the position once held by Martha Bakken has been reorganized into two positions and that Crystal is responsible for the Martha Jones, Hanlon and Sheehan schools. Glen Atchison holds the equivalent responsible for the Deerfield and Downey schools. Frank Gagliardi is responsible for all out of district student services and Nicole Rich is the new Preschool Coordinator.

### General Business – Tracey Stoll

- Current board thanked Pam Spiegel for the incredible job she has done over the last 2 years in taking a dormant group and revitalizing it to its current status
- Meeting format has been changed as a result of last year's input. Meetings will have approximately 20-30 minutes set aside at the start of the evening to allow parents to network, before the business of the evening begins.
- Other SEPAC groups have expressed interest to collaborate and share resources. The board is actively looking into how to best utilize and leverage these potential collaborations.

### Membership signup – Tracey Stoll

Attendees were asked to fill out a new membership form and submit them to Michelle Fiola-Reidy. In order to maintain an active membership in the organization, annual enrollment is required. Membership is free. Application forms available on the website, [www.westwoodsepac.org](http://www.westwoodsepac.org).

### Summer Update – Tracey Stoll and Jennifer Maggiasco

- *WWSGD “Kids Club” – Tracey Stoll*

The Westwood Kids Club, was successfully offered this summer. It employed the philosophy of Michelle Garcia Winner out of California. It primarily targeted children on the Autism Spectrum or with similar pragmatic speech issues. Twenty families from Westwood took advantage of the offering. SEPAC offered the 4 remaining slots to individuals identified by Southern Norfolk ARC. SEPAC hopes to continue to offer such workshops and to expand them to address other groups. Six staff members were hired for summer workshop. All expressed interest in returning. **Audience question:** *What is the magic dollar amount to be able to run a 12 week program?* SEPAC estimates it would cost approximately \$20k to run such a program.

- *District Commitment – Tracey Stoll*

Audrey Seyffert, Director of Student Services, agreed to meet/observe available programs and get back to SEPAC as to what the district can support/implement. She looked at Kids Club and Youth Care Camp at Hale.

- ***EYS Programming Review – Jennifer Maggiacomo***

Members of the community agreed to observe available programs and submit observations to Jen. The goal of the review is build up resources of in district and private programs. ***Audience question: What programs were looked at?*** Kids Club, Youth Care Camp at Hale, school run social skills groups, academic tutoring, and recreation department integration. The majority of the observed programs were for elementary age children. ***Audience question: Is there a way to list all extended year programs?*** District Student Services has handouts at the rear of the room and information can be found on the district website under Student Services. ***Audience question/comment: How do we define a base program? Because without knowing what other children are getting during an IEP review, we're lost. Where can this information be found?*** Services are dictated by individual needs. The district nor SEPAC have a compiled complete list. ***Audience comment: It appears that the best source of what is offered is the member population rather than the district.***

- ***New Elementary Handbook- Jennifer Maggiacomo***

With the input of SEPAC, all 5 elementary handbooks have been compiled and reconciled into one district wide elementary handbook, which now references SEPAC.

- ***Curriculum Night – Tracey Stoll***

Representatives for Curriculum night have been assigned. Tania Rooney will help Michelle Fiola-Reidy with the high school curriculum night.

- ***IEP Newsletter – Jennifer Maggiacomo***

Volunteers are needed to assist Jen with the newsletter. Distribution will be via email from our list serve.

## **Treasures Report – Roger Zessis**

Primary goal at this moment is to obtain not for profit status. Process is well under way. At the moment, accounts look good.

## **Review of 2008-2009 Goals – Tracey Stoll**

Goals were reviewed and agreed upon. Initiatives that directly support were also discussed. If sufficient support for each initiative is not received, it will be scaled back/eliminated. ***Audience question: How is the public notified of SEPAC meetings and events?*** Sandwich boards are placed in 2 or 3 locations around town, local news prints are sent the notification and a connect ed call goes out the day before to all families with a member on an IEP or 504 plan. ***Audience comment: I never received a call. Why would we not want all families to be on the connect ed call?***

Action Item: Check with Audrey Seyffert that the parameters of the connect ed calls ensure at least all families with a child on an IEP or 504 plan. Then determine if the district has any objections to expanding the parameters to include all families.

## **Website Update – Carmel Sterling**

Problems exist accessing the website, currently working with developer to fix the problems. Carmel pointed out that not all SEPAC publications reference the website. Action Item: Dates for agendas and minutes need to be established. Audience comment: New software exists that makes web management simple, could eliminate the need for Carmel to return to the developer.

Action Item: Carmel and John Shipp to discuss web management, return recommendations.

## **By-law Amendments – Tracey Stoll**

The board proposed 2 amendments to the current SEPAC by-laws. Both motions were approved. Voting on the amendments will happen at the next general meeting.

1. Remove the position of liaison from the by-laws. The board is committed to maintaining liaisons as an integral part of SEPAC but not as it is currently defined. By eliminating it from the by-laws, it allows the board to maintain the position but have it change to meet current needs.
2. Recommend the positions of Co-Membership Coordinator and Co-Secretary. Two members have stepped forward for the positions. Tania Rooney for Co-Membership Coordinator/Andrew Ferrara for Co-Secretary. Any others wishing to run for the positions can submit their name to Silvia Serratore ([domenicandsilvia@comcast.net](mailto:domenicandsilvia@comcast.net)) or write their name in on the election

## **Coordinated Program Review – Jennifer Maggiacomo**

A coordinated program review was conducted at the end of 2007. A report was submitted to the district on April 8, 2008. The review was overall, complimentary to the district. Summary of the DOE report was distributed. The entire report is available at [www.doe.mass.edu/pqa/reveiw/cpr/reveiws](http://www.doe.mass.edu/pqa/reveiw/cpr/reveiws). Some identified issues and the proposed corresponding corrective actions were reviewed.

- State finding against SE4 – reports of assessment results. The district proposes staff training as the corrective action (CA). **Audience questions: What does that mean to us?** Crystal Fay responded that it is important that to request and obtain all documents at least 48 hrs prior to a team meeting.
- State finding against SE6 – Determination of transition services. The district proposes a CA of additional training and distribution of handbook. **Audience question: What age does transition plans come into play?** Transition planning begins at 14 years of age. **What is the grace period to have a transition plan in place?** Crystal Fay responded that transition plan is usually built at the next team meeting following the child’s 14<sup>th</sup> birthday. **What is a reasonable time for implementation of a CA?** Crystal Fay indicated that she believed that within a year was acceptable, but most were being implemented immediately. **When is the deadline for submission of the corrective action report?** Crystal Fay believed it to be mid November.
- State findings against SE24 – Notice to parents regarding proposal or refusal to initiate or change the identification evaluation or educational placement of the child or the provision of FAPE. This was a systemic issue uncovered by the state. The district proposed training and monitoring as the CA. **Audience questions: What is an NI?** Crystal Fay - It is a form attached to the IEP that answers 6 questions. **What does it/what should it look like?** Cannot leave any blanks, or skip questions. It should delineate and answer all the questions. Comment by Crystal, “we don’t have far to go” **Are there any examples of what it should look like?** No. **Does SEPAC keep resources of documentation?** Yes, information can be found in the resource corner.

Action item for board: approach Audrey Seyffert to if models of forms can be generated.

## **Seminar Series – Pam Spiegel**

1. Canton SEPAC is offering a seminar “An IEP for my child” on April 6<sup>th</sup> from 7-9pm at the Canton High School, 900 Washington St., Canton
2. Seminar entitled “Executive Function” by Sarah Ward will run \$750.00. Needham SEPAC was approached to share the cost but will not be able to. Proposed that the district be approached to help subsidize the seminar.

Action item: Pam to email Tracey all the information.

**No additional business was presented. Meeting was adjourned**