**Woburn SEPAC Meeting Minutes for Tuesday, January 15, 2019** (approved 3/5/19)

Woburn Special Education Parent Advisory Council Meeting @ Joyce Middle School

· Board Members Present: Adam Chapman, Elisa Milto, Jennifer Ballotta

· Administration Present: Mike Baldassarre (Assistant Superintendent for Student Services), Kim Lawrence (Director of Special Education)

· School Committee Members: Ellen Crowley

· No. of general members (5) No. of voting members (10)

**Call Open Meeting to Order**

- Call meeting to order at 6:30 by Elissa; Seconded by Adam

**Welcome**

- Introduce SEPAC board

- Introduce Kim Lawrence (Director of Special Education)

- Introduce Mike Baldassare (Assistant Superintendent for Student Services)

- Introduce Gabrielle to speak about Early Child Care Program at the Boys and Girls Club

o Preschool to prek (2.9 -5.9)

o Looking to be a resource for parents, families, and SEPAC

o Want to work with school

o Currently only offering full day rate but families can choose to send kids for only a half day if they wish.

o Kim will add updated information to resource list for parents.

o 8:00 – 4:00 with extended day options

**Nominations for Vice President**

- Adam read description of vice president’s role

- Adam asks for nominations (no one nominates)

- Adam asks if anyone would like to be nominated (no one)

- Adam motions to table nominations until February

o Elissa seconds nominations

o E-Board asks anyone with any interest or questions to talk to board after meeting

**Treasurer Update**

- Current Budget: $639.79

- Bidding for Good Fundraiser (biddingforgood.com)

o Adam is looking for anyone who could help him get this project going.

- Local banks will usually give local groups grants. Looking for anyone with connections to start a conversation with them.

- Woburn Toyota

- Pampered Chef online party with Nancy Whipple

- Any plans in place for what that money is going to be used for?

o Some for upcoming events

o Elissa has corresponded with local SEPACs to try to share cost for a speaker due to high cost

o Thoughts about structured sensory/motor hallway break tool

o Potentially achieved though Woburn Ed Fund Grant – Asking people to discuss with teachers, OTs, PTs, principals

**Meetings with Administration**

- Second Monday of the month at the Boys and Girls Club (4:30 – 5:30)

- Starting a newsletter from SEPAC and Admin

o Plan to send them out quarterly

o Includes: contact info for SEPAC, important upcoming dates, bulleted information (Medicaid, surveys, strategic plan), info about best buddies, Meet Your Chairperson, next preschool screening.

- Community resource guide will be available on district sped website and SEPAC will put on their website as well.

- Raised Concern from parent at B&GC: Consistent Communication – Challenges having policy to cover all students because of individual needs

o Kim: often put specifics regarding communication in the Additional Information portion of the IEP.

o SEPAC ask Kim to stress the importance of communication to both sped and gen ed teachers.

**Old Business** (none noted)

**Planning for February and March Meetings**

- Follow-up with Dr. Baldasarre

o Change date to March 5th

o Wants to fill families in on progress made on concerns raised at original meeting

o Would like to make arrangements for childcare (student ambassadors), refreshments (provided by district), translation services (provided by district)

o Would like to publish date to families as soon as possible.

- Program Fair

o February 12th at 6:30 at WMHS library (Adam to confirm)

o Staff members from all WPS programs Preschool through High School to explain information to parents.

- College Fair

o Majority of organization being done by Adam Chapman and Meghan Chapman

o March 27th at 6:00pm

o New Invited Schools: Hofstra, Univ of Nevada, Univ of Delaware, UCONN; Going to add Salem State

o Looking for people to help out as the date comes closer.

**New Business** (none noted)

**Review and accept minutes from previous meetings**

- Minor edits noted; to be fixed by Adam

- Adam motion to accept minutes with edits; Seconded by Jenie

**Adam motion to end meeting; Julie seconded.**