

**SEPAC Open Board Meeting**  
**Tuesday, March 20th**  
**Education Center; Room 210**

Attendance: L. DePalma, J. Allen, M. Fegley, K. Gallagher, B. LeMarche, R. Calvo, J. Schulz, E. De-Rivera, A. Rounseville, R. Parlikar, A. Clancy, M. Rambelle, C. Carey, A. Cohen, S. Rapolu, E. Sandberg

**Agenda:**

1. Coordination with Transition Parent Group
2. Awards Ceremony
3. Meetings with Karen
4. Liaisons
5. Board and Liaison email forwarding
6. Announcements email list
7. Elections
8. Any new business

Convened Open Session.

Executive Session called; vote 9-0. Open session resumed.

Discussion about whether calling closed executive session was violation of Open Meeting Law.

1. Coordination with Transition Group (TG)

Started with emails posted by Liz Nahar on list serves (initially just NONAP, then SEPAC added); now consists of over 50 members.

Members have different interests, including: Vocational, Housing, College Bound, 5th Year Option, Advocacy.

Group needs to decide how it will function - as a sub committee, support group, splinter group, etc.

Want to avoid scheduling conflicts with SEPAC events. Would like to maintain open lines of communication, work collaboratively with SEPAC. TG will keep SEPAC informed of what's going on, and let SEPAC know how they can support TG. Role of SEPAC is to act as liaison between SC and parents of students with special needs. SEPAC will bring issues of TG to SC.

SEPAC will support, and won't interfere with TG, but SEPAC would decide whether the TG will work under SEPAC as a subcommittee, if TG so desires.

DESE has guidance for sub committees. If TG Group chooses this option, they would be subject to rules of open meeting laws, etc.

J. Shultz to convey to Sabrina info from this meeting, and to report back how she'd like TG group to function.

Agenda for meeting on 3/28: Karen Shmukler and staff will speak for 25 minutes, then allow for 35 minutes of Q/A. KS open to having more than 6 people at this meeting on 3/28. Sabrina to decide who will attend. Sabrina can forward concerns/topics of interest from TG to KS prior to meeting on 3/28.

Next meeting of TG is 3/25 at a member's home.

Consensus of TG is that Transition Planning in NPS is weak.

Questions raised:

Will this be short term or long term group?

Is it SEPAC role to audit NPS on-going basis?

Is NPS in compliance of Transition Regulations for 18-22, and Transition Planning Procedures?

2. Awards Ceremony Steering Committee Update

New developments:

Sodexo has agreed that we can access the kitchen at Newton North.

Will change set up to more of a cocktail party atmosphere; no long tables with chairs, instead round tables to encourage more mingling.

Will display awards digitally (powerpoint projected on screens around cafe); ideally with a photo of nominee.

Looking into entertainment in lobby before event officially starts.

SEPAC can accept gift cards as donations, from SEPAC members, PTO's, etc.

Kim will ask liaisons to ask PTO's to donate gift cards.

Timeline to be set to ensure we have enough time for good communication of awards to Principals, etc.

Printing Department at NN will design and print certificates.

### 3. Meetings with Karen

Posting notes asap after meetings take place. Good feedback!

### 4. Liaisons

Will utilize liaisons to help with communications related to Awards Ceremony.

### 5. Announcements emails

Trying to pull email addresses from list serve so they can be put into another format and used to send email announcements. J. Allen to see if R. Parlikar can be named a 'moderator' of yahoo group so he can facilitate this change.

### 6. Board and liaison email forwarding

Vote taken (9-0) to set up a way for parents to email SEPAC Board and Liaisons without having to list personal email addresses on SEPAC website. If parent sends an email through SEPAC website, it will be routed to the appropriate person (ie: Board member or Liaison).

Discussion about need for disclaimer that parents should never discuss personal information over email due to privacy concerns.

### 7. Elections

Will take place in May - paper ballots at May meeting.

Will also be electronic ballots (most votes are completed electronically)

R. Parlikar to send out request on list serve for Elections Coordinators.

Challenging to find volunteers to be Elections Coordinators – seeking at least two coordinators.

J. Allen and A. Siegel were Co-Coordinators last year. J. Allen has volunteered again for this year, but A. Siegel has not yet confirmed.

Program we use is based on a timeline:

1. List Serve members are asked to nominate other members for positions
2. Email is sent to nominee for them to 'accept' nomination
3. Nominee submits candidate statement
4. Electronic ballot open for 14 days
5. Members can also vote using paper ballot at May Meeting
6. Elections Coordinators tally votes, ensuring that all voters are voting members (parent of student with special needs in NPS or residing in district) and there aren't any duplicates of electronic v. paper votes

#### 7. Winners announced

Agreed that SEPAC will post announcements in school newsletters, asking people to join list serve in order to streamline voting. You need to be a SEPAC 'member' in order to qualify to vote.

Feedback from last year was that communication about elections didn't start early enough. 71 people voted last year. Would like to increase number of voters this year.