



Berlin/Boylston Public Schools

**S**pecial **E**ducation **P**arent **A**dvisory **C**ouncil

Meeting Minutes

**Date:** December 14, 2016

**Meeting Place:** Berlin Memorial Library

**In attendance:** Angela Allred, Rochelle Peret, Kerry Lavallee, Karen Groccia, Karen Molnar, John Campbell, Jannel Fitzpatrick, Jessica Meltzer

~ HOLIDAY COOKIE SWAP ~

General meeting called to order at 7:07pm

**Minutes:** November minutes approved. Rochelle will post September, October and November minutes to website in PDF format.

**Membership Report:** 98 members, 54 YahooGroup! members. No changes

**Financial:** Current balance: \$332.40. Sheets profits were \$171.25 and will be added at next statement cycle. M/S/P to reimburse Kerry \$359.82 to cover cost of purchase.

**PR Report:** Fundraiser flyer went out. Holiday Cookie Swap notices out to Facebook and The Banner. The Banner has published our survey link monthly. Karen G. will remind The Banner the survey will be closed January 20<sup>th</sup>.

**Communication Report:** See New Business for Correspondence.

**Karen Molnar PPS:** The Coordinated Program Review will be next year. This is a self-evaluation. Members of the committee usually interview staff and board members of SEPAC. Karen Molnar will keep us updated.

## **OLD business:**

### **Bed Sheet Fundraiser:**

There were no sales at Christmas in Berlin. There were Online sales. Sheets were delivered within two days then sorted and sent. We will have another round of sales once the Online store is updated. Deadline will be May 1<sup>st</sup>. Our last push will begin April 1<sup>st</sup>. Rochelle will halt online sales temporarily to move the Square Store to the new account before relaunch April 1<sup>st</sup>.

### **Kindergarten Open House:**

Kerry has confirmed with Mr. Thompson the Open House will be in the spring. She will represent SEPAC at BES and Jess at BMS.

## **NEW Business:**

### **Correspondence:**

We received an e-mail from a person who had negative comments about our logo. Karen responded on our behalf explaining the meaning of our logo to our community. She will be taken off our distribution list for the time being.

### **NISW:**

Angela will coordinate efforts this year. The theme is "being an Inclusive Hero". Discussed plans for delivering information to schools and teachers. January 17<sup>th</sup> is a professional development day. She is available to distribute information at Tahanto and Boylston Elementary on that day. Ideas will be shared with the board via e-mail by Sunday, Dec. 18<sup>th</sup>. We plan to incorporate NISW into Valentine's week. Jannel suggested Dee Gardner and the HOPE club at Tahanto as they have participated in the past. Patty Inwood is Student Council at BES and was a suggested contact. Berlin teacher meetings are Mondays if we decide to go there directly to distribute information.

### **Excellent Educator Awards:**

SEPAC will distribute Excellent Educator Awards during Teacher Appreciation Week the first full week of May. Karen will draft a flyer for the January meeting. Jannel suggested having a 'template' for responses which Karen will create as well. We will send a blast to YahooGroup, Facebook, and snail mail. Online responses will also be taken.

### **Square Account:**

We have until March to transfer our store to a new owner. Rochelle will take over ownership of the account by April 1<sup>st</sup> and transfer the Square Store.

**Next Agenda Items:**

- Formulate transition documents for each board position.
- Scholarship – Finalize form. M/S/P to award one \$300 scholarship to a graduating senior.

**School Meeting Reports:**

**BMS School Council:** No SpEd issues to report

**BES School Council:** No SpEd issues to report

**Regional School Committee:** No SpEd issues to report

**BMS School Committee:** No SpEd issues to report

**BES School Committee:** No SpEd issues to report

**Tahanto STAAGS PTO:** No SpEd issues to report

**Berlin LINK:** No SpEd issues to report

**Boylston PTO:** No SpEd issues to report

m/s/p to adjourn 8:28 p.m.

Meeting adjourned



**Approved:**

*Electronic approvals on file.*

\_\_\_\_\_ **Rochelle Peret, Co-President**

\_\_\_\_\_ **Jessica Meltzer, Co-President**

\_\_\_\_\_ **Karen Groccia, Vice President**

\_\_\_\_\_ **Kerry Lavalley, Treasurer**

\_\_\_\_\_ **Angela Allred, Secretary**