Minutes of SEPAC meeting April 26th, 2016 at Luau Hale.

Attendees: Ellen Farris, Robert Fuster, Jodi Drury, Priscilla France

Meeting called to order at 6:10 pm by Priscilla, seconded by Robert, all approved.

Robert moves to approve last meeting’s minutes, Priscilla seconded, all approved.

Event update: Presenters not available until June so event will be moved to the fall. Possible topics of ADHD and/or anxiety. Suggested tagline/theme “Come In To The Light”. Another idea would be Parents’ Rights meeting which could be coordinated with other districts.

Treasurer update: Process in place to transfer account from Adams Community Bank to Berkshire Bank in Lenox.

Ellen update: DESI needs were for officers and by laws, which have been voted on at last meeting. We anticipate that we are now compliant with DESI requirement for PAC. Ellen will inform the group if any further action is needed.

Officer Elections will be held at the May 24th meeting. Nominations may be made prior to or at the May meeting. This notice should be posted with the May meeting notice and agenda.

Discussion of flyer regarding SEPAC to be mailed to district students by end of summer. Also, in the Fall, suggestion that an all call be made by Superintendent Tim Lee to inform parents/guardians of first meeting. Backpack flyers may also be an option.

Ellen suggested crafting a meeting survey to be given to parents/guardians post IEP/504 meetings in order to provide real time feedback to department staff. Survey would be optional, with a bias to a short one page form that could be completed at the end of the IEP/504 meeting. Additionally, a longer survey could be crafted and mailed to parents/guardians annually, or at both the beginning and end of the school year. Priscilla feels there should be a best practice of sending reports that will be presented to parents/guardians in IEP/504 meeting 72 hours in advance. Other best practices to explore are: presenting prewritten draft for plans, that then allow for team input and editing in the meeting.

Ellen gave brief overview of the SPED portion of the DESI CPR/Audit. Audit is posted on the Lenox Public School website under documents.

Suggested agenda for next meeting will be: Officer Elections, Discussion of Fall Events, including Parental Rights meeting, outreach plans for the district, discussion of Parent/Guardian Guide from SEPAC on IEP/504 process. Meeting will be held at 6:00 pm on May 24th at Luau Hale in Lenox.

Robert moved to adjourn meeting at 7:08 pm, Jodi seconds, all approved.