



Norfolk Special Education
Parents Advisory Council

General Meeting
2022 - 2023 Academic Year:
Agenda, Notes, and Action Items

November 10, 2022

Freeman Kennedy Library - 70 Boardman Street, Norfolk, MA 02056

Attendees: Kayla Costa (notetaker), Michael McCarthy, Karen Murphy, ~~Karen Mazzola~~, Sarah Logie, Melissa Cyr, JianMei Bai, Stefanie Durniok, Taiese Hickman

Guest:

Agenda Item	Discussion	Action Item(s)
Welcome and Introduction of SEPAC Leadership	<ul style="list-style-type: none"> ● Guests to introduce themselves 	
Special Guests - Officer Milano Officer Chenoire Lieutenant Findlen	<ul style="list-style-type: none"> ● Informational session to cover topics such as the autism registration, the community resource officer role, benefits of the community resource dog (Mitch), emergency preparedness at school and the incorporation of accommodations for children and children with special needs. 	
Open Forum	<ul style="list-style-type: none"> ● Opportunity for discussion and/or questions from general membership 	
Administrative/Other	<ul style="list-style-type: none"> ● Trunk or Treat Recap/Follow ups <ul style="list-style-type: none"> ○ Thank yous (Kayla) ● Monthly SPED Director Meeting Recap (Kayla/Mike) <ul style="list-style-type: none"> ○ Vote to approve donation of GC for teacher appreciation raffle ● School Committee Meeting Recap/takeaways (Sarah) ● PTO Fundraising Collaboration (Sarah) ● Mid-Year Parent Survey (Sarah) ● iCare update (Melissa) ● Looking Ahead <ul style="list-style-type: none"> ○ December/January <ul style="list-style-type: none"> ■ Parent Social? (Sarah) ■ Federation Workshop 	

	<ul style="list-style-type: none"> ■ Jill Levy present at meeting re ESY ○ Spring <ul style="list-style-type: none"> ■ Rec Program Inclusion ■ FK Inclusive Speaker ■ Tie into event with Norfolk Fire/PD for spring ■ Collaboration with Medway/Millis ■ Spring Workshop based on parent survey ■ Playground Communication Board ■ Lisa Moy to present on KP Middle SPED School Transition 	
Holiday Photo Shoot Fundraiser (11/13)	<ul style="list-style-type: none"> ● Stony Brook with Carol Wild Photography (1-4PM) (SOLD OUT) ● Other remaining logistics <ul style="list-style-type: none"> ○ List to photographer with emails ○ Reminder email via Eventbrite? ○ Someone on ground to kickoff ○ Payment to photographer 	●
School Committee Presentation	<ul style="list-style-type: none"> ● 12/14 - slides DUE 12/6 <ul style="list-style-type: none"> ○ update slides and circulate to group to divide <ul style="list-style-type: none"> ■ Add Grant/puppet show/Disability Awareness day ■ Add rec dept pilot ■ Add playground sign? ■ Update events/workshops 	●
Disability Awareness Day (11/22)	<ul style="list-style-type: none"> ● Light it up YELLOW at HOD/FK ● HOD <ul style="list-style-type: none"> ○ Talking Hands Theatre Inclusion based puppet show performances (PK/K and 1/2) ● FK 	●
NCL/Lions Holiday Car Crawl		
Current Financials (Melissa Cyr)	<ul style="list-style-type: none"> ● Current account balance approx \$ ● Upcoming payments/receipts/submissions ● Any outstanding items 	
Upcoming Meetings/Coverage	<ul style="list-style-type: none"> ● General Meetings - 12/8, 1/12 ● School Committee - 12/14 	●

October 5, 2022

Norfolk Public Library (Community Room) - 258 Dedham St, Norfolk, MA 02056

Attendees: Kayla Costa (notetaker), Michael McCarthy, Karen Murphy, ~~Karen Mazzola~~, Sarah Logie, Melissa Cyr, JianMei Bai, Stefanie Durniok, Taiese Hickman

Guest:

Agenda Item	Discussion	Action Item(s)
Welcome and Introduction of SEPAC Leadership	<ul style="list-style-type: none"> ● Guests to introduce themselves 	
Open Forum	<ul style="list-style-type: none"> ● Opportunity for discussion and/or questions from general membership 	
Administrative/Other	<ul style="list-style-type: none"> ● School Committee Meeting Recap/takeaways (Kayla) ● School Partner Renewal expires in November ● Review list of items to address at monthly meeting with SPED Director (Kayla/Mike) ● EF Workshop Recap (Mike) ● Mid-Year Survey status (Sarah) ● Norfolk/MA Cultural Council Grant due 10/17 (Melissa) ● iCare update (Melissa) ● "SEPAC Tip of The Month" or Staff Spotlight on FB and Private Parent Group ● Fall/Winter planning <ul style="list-style-type: none"> ○ November <ul style="list-style-type: none"> ■ Christmas Photoshoot Fundraiser ■ Parent Social - replace 11/10 meeting? (Sarah) ○ Another workshop besides FSCN? ○ FK Inclusive Speaker ○ Tie into event with Norfolk Fire/PD for spring ○ Collaboration with Medway/Millis in spring 	<ul style="list-style-type: none"> ● Kayla to complete School Partner form ● Taiese and Melissa to work on MA Cultural grant and programming ● Melissa to meet with school re iCare ● Tai to post for Dyslexia awareness month ● Sarah to start working on Christmas photoshoot - tentative 11/5 and 11/6 ● Sarah to follow up on social ● Melissa to post Federation workshop options for 12/6 and 12/1 or 12/8
8th Annual Trunk or Treat (10/21)	<ul style="list-style-type: none"> ● HOD - 10/21 (5:30-7:30PM) ● Registration and volunteer status update: <ul style="list-style-type: none"> ○ Library ○ Police ○ Fire ○ DPW - AI to follow up ○ Lions - to do lighting and front decorating 	<ul style="list-style-type: none"> ● Karen Murphy to follow up on town volunteer trunks ● All to post volunteer sign up info to social ● Tai to post on community page and school info page for volunteers

	<ul style="list-style-type: none"> ○ Rec Dept. ● Marketing ● Sell hot cider <ul style="list-style-type: none"> ○ AI to request to borrow urn ● Sell popcorn ● Glow Sticks for all kids ● Volunteers on ground/Lions ● Norfolk PD ● SEPAC theme - Scooby Doo ● Other remaining logistics 	<ul style="list-style-type: none"> ● Sarah to ask PTO to borrow popcorn machine - Mike: Taylor rental as back up ● Mike to purchase popcorn bags and ask for donation of cider ● Kayla to work with Walgreens for extra candy/allergy ● Karen to go through last year Halloween stuff ● Melissa to ask Big Y for candy donation/allergy friendly ● Sarah to purchase glow sticks ● Sarah to flyer preschools
School Committee Presentation	<ul style="list-style-type: none"> ● 11/9 - slides DUE 11/3 ● Attendance 	<ul style="list-style-type: none"> ● Melissa to update slides and circulate to group to divide <ul style="list-style-type: none"> ○ Add Grant ○ Add rec dept pilot ○ Add playground sign ○ Update events/workshops
NCL/Lions Haunted Car Crawl	<ul style="list-style-type: none"> ● FK - 10/29 (6PM-9PM) ● Theme ● Attendance 	<ul style="list-style-type: none"> ● Karen to make sign up for characters ● Tai to send pic of characters
Current Financials (Melissa Cyr)	<ul style="list-style-type: none"> ● Current account balance approx \$ ● Upcoming payments/receipts/submissions ● Any outstanding items 	
Upcoming Meetings/Coverage	<ul style="list-style-type: none"> ● General Meetings - 11/10, 12/8 ● School Committee - 10/11, 11/9 	<ul style="list-style-type: none"> ● Mike to attend to 10/11 School Committee

September 8, 2022

Norfolk Public Library (Lounge) - 258 Dedham St, Norfolk, MA 02056

Attendees: Kayla Costa (notetaker), Michael McCarthy, Karen Murphy, Karen Mazzola, Sarah Logie, Melissa Cyr, JianMei Bai, Stefanie Durniok, Taiese Hickman

Guest: Katerina _____

Agenda Item	Discussion	Action Item(s)
Welcome and Introduction of SEPAC Leadership	<ul style="list-style-type: none"> ● Guests to introduce themselves 	

<p>Open Forum</p>	<ul style="list-style-type: none"> ● Opportunity for discussion and/or questions from general membership 	
<p>Administrative/Other</p>	<ul style="list-style-type: none"> ● Highlights/takeaways from monthly meeting with Dr. Tupper (Kayla/Mike) ● Build on community inclusion with rec programs/Anne Proto ● Potential Spring Workshop Collaboration with Millis/Medway SEPACs (Kayla) ● Mail at FK/NCL Grant ● PTO ● FK Open House (9/21 for Grades 3 and 4 - 9/28 for Grades 5 and 6) ● HOD Open House (9/29) ● Beginning of Year Survey ● Parent Social - Q&A (potentially replace November meeting) ● “SEPAC Tip of The Month” or Staff Spotlight on FB and Private Parent Group 	<ul style="list-style-type: none"> ● Karen Murphy to post to Parent SEPAC page re transportation ● Kayla to update calendar to put Jill Levy in January ● Kayla/Mike to follow up with Dr. Tupper: <ul style="list-style-type: none"> ○ Inclusion Director/Rec ○ Playground ○ Communication Boards ○ Sending out meeting (1 week and 1 day in advance) ○ Brochures at TEAM meetings ○ Procedural Safeguards missing SEPAC info ○ Timeline and impact of potential FK Expansion ○ Review of TEAM meeting “norms” ○ MA SEPAC Awareness Day ○ Sending out a parent survey ○ Sandwich board up by road at HOD for Trunk or Treat ○ FK students inclusive motivated speaker ● Kayla to follow up with Millis/Medway ● All to bring FK speaker ideas for student workshop ● Melissa to research Cultural Council Grant ● Taiese to set up Sign Up Genius for PTO/School Committee/Superintendent ● Mike to email HOD and FK Principals to set up tables for Open Houses ● Sarah to work on parent survey

		<ul style="list-style-type: none"> ● Sarah to research November social options
Executive Function Workshop with Donna Kincaid	<ul style="list-style-type: none"> ● Virtual - 9/20 (7PM) ● Marketing <ul style="list-style-type: none"> ○ Blurb in 9/14 Wednesday's Words ○ Share with Millis/Medfield ● Eventbrite Registration 	<ul style="list-style-type: none"> ● Kayla to email flyer to Anna to push to district wide ● Tai to send through Wix and post on Insta ● Kayla to get to Adrienne to put in Wednesday words
School Committee Presentation	<ul style="list-style-type: none"> ● Location TBD - 9/13 (7PM) ● Attendance ● Presentation [PUSHED TO NOVEMBER 9 - slides DUE 11/3] 	<ul style="list-style-type: none"> ● Kayla to attend 9/13 SC in case questions on trunk or treat ● Kayla to add to October meeting agenda to split up slides due 11/3
8th Annual Trunk or Treat (10/21 pending approval)	<ul style="list-style-type: none"> ● HOD - 10/21 (5:30-7:30PM) ● Eventbrite Registration/Cost (\$12 last year) <ul style="list-style-type: none"> ○ 4 x 30 minute time slots (50 families per time slot) ● Marketing ● Mr. Ken - sing at trunk ● Sell hot chocolate, cider, cider donuts ● Glow Sticks for all kids ● Trunk Volunteer Solicitation ● Town Trunks <ul style="list-style-type: none"> ○ Library ○ Police ○ Fire ○ DPW ○ Lions ○ Rec Dept. ● Volunteers on ground/Lions ● Other remaining logistics 	<ul style="list-style-type: none"> ● Mike to work with Norfolk PD re traffic/clearance ● Mike to coordinate with Lions on volunteers for traffic etc. ● Karen Murphy to set up Eventbrite for tickets and volunteers and email all past volunteers ● Kayla to set up sandwich board at HOD once approved ● Taiese to contact Mr. Ken re performing ● Taiese to do social blast for tickets (once approved)and volunteers ● Sarah to research pricing on glowsticks and food to sell ● Stefanie to investigate Mystery Machine van use
NCL/Lions Haunted Car Crawl	<ul style="list-style-type: none"> ● HOD - 10/29 (6PM-9PM) 	
Current Financials (Melissa Cyr)	<ul style="list-style-type: none"> ● Current account balance approx \$ ● Upcoming payments/receipts/submissions ● Any outstanding items 	
Upcoming Meetings/Coverage	<ul style="list-style-type: none"> ● General Meetings - 10/13 (to be moved), 11/10, 12/8 ● School Committee - 9/13, TBD, 11/9 	<ul style="list-style-type: none"> ● Kayla to book library for October meeting