



Norfolk Special Education
Parents Advisory Council

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

March 9, 2023

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

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

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 	
Administrative/Other	<ul style="list-style-type: none"> ● Monthly Director Meeting Update (Kayla/Mike) ● FK Speaker (Wonder Project) Update (Mike/Melissa/Kayla) ● Ribpublic/PTO Fundraiser Recap (Sarah) ● Mid-Year Parent Survey (Sarah) <ul style="list-style-type: none"> ○ Workshop in spring <ul style="list-style-type: none"> ■ Bullying Federation Workshop option ○ Workshops for next school year ● Millis, Medway, Medfield Parent Social Collaboration Opportunity (4/29 at Mickey Cassidys) ● April Elections ● Spring 2023 Programming/Focus Areas: <ul style="list-style-type: none"> ○ Rec Program Inclusion follow up with Ann Proto ○ April Photo Fundraiser <ul style="list-style-type: none"> ■ Discuss Options ○ Tie into event with Norfolk Fire/PD for spring ○ Spring Workshop based on parent survey ○ Playground Communication Board 	<ul style="list-style-type: none"> ●

	<ul style="list-style-type: none"> ○ Lisa Moy to present on KP Middle SPED School Transition (May) ○ Federation workshop on new IEP (if exists) 	
Federation MCAS Workshop (3/27)	<ul style="list-style-type: none"> ● Marketing ● Other Logistics 	
Current Financials (Melissa Cyr)	<ul style="list-style-type: none"> ● Current account balance approx \$ ● Cultural Council Grant Application Status ● IRS FORM 990-N Filing DUE 5/15/2023 ● Register SEPAC as MA Non-Profit ● Upcoming payments/receipts/submissions ● Any outstanding items 	●
Upcoming Meetings/Coverage	<ul style="list-style-type: none"> ● General Meetings - 4/13 ● School Committee - 3/ 	●

February 9, 2023

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

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

Agenda Item	Discussion	Action Item(s)
Welcome and Introduction of SEPAC Leadership	<ul style="list-style-type: none"> ● Guests to introduce themselves 	
Special Guest - Jill M. Levy, M. Ed., Extended School Year Coordinator for Summer 2023	<ul style="list-style-type: none"> ● Presentation on 2023 Extended School Year ● Discussion/Q&A 	<ul style="list-style-type: none"> ● Taiese to share link to the ESY presentation deck on our parent support page once it is added to school site ● Karen Murphy to link the district Special Education Services page on our website or post the PDF attachment ● Kayla to follow up with Anne Proto re summer rec and transportation
Open Forum	<ul style="list-style-type: none"> ● Opportunity for discussion and/or questions 	

Administrative/Other	<ul style="list-style-type: none"> ● Monthly Director Meeting Update (Kayla/Mike) ● FK Speaker (Wonder Project) (Mike/Melissa/Kayla) <ul style="list-style-type: none"> ○ Voted to approve Funding Wonder Project ● Federation Workshop (February) <ul style="list-style-type: none"> ○ 3/27 - MCAS ● Summer Tuesday Tunes for Tots Sponsorship consideration (Norfolk Recreation and NPL) <ul style="list-style-type: none"> ○ Voted to approve sponsorship of 7/11 date ○ Consider adding vendors like ARC, Kids in Sports, local food or treat vendor etc. ● PTO Fundraising Collaboration (Sarah) ● Mid-Year Parent Survey (Sarah) ● Spring 2023 Programming/Focus Areas: <ul style="list-style-type: none"> ○ Rec Program Inclusion follow up with Ann Proto ○ April Photo Fundraiser <ul style="list-style-type: none"> ■ TBD on holding ○ Tie into event with Norfolk Fire/PD for spring ○ Collaboration with Medway/Millis <ul style="list-style-type: none"> ■ Barn babies? ○ Spring Workshop based on parent survey ○ Playground Communication Board ○ Lisa Moy to present on KP Middle SPED School Transition (May) ○ Federation workshop on new IEP (if exists) 	<ul style="list-style-type: none"> ● Sarah to create google form parent survey and post a survey to board for 3-5 questions ● Melissa to book Federation Workshop for 3/27 ● Kayla to notify Anne Proto to book 7/11 concert date ● Kayla to coordinate with Medway/Millis SEPACS on family event and workshop ● Ideas for Spring photoshoot <ul style="list-style-type: none"> ○ Only Prettier? Tai to check ○ Kate to shoot? - Mike
RibPublic Fundraiser (3/5) (Sarah Logie)	<ul style="list-style-type: none"> ● Marketing ● Other logistics <ul style="list-style-type: none"> ○ Orders due by 3/3 	<ul style="list-style-type: none"> ● Taiese to work on marketing on socials ● Sarah to drop flyers at Police/FD etc, Lions ● Sarah to coordinate with PTO and let Kayla know if need Dr. Tupper to send out to school email distribution ● Tai to blast on our email list
Current Financials (Melissa Cyr)	<ul style="list-style-type: none"> ● Current account balance approx \$ ● Cultural Council Grant Application Status ● IRS FORM 990-N Filing DUE 5/15/2023 ● Upcoming payments/receipts/submissions ● Any outstanding items 	<ul style="list-style-type: none"> ● Melissa to file Form 990-N (Kayla to send last years) ● Kayla to register SEPAC as a MA non-profit
Upcoming Meetings/Coverage	<ul style="list-style-type: none"> ● General Meetings - 3/9 and 4/13 ● School Committee - 3/1 	<ul style="list-style-type: none"> ●

January 12, 2023

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

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

Agenda Item	Discussion	Action Item(s)
Welcome and Introduction of SEPAC Leadership	<ul style="list-style-type: none"> • Guests to introduce themselves 	
Special Guest - Dr. Anna Tupper, Director of Student Support Services	<ul style="list-style-type: none"> • Updates on programming and staffing, ESY criterion, DESE Compliance Review • Q&A 	<ul style="list-style-type: none"> • Karen Murphy to link to Special Education overview page on our website • Kayla to clean up redline of bylaws and send to Anna along with copy of school year agenda
Open Forum	<ul style="list-style-type: none"> • Opportunity for discussion and/or questions 	
Administrative/Other	<ul style="list-style-type: none"> • Monthly Director Meeting Update (Kayla/Mike) • FK Speaker (Wonder Project) (Mike/Melissa) • PTO Fundraising Collaboration (Sarah) • Mid-Year Parent Survey (Sarah) • iCare update (Melissa) • Potential Fundraising Event (Sarah) • 2023 Programming/Focus Areas: <ul style="list-style-type: none"> ○ January/Feb <ul style="list-style-type: none"> Federation Workshop (January) Jill Levy present at meeting re ESY (February) (request questions from parents ahead of time) ○ Spring <ul style="list-style-type: none"> Rec Program Inclusion FK Inclusive Speaker Tie into event with Norfolk Fire/PD for spring 	<ul style="list-style-type: none"> • Kayla/Mike to contact Jill Levy re Feb (questions in advance?) • Karen Murphy to post police/fire video and autism info on FB and our website • Sarah to work on PTO collab for RibPublic fundraiser • Melissa to reset poll for Federation workshop (in person or virtual?) • Mike to follow up re meeting on Wonder Project with FK • Kayla to look into Federation Gala • Sarah to start work on Mid-Year Parent Survey

	<p>Collaboration with Medway/Millis Spring Workshop based on parent survey Playground Communication Board Lisa Moy to present on KP Middle SPED School Transition (May) Federation workshop on new IEP (if exists)</p>	
School Committee Presentation (1/18)	<ul style="list-style-type: none"> ● Attendance <ul style="list-style-type: none"> ○ Assign presentation slides 	●
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 - 2/9 and 3/9 ● School Committee - 1/18 and 2/8 	● Representation at 2/8 SC Meeting

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

Guest: Kristy Puhlick

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. 	<ul style="list-style-type: none"> • Karen to post link to NPD Autism/Other registry • Sarah to send thank you notes • Kayla to give registry packets to SPED office • Collaborate with NPD on Tip Sheet for parents • Taiese to post video of presentation once Kayla is alerted its posted
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 20 x \$10 (Kayla/Mike) <ul style="list-style-type: none"> ○ Vote to approve donation of GC for teacher appreciation raffle (APPROVED) • 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) <ul style="list-style-type: none"> • Replace 12/8 Meeting Federation Workshop (January) Jill Levy present at meeting re ESY (February) ○ 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 	<ul style="list-style-type: none"> • Karen to get Mystery Machine contact info to Melissa for gift card/thank you and picture • Taiese to post video clip of School Committee Thank you if possible • Melissa to get staff appreciation gift cards • Sarah to circle back with PTO to get an idea of funding requirements • Sarah to draft initial parent survey and team to provide feedback • Kayla and Mike to talk to Anna about sending out to SPED parents • Karen to order more brochures • Melissa to repost poll for January dates for Federation Workshop • Mike/Kayla - Jill Levy in February • Kayla to add March Speaker Discussion to next agenda • Melissa to follow up with Liz Longley on Wonder Project (Mike) • Kayla to cancel 12/8 meeting on town site and FB

	<p>Spring Workshop based on parent survey Playground Communication Board Lisa Moy to present on KP Middle SPED School Transition</p>	
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 	<ul style="list-style-type: none"> ● Kayla to send Eventbrite reminder email to attendees Friday 11/11 ● Melissa to Venmo Photographer- Kayla to provide Venmo and amount
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 	<ul style="list-style-type: none"> ● Melissa to circulate and board to comment and edit ● Kayla to send Anna a note re Playground signs ahead of meeting
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 	<ul style="list-style-type: none"> ●
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 (CANCELED), 1/12 ● School Committee - 12/14 	<ul style="list-style-type: none"> ●

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)
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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 - Al to follow up ○ Lions - to do lighting and front decorating ○ Rec Dept. ● Marketing ● Sell hot cider <ul style="list-style-type: none"> ○ Al to request to borrow urn ● Sell popcorn ● Glow Sticks for all kids ● Volunteers on ground/Lions ● Norfolk PD ● SEPAC theme - Scooby Doo 	<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 ● 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

	<ul style="list-style-type: none"> Other remaining logistics 	<ul style="list-style-type: none"> 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 	
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"> ● 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 ● 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

		<ul style="list-style-type: none"> ● 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