



Norfolk Special Education  
Parents Advisory Council

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

**September 14, 2023**

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

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

Agenda Item	Discussion	Action Item(s)
<b>Welcome and Introduction of SEPAC Leadership</b>		
<b>Open Forum</b>	<ul style="list-style-type: none"> <li>● Opportunity for questions and discussion from Board Members and Attendees</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
<b>Administrative/General Items</b>	<ul style="list-style-type: none"> <li>● Monthly Director Meeting Update (Kayla/Mike)</li> <li>● Purchase Signs for Monthly Meetings (Sarah)               <ul style="list-style-type: none"> <li>○ Add sign to reuse yearly for Trunk or Treat?</li> </ul> </li> <li>● iCare Update (Kayla/Mike/Melissa)               <ul style="list-style-type: none"> <li>○ Balfour Plaques/placement (Kayla)</li> </ul> </li> <li>● NPL - iCare Library (Karen)</li> <li>● Who We Are Flyer and Parent Survey (Kayla/Mike/Karen)</li> <li>● School Committee Sign Up Genius (Melissa)</li> <li>● Lions - get on agenda to present at Winter Meeting</li> <li>● HOD Open House (9/28 - 6:30-8:10)/FK?</li> <li>● Update Website Resources               <ul style="list-style-type: none"> <li>○ Link to Special Ed Services district page</li> <li>○ What is Dev. Pedi</li> </ul> </li> <li>● Wix Subscription (Melissa)</li> <li>● School Partner Renewal (Due Oct/Nov.)</li> <li>● November Parent Workshop (TBD - survey results/ask the expert)</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
<b>9th Annual Trunk or Treat</b>	<ul style="list-style-type: none"> <li>● HOD - 10/27 (5:30-7:30PM)</li> <li>● Schedule October Planning Meeting</li> </ul>	<ul style="list-style-type: none"> <li>●</li> <li>●</li> </ul>

	<ul style="list-style-type: none"> <li>● Eventbrite Registration/Cost (\$12 last year) <ul style="list-style-type: none"> <li>○ 4 x 30 minute time slots (50 families per time slot)</li> </ul> </li> <li>● Marketing</li> <li>● Mr. Ken</li> <li>● Sales <ul style="list-style-type: none"> <li>○ Bake sale/hot chocolate/popcorn/sell wands</li> <li>○ Purchase Commercial size Carafe</li> </ul> </li> <li>● Trunk Volunteer Solicitation</li> <li>● Town Trunks <ul style="list-style-type: none"> <li>○ Library</li> <li>○ Police</li> <li>○ Fire</li> <li>○ DPW</li> <li>○ Lions</li> <li>○ Rec Dept.</li> </ul> </li> <li>● Volunteers on ground-Lions</li> <li>● Other remaining logistics</li> </ul>	
<b>October Meeting Guest - Lindsay Semas</b>	<ul style="list-style-type: none"> <li>● (10/12) Kayla confirming Lindsay</li> </ul>	
<b>Lions/NCL Haunted Car Crawl</b>	<ul style="list-style-type: none"> <li>● 10/28 (6PM-8:30PM)</li> <li>● Theme/attendance</li> </ul>	
<b>Current Financials (Melissa Cyr)</b>	<ul style="list-style-type: none"> <li>● Current account balance approx \$</li> <li>● Cultural Council Grant Application Status</li> <li>● NCL Grant Status</li> <li>● Upcoming payments/receipts/submissions</li> <li>● Any outstanding items</li> </ul>	
<b>Upcoming Meetings/Coverage</b>	<ul style="list-style-type: none"> <li>● General Meetings - 10/12, 11/9, 12/14 <ul style="list-style-type: none"> <li>○ Make December meeting a social at Novatos on Parent Teacher Conference night</li> </ul> </li> <li>● School Committee - see Melissa calendar</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>