



Norfolk Special Education
Parents Advisory Council

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

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) 	<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

	<ul style="list-style-type: none"> ○ Another workshop besides FSCN? ○ FK Inclusive Speaker ○ Tie into event with Norfolk Fire/PD for spring ○ Collaboration with Medway/Millis in spring 	
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 ○ 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"> ● 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 ● 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

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