

General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

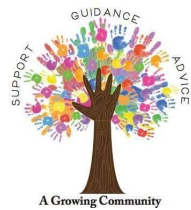
**March 14, 2018**

**H. Olive Day Library;** <https://brown.zoom.us/j/937093313>

Attendees: Pia Mack , ~~Taiese Hickman~~, Brian Mack, Michael McCarthy, Karen Murphy, Karen Mazzola, Sarah Cardoso, Jo-Anne Gilbody  
 (notetaker)

Guests:

Agenda Item	Discussion	Action Item(s)
Action Items from 2/7/19:	<ul style="list-style-type: none"> <li>● Taiese to submit Non-Profit paperwork to IRS               <ul style="list-style-type: none"> <li>○ Paperwork was submitted on 1/11/2019</li> <li>○ ~30 days to process</li> <li>○ <a href="#">Submitted and Approved!</a></li> </ul> </li> <li>● Karen Mazzola plans to submit NCL grant by 2/15</li> <li>● Pay invoice for Music Workshop               <ul style="list-style-type: none"> <li>○ Karen Maz to send to Taiese</li> </ul> </li> <li>● Pay invoice for IEP workshop               <ul style="list-style-type: none"> <li>○ Karen Murphy to sent to Taiese</li> </ul> </li> </ul>	
Town Meetings	<ul style="list-style-type: none"> <li>● <b>School Committee Meeting on 2/19</b> <ul style="list-style-type: none"> <li>○ Readout                   <ul style="list-style-type: none"> <li>■ Introduced SEPAC Team</li> <li>■ Reviewed SEPAC Mission and <a href="#">Spring Calendar of Events</a></li> </ul> </li> </ul> </li> </ul>	



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## Marketing

### Upgrade Wix Website:

**WIX** 1. PREMIUM PLANS > 2. SUBSCRIPTION > 3. CHECKOUT

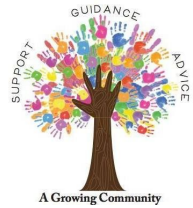
VIP	Pro	Unlimited	Combo
First Priority Support	Complete Online Branding	Entrepreneurs & Freelancers	For Personal Use
<b>\$29</b> /month	<b>\$19</b> /month	<b>\$14</b> /month	<b>\$11</b> /month
Select	Select	Select	Select
<b>UNLIMITED</b> Bandwidth 20GB Storage Connect Your Domain 2 Video Hours Remove Wix Ads Free Domain for 1 Year \$300 Ad Vouchers Site Booster App - \$60 Value Form Builder App - \$48 Value Events Calendar - \$48 Value Professional Logo - \$50 Value Social Media Logo files	<b>UNLIMITED</b> Bandwidth 20GB Storage Connect Your Domain 2 Video Hours Remove Wix Ads Free Domain for 1 Year \$300 Ad Vouchers Site Booster App - \$60 Value Form Builder App - \$48 Value Events Calendar - \$48 Value Professional Logo - \$50 Value Social Media Logo files	<b>UNLIMITED</b> Bandwidth 10GB Storage Connect Your Domain 1 Video Hour Remove Wix Ads Free Domain for 1 Year \$300 Ad Vouchers Site Booster App - \$60 Value Form Builder App - \$48 Value	2GB Bandwidth 3GB Storage Connect Your Domain 30 Video Minutes Remove Wix Ads Free Domain for 1 Year

### Peek a Bunny Event:

- April 18th
- 11:15 a.m. to 1: p.m. in Norfolk Public Library
- **Need Flyer**
- Registration is open on our [website](#)

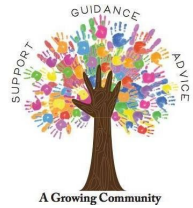
### 5K

- [Sponsorship Solicitation Letter](#)
- [Online registration is open](#)
  - Conduct Race sign-ups at EF event?
- **Need to send flyer to school district distribution**



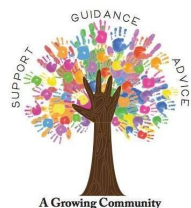
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	<p style="text-align: center;"><b>list for online signups</b></p> <p><b>Executive Function:</b></p> <ul style="list-style-type: none"> <li>● Jo-Anne to Follow up with Anna about contacts for Wrentham and Plainville SEPACs.</li> <li>● Decide on Police Detail. Also decide if a bake sale or other fundraiser is worth covering cost of PD.</li> </ul> <p><b>Flyers</b></p> <ul style="list-style-type: none"> <li>● Delivered 900 PNO and 900 5K flyers to school on Tuesday 3/5/19 for backpacks</li> </ul> <p><b>March Newsletter</b></p> <ul style="list-style-type: none"> <li>● Status</li> <li>● Topics</li> <li>● Events to promote             <ul style="list-style-type: none"> <li>○ 5K</li> <li>○ Parents Night Out</li> <li>○ Peek a Bunny Reading</li> </ul> </li> </ul>	
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<p>Calendar of Events</p>	<ul style="list-style-type: none"> <li>● <a href="#">Spring SEPAC Calendar 2019</a></li> <li>● Do we want to schedule any more additional events for this year?</li> <li>● Need to start solicitation for Food Truck Event soon</li> <li>● Board Elections for 2019/2020 to take place during May SEPAC General Meeting           <ul style="list-style-type: none"> <li>○ Open Positions               <ul style="list-style-type: none"> <li>i. Secretary</li> <li>ii. Treasurer</li> <li>iii. Parent Outreach Coordinator(s)</li> </ul> </li> </ul> </li> </ul>	
<p>Friends of SEPAC 5K</p>	<ul style="list-style-type: none"> <li>● Team planning meeting to take place on 3/19 at 7:00 via <a href="#">conference call</a> <ul style="list-style-type: none"> <li>● <b>Sponsors Include:</b>                The Chubby Chickpea, Uncle Eddie's BBQ, Sarcastic Sweets, TC Scoops, Berkshire Hathaway HomeServices Commonwealth Real Estate</li> <li>● <b>Music and Entertainment By:</b> Exhale School of Dance, Berkshire Valley Boys, ImagineThat Facepainting, Art by Jen Callei, Bouncy House courtesy of Taylor Rental Norfolk</li> </ul> </li> </ul>	



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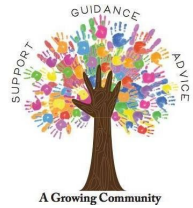
	<ul style="list-style-type: none"> <li>● <b>Volunteers:</b> Steph Powers, Lindsay Delano, Heather Flynn, Chastelyn Denishenko</li> <li>● <b>Logistics and town approvals:</b> Mike</li> <li>● <b>T-Shirts:</b> Sarah</li> <li>● <b>Registration:</b> Library confirmed - Yes</li> </ul>	
Food Truck Fundraiser	<ul style="list-style-type: none"> <li>● Date confirmed: August 8th</li> <li>● Band Confirmed : Berkshire Valley Boys</li> <li>● Sponsor Confirmed : Berkshire Hathaway HomeServices Commonwealth</li> <li>● Volunteers: Kayla Costa</li> </ul>	
Visions of Community Event	<p><a href="https://fcsn.org/voc/">https://fcsn.org/voc/</a></p> <ul style="list-style-type: none"> <li>● Jo-Anne to attend. Anyone else?</li> </ul>	

**February 7, 2018**

**H. Olive Day Library;** <https://brown.zoom.us/j/937093313>

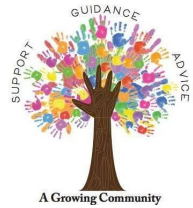
Attendees: Pia Mack, Taiese Hickman, Brian Mack, Michael McCarthy, Karen Murphy, Karen Mazzola, Sarah Cardoso, Jo-Anne Gilbody (notetaker)

Guests:



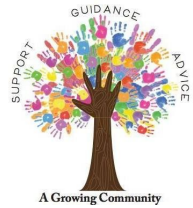
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Agenda Item	Discussion	Action Item(s)
Math Info. Session with Ms. Cloutier	<ul style="list-style-type: none"> <li>● 7:00 - 8:00 p.m.</li> </ul>	
Action Items from 1/10/19:	<ul style="list-style-type: none"> <li>● Taiese to submit Non-Profit paperwork to IRS               <ul style="list-style-type: none"> <li>○ Paperwork was submitted on 1/11/2019</li> <li>○ ~30 days to process</li> </ul> </li> <li>● Taiese to change location of SEPAC meetings to public library.               <ul style="list-style-type: none"> <li>○ Meetings are scheduled in H.O.D. Library for the remainder of the school year</li> </ul> </li> <li>● Karen Mazzola to submit NCL grant</li> </ul>	<p>Karen Mazzola plans to submit NCL grant by 2/15.</p>
Town Meetings	<ul style="list-style-type: none"> <li>● <b>School Committee</b> <ul style="list-style-type: none"> <li>○ SEPAC Board to attend on Feb. 12th at 7 p.m.</li> <li>○ Review SEPAC Mission and <a href="#">Spring Calendar of Events</a></li> </ul> </li> </ul>	<p>Sent Anna Tupper the materials for the meeting on 1/31.</p>



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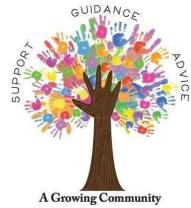
<p>Marketing</p>	<ul style="list-style-type: none"> <li>● <b>School Flyers - Karen Murphy</b> <ul style="list-style-type: none"> <li>○ 5K - May 5th</li> <li>○ Executive Function Workshop - April 1st</li> </ul> </li> </ul>	<p><b>5K:</b></p> <ul style="list-style-type: none"> <li>● K. Murphy to update photo in flyer.</li> <li>● Racewire link needs to be made searchable/public.</li> </ul> <p><b>Executive Function:</b></p> <ul style="list-style-type: none"> <li>● Jo-Anne to Follow up with Anna about contacts for Wrentham and Plainville SEPACs.</li> <li>● Decide on Police Detail. Also decide if a bake sale or other fundraiser is worth covering cost of PD.</li> </ul>
<p>Spring Calendar of Events</p>	<ul style="list-style-type: none"> <li>● <a href="#">Spring SEPAC Calendar 2019</a></li> <li>● Parents Night Out - Solidify Date and Venue           <ul style="list-style-type: none"> <li>○ March 20th?</li> </ul> </li> <li>● Confirm speaker and topic for next SEPAC Meeting on March 14th</li> </ul>	<ul style="list-style-type: none"> <li>● Parents Night Out -           <ul style="list-style-type: none"> <li>○ BBC in franklin, Paint-a-Pint.</li> <li>○ March 21, 2019, 7pm</li> <li>○ Tentative - ticket cost \$25, return \$35(?)</li> <li>○ When register, buy ticket to avoid no-shows.</li> <li>○ K. Murphy to confirm available headcount.</li> </ul> </li> </ul>



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		<ul style="list-style-type: none"> <li>● 3/14 SEPAC Mtg - Jo-Anne to reach out to Carolyn Kelley to request an appearance.</li> </ul>
<p>Friends of SEPAC 5K</p>	<ul style="list-style-type: none"> <li>● <b>Sponsors Include:</b>            The Chubby Chickpea, Uncle Eddie's BBQ, Sarcastic Sweets, TC Scoops, Berkshire Hathaway HomeServices Commonwealth Real Estate</li> <li>● <b>Music and Entertainment By:</b> Exhale School of Dance, Berkshire Valley Boys, ImagineThat Facepainting, Art by Jen Callej, Bouncy House courtesy of Taylor Rental Norfolk</li> <li>● <b>Volunteers:</b> Steph Powers, Lindsay Delano, Heather Flynn, Chastelyn Denishenko</li> <li>● <b>Logistics and town approvals:</b> Mike</li> </ul>	





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	<ul style="list-style-type: none"> <li>● <b>T-Shirts:</b> Sarah</li> <li>● <b>Registration:</b> Library confirmed?</li> </ul>	
Food Truck Fundraiser	<ul style="list-style-type: none"> <li>● Date confirmed: August 8th</li> <li>● Band Confirmed : Berkshire Valley Boys</li> <li>● Sponsor Confirmed : Berkshire Hathaway HomeServices Commonwealth</li> <li>● Volunteers: Kayla Costa</li> </ul>	
Visions of Community Event	<p>Conference for families.  <a href="https://fcsn.org/voc/">https://fcsn.org/voc/</a></p>	<ul style="list-style-type: none"> <li>● Taiese to check with Anna regarding the masspac event.</li> </ul>

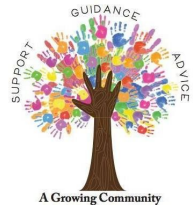
**January 10, 2018**

**Freeman Kennedy Superintendent Conference Room;** <https://brown.zoom.us/j/937093313>

Attendees: Pia Mack, Taiese Hickman (notetaker), Brian Mack, Michael McCarthy, Karen Murphy, Karen Mazzola, Sarah Cardoso, Jo-Anne Gilbody

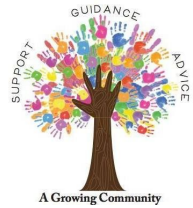
Guests:

Agenda Item	Discussion	Action Item(s)
Action Items from 12/13/18:	<ul style="list-style-type: none"> <li>● Taiese to add new Treasurer, Pia Mack, to SEPAC bank account - <a href="#">Added Jo-Anne to bank account</a></li> <li>● Taiese to apply for Non-profit status for old SEPAC</li> </ul>	<ul style="list-style-type: none"> <li>● Taiese to submit Non-Profit paperwork to IRS               <ul style="list-style-type: none"> <li>○ <a href="#">Paperwork was</a></li> </ul> </li> </ul>



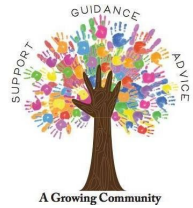
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	tax ID - <a href="#">In progress</a>	<a href="#">submitted on 1/11/2019</a> <ul style="list-style-type: none"> <li>○ ~30 days to process</li> </ul>
Caregiver Support for Special Needs Children after school through SACC	<ul style="list-style-type: none"> <li>● Sarah had discussed with Anna in the past</li> <li>● <a href="#">TBD - Add to School Committee agenda</a></li> <li>● <a href="#">NCL was supportive, Sarah to bring her presentation</a></li> <li>● <a href="#">Will ask PAC through Facebook groups</a></li> <li>● <a href="#">Need to add ourselves to MASS PAC group</a></li> </ul>	
Town Meetings	<ul style="list-style-type: none"> <li>● <b>PTO</b> <ul style="list-style-type: none"> <li>○ January 9th</li> </ul> </li> <li>● <b>School Committee</b> <ul style="list-style-type: none"> <li>○ SEPAC Board to attend on Feb. 12th at 7 p.m.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Taiese to change location of SEPAC meetings to public library.</li> <li>● Taiese to follow up on school committee meeting location and agenda</li> </ul>



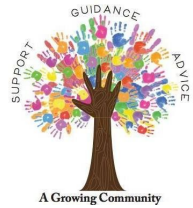
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<p>Grants</p>	<ul style="list-style-type: none"> <li>● <b>NCL Grant Submission - Karen Mazzola</b> <ul style="list-style-type: none"> <li>○ Karen to submit NCL grant               <ul style="list-style-type: none"> <li>■ Add grant justification                   <ul style="list-style-type: none"> <li>● Anxiety</li> <li>● MassHealth</li> <li>● 504s</li> <li>● Sensory Path</li> </ul> </li> <li>■ Needed for September 2019</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Karen to submit NCL grant</li> </ul>
<p>Marketing</p>	<ul style="list-style-type: none"> <li>● <b>January Newsletter Topics - Jo-Anne</b> <ul style="list-style-type: none"> <li>○ Parent Education               <ul style="list-style-type: none"> <li>■ Math Presenter K-2</li> </ul> </li> <li>○ Books               <ul style="list-style-type: none"> <li>■ Math specific</li> </ul> </li> </ul> </li> <li>● <b>School Flyers - Taiese</b> <ul style="list-style-type: none"> <li>○ Guidelines for distribution in backpacks</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Jo-Anne to submit Facebook post to Grade 1 and 2 for parent feedback on topics for Math presentation</li> </ul>



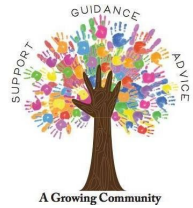
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<p>January Events</p>	<ul style="list-style-type: none"> <li>● <b>SEPAC Meeting</b> <ul style="list-style-type: none"> <li>○ January 10th, 2019</li> </ul> </li> <li>● <b>Urban Air Sensory Jump</b> <ul style="list-style-type: none"> <li>○ January 14, 2019</li> </ul> </li> <li>● <b>IEP for My Child: Federation for Children with Special Needs</b> <ul style="list-style-type: none"> <li>○ Jan 23rd 7-9 H.O.D. Library</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Karen Murphy to follow up Cathy Hickey speaker at IEP workshop to see what offerings are available for MassHealth info session for March SEPAC meeting.</li> </ul>
<p>February Events</p>	<ul style="list-style-type: none"> <li>● <b>SEPAC Meeting</b> <ul style="list-style-type: none"> <li>○ February 14, 2019               <ol style="list-style-type: none"> <li>i. Topics for next meeting?</li> <li>ii. <a href="#">MassHealth</a></li> </ol> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Taiese to reschedule Feb. SEPAC meeting to February 7th. Jo-Anne to confirm speaker is available.</li> </ul>



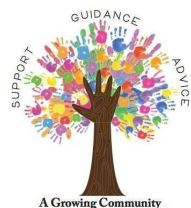
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	<p style="text-align: center;">iii. Math</p> <p style="text-align: center;">1. Gather questions on grade specific Facebook page.</p> <ul style="list-style-type: none"> <li>● <b>Music Workshop - South Shore Conservatory - Karen Mazzola</b> <ul style="list-style-type: none"> <li>○ Booked for February 20, 2019</li> <li>○ Quote is \$200/hr - event cost is \$400 9-10 a.m. (PK - 1) and 1030-1130 (2-3)</li> <li>○ 15 kids per class</li> </ul> </li> <li>● <b>ARC Information Session - Karen Murphy</b></li> </ul>	<ul style="list-style-type: none"> <li>● Karen Mazz to send details to Karen Murphy for flyer</li> <li>● Table ARC Information Session for one of monthly SEPAC meetings. Follow up with Karen Murphy</li> </ul>
<p>March Events</p>	<ul style="list-style-type: none"> <li>● <b>SEPAC Meeting</b> <ul style="list-style-type: none"> <li>○ Topics?</li> <li>○ Check In on Cinco de Mayo</li> </ul> </li> <li>● <b>Executive Functioning Workshop - Jo-Anne</b> <ul style="list-style-type: none"> <li>○ EF - ~\$0-\$300 (want to cover travel but willing to work with our budget)</li> <li>○ <a href="#">Confirm cost, date, time</a></li> <li>○ <a href="#">Book venue</a></li> </ul> </li> <li>● <b>Parents Night Out - Karen Murphy, Taiese, Mike</b> <ul style="list-style-type: none"> <li>○ Venue: 3 Restaurant, TC Scoops, Brewery               <ol style="list-style-type: none"> <li>i. Date TBD</li> <li>ii. Kreativ Paint Party</li> <li>iii. Paint Night - Glassware</li> </ol> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Jo-Anne to confirm date for EF workshop and get references for speaker</li> <li>● Mike to touch base with Karen Murphy re: details for Parents Night Out</li> </ul>



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<p>April Events</p>	<ul style="list-style-type: none"> <li>● <b>SEPAC Meeting</b> <ul style="list-style-type: none"> <li>○ Topics?</li> </ul> </li> <li>● <b>TBD: Plant Nite Fundraiser - schedule for week after April 22nd</b> <ul style="list-style-type: none"> <li>○ Point of Contact: Lauren Scheipers Event Specialist Paint Nite®   Plant Nite®   617.932.7081</li> </ul> </li> <li>● <b>Easter Bunny Story Hour - Peek a Bunny</b> <ul style="list-style-type: none"> <li>○ April 18th 11:15-1:15</li> </ul> </li> </ul>	
<p>May Events</p>	<ul style="list-style-type: none"> <li>● <b>SEPAC Meeting</b> <ul style="list-style-type: none"> <li>○ Topics?</li> </ul> </li> <li>● <b>Friends of SEPAC Cinco de Mayo 5K and Fun Run - All</b> <ul style="list-style-type: none"> <li>○ Approved</li> <li>○ Next Steps:               <ul style="list-style-type: none"> <li>■ Marketing</li> <li>■ Vendors</li> <li>■ Race Logistics</li> <li>■ T-Shirts</li> </ul> </li> </ul> </li> </ul>	
<p>June Events</p>	<ul style="list-style-type: none"> <li>● <b>TBD</b> <ul style="list-style-type: none"> <li>○ Police/Fire Safety</li> </ul> </li> </ul>	



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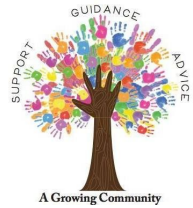
	<ul style="list-style-type: none"> <li>○ Community Day Table</li> </ul>	
July/ August Events	<ul style="list-style-type: none"> <li>● <b>Food Truck Event - Taiese</b> <ul style="list-style-type: none"> <li>○ Taiese sent request to Ann Proto at the Rec Department on 1/8/2019               <ul style="list-style-type: none"> <li>■ Awaiting response</li> </ul> </li> </ul> </li> </ul>	
Ad-hoc Meetings	<ul style="list-style-type: none"> <li>● Schedule conference call for planning committee           <ul style="list-style-type: none"> <li>○ Solicit volunteers               <ul style="list-style-type: none"> <li>■ 5K                   <ul style="list-style-type: none"> <li>● Mike to send logistics, race time etc.</li> </ul> </li> <li>■ Food Truck</li> </ul> </li> </ul> </li> </ul>	
Open Forum	<ul style="list-style-type: none"> <li>● Schedule a follow up with Anna Tupper to discuss upcoming events.</li> <li>● Parent Support Groups - Karen Mazz will initiate in the fall</li> </ul>	

**December 13, 2018**

**Freeman Kennedy Cafeteria**

Attendees: Pia Mack (notetaker), Taiese Hickman, Brian Mack, Michael McCarthy, Karen Murphy, Karen Mazzola, Sarah Cardoso, Jo-Anne Gilbody

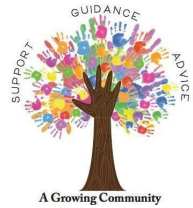
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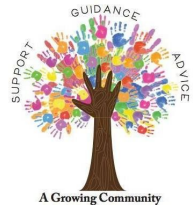
Agenda Item	Discussion	Action Item(s)
Action Items from 11/15/18:	<ul style="list-style-type: none"> <li>● Taiese to add new Treasurer, Pia Mack, to SEPAC bank account - still working in it</li> <li>● Taiese to apply for Non-profit status for old SEPAC tax ID</li> </ul>	
Caregiver Support for Special Needs Children after school through SACC	Sarah would like to discuss a long term goal to add Special Needs Caregivers to SACC program. Sarah had discussed with Anna in the past	<p>? Add to School Committee agenda</p> <p>NCL was supportive, Sarah to bring her presentation</p> <p>Will ask PAC through Facebook groups          Need to add ourselves to MASS PAC group</p>
School Committee Meetings		Sarah will attend January's meeting January 8 (with support) to make our presence known.
Workshops/ Fundraisers Monthly Review	We discussed the format of two events per month -Parent education event, Fundraising event, Parent night out, or child focused event.	





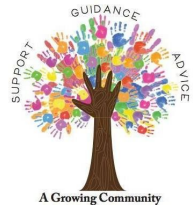
General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

<p>January</p>	<p><b>Urban Air Sensory Jump:</b> January 14, 2019</p> <p>SEPAC Meeting</p> <ul style="list-style-type: none"> <li>● January 10th, 2019</li> <li>● Presenters recommended to Jo-Anne to speak at the meeting in January           <ul style="list-style-type: none"> <li>○ Munio</li> <li>○ Tupper</li> <li>○ Whiting</li> <li>○ Pre-K team</li> </ul> </li> </ul> <p style="padding-left: 40px;">1. Math</p> <p>IEP for My Child: Federation for Children with Special Needs          Jan 23rd 7-9 at Freeman Kennedy Superintendents Conf Room</p>	<p>Karen Murphy to create on Facebook Event for Urban Air and market</p> <ul style="list-style-type: none"> <li>● Requires printing - Sarah will do printing for meeting.</li> </ul>
<p>February</p>	<ul style="list-style-type: none"> <li>● Dance/Music Workshop - South Shore Conservatory           <ul style="list-style-type: none"> <li>○ February 20, 2019</li> <li>○ Quote is \$200/hr - event cost is \$400 9-10</li> </ul> </li> </ul>	<p>Karen Mazzola will watch for Grant response</p> <ul style="list-style-type: none"> <li>- Will look into Library or Grange for event</li> </ul>



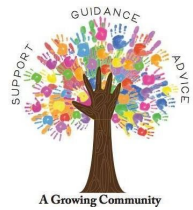
General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

	<p>and 1030-1130.</p> <ul style="list-style-type: none"> <li>ARC Information Session Date TBD</li> </ul>	Karen Murphy to book for Feb
March	<p><b>Executive Functioning Workshop</b>          EF - Institute for Learning and Development ~\$0-\$300          (want to cover travel but willing to work with our budget)</p> <p><b>Parents Night Out</b> - At 3 Restaurant or TC Scoops</p> <ol style="list-style-type: none"> <li>Date TBD</li> <li>Kreativ Paint Party</li> <li>Paint Night - Glassware</li> </ol>	<p>Jo-Anne lead on EF Workshop</p> <p>Tai/Mike to coordinate venue          Karen Murphy to coordinate the          Painting aspect</p>
April	<p><b>Easter Bunny Story Hour</b> - Peek a Bunny</p> <ul style="list-style-type: none"> <li>Booked &amp; Confirmed</li> <li>April 18th 11:15-1:15</li> </ul>	Karen Mazzola will check on Booking Library Community Room
May	<p><b>Mardi Gras 5 K</b> - Mike not here tonight          Date May 5, 2019          Awaiting approval from town.</p> <p><b>Bloom Event</b></p>	<p>Mike in charge of 5K - Will check in with Mike for updates. Should be going to Town Meeting December 18th.</p> <p>Jo-ann to work with Jaimelee</p>



General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

June	<ul style="list-style-type: none"> <li>● Police/Fire Safety</li> <li>● Community Day Table</li> </ul>	
July/ August	Food Truck Event	



General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items



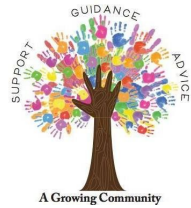
**November 15, 2018 7:00 p.m. - 9:00 p.m.**

**H. Olive Day Computer Room - 136**

Attendees: Pia Mack ([notetaker](#)), Taiese Hickman, ~~Brian Mack~~, Michael McCarthy, ~~Karen Murphy~~, Karen Mazzola, Sarah Cardoso, Jo-Anne Gilbody

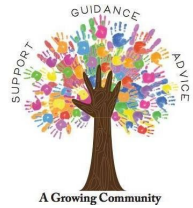
Guests: Stephanie Powers

Agenda Item	Discussion	Action Item(s)
Action Items from 10/11/18:	<ul style="list-style-type: none"> <li>● Taiese to add new Treasurer, Pia Mack, to SEPAC bank account</li> <li>● Taiese to add PTO meetings to SEPAC Board Calendar               <ul style="list-style-type: none"> <li>○ Done</li> </ul> </li> <li>● Taiese to apply for Non-profit status for old SEPAC</li> </ul>	



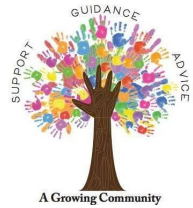
General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

	tax ID	
Financials	<ul style="list-style-type: none"> <li>● <a href="#">SE PAC2018-income statement</a></li> </ul>	Reviewed
Fundraisers	<ul style="list-style-type: none"> <li>● Trunk or Treat - We raised \$740 (Include FK next year?)</li> <li>● Parents Night Out - We raised \$165               <ul style="list-style-type: none"> <li>○ <a href="#">Host another event in the spring- Paint night</a></li> </ul> </li> <li>● Family Tree Farm Photos - Karen Murphy               <ul style="list-style-type: none"> <li>○ <a href="#">Will raise \$960 if we sell out</a></li> <li>○ <a href="#">7 out of 16 registered so far</a></li> </ul> </li> <li>● Food Truck Event               <ul style="list-style-type: none"> <li>○ <a href="#">Confirm date</a></li> <li>○ <a href="#">We raised ~ \$650 at this event last year</a></li> </ul> </li> <li>● Friends of SEPAC 5K/Stride or Stroll - Mike/Sarah               <ul style="list-style-type: none"> <li>○ Confirm Date -</li> <li>○ Confirm Course -</li> <li>○ Solicit sponsors                   <ul style="list-style-type: none"> <li>■ <a href="#">Face painting - Karen Murphy to follow up</a></li> <li>■ <a href="#">Arts and Crafts w Jen Callei - Taiese to follow up</a></li> <li>■ <a href="#">Cillas - Jo-Anne to follow up</a></li> <li>■ <a href="#">T-Shirt Sponsor - Taiese to follow</a></li> </ul> </li> </ul> </li> </ul>	<p>Agreed to explore adding F/K to next year's Trunk or Treat or creating a Halloween Dance for this age group- tabled until next spring (all agreed NO Violet the Clown)</p> <p>Was agreed that we would like to host the Food Truck Event towards the end of the summer. Taiese stated her company would sponsor if we cannot get a "free" week.</p> <p>5K - Mike updated</p> <ul style="list-style-type: none"> <li>● Date - May 5th - early morning run</li> <li>● Cinco de Mayo theme?</li> <li>● Goal to end at Town Common with food trucks/kid friendly events/ kids crafts/silent auction</li> <li>● Sarah to reach out about T-shirts.</li> <li>● Will need a lot of volunteers to run event. How can we recruit?</li> </ul>



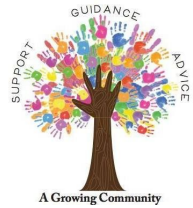
General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

	<ul style="list-style-type: none"> <li>up</li> <li>■ Hot Dog Wagon - Karen Murphy to follow up</li> <li>■ Organic Buzz Gift Card - Taiese to follow up</li> <li>○ Need Check In table , Registration can be done via Eventbrite, Library, Race Day</li> </ul>	
<p>Grants</p>	<ul style="list-style-type: none"> <li>● Cultural Council Grant - Karen Mazzola           <ul style="list-style-type: none"> <li>○ Due Oct. 15</li> <li>○ Music Class hosted by South Shore Conservatory - 2 classes               <ul style="list-style-type: none"> <li>■ 1 class for PK -2</li> <li>■ 1 class for 3-6 grade</li> <li>■ February 20th                   <ul style="list-style-type: none"> <li>● 9:00 a.m. - 10:00 a.m.</li> <li>● 10:00 a.m. - 11:00 a.m.</li> </ul> </li> </ul> </li> </ul> </li> <li>● Next Up : NCL Grant</li> <li>● Karen Maz to research Town Grants</li> </ul>	<p>Karen will apply for NCL grant - \$800 for Parent education seminars aimed at Executive Function</p> <p>Maybe use some money to hold a movie night at Norfolk Library</p> <ul style="list-style-type: none"> <li>● Options to use library from PAC-2-PAC</li> </ul> <p>Intelligent Lives    Angst    Embracing Dyslexia</p>



General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

		Karen to reach out to confirm dates for Music Therapy class
Kid/Family Friendly Events	<ul style="list-style-type: none"> <li>● Urban Air Sensory Night           <ul style="list-style-type: none"> <li>○ Confirm date</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Taiese to confirm           <ul style="list-style-type: none"> <li>○ Confirmed for January 14th.</li> </ul> </li> </ul>
Marketing and Communications	<ul style="list-style-type: none"> <li>● December Newsletter - Jo-Anne           <ul style="list-style-type: none"> <li>○ Topic TBD</li> </ul> </li> <li>● Social Media - Taiese</li> <li>● SEPAC presence at Open House Nights and Parent/Teacher Conferences, School Council etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Karen to obtain dates of School Committee meetings  <a href="http://district.norfolk.k12.ma.us/school-committee">http://district.norfolk.k12.ma.us/school-committee</a></li> <li>● PTO meetings first Wednesday of each month.</li> </ul>
Parent Mentoring Program	<ul style="list-style-type: none"> <li>● Update on Status/Next Steps - Jo-Anne</li> </ul>	



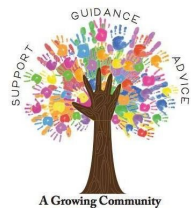
General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

Workshops

- Fall:
  - ADHD
    - i. 60 attendees
  - Nutrition
    - i. 2 attendees
  - Art Workshop for Boys
    - i. 10 out 12 spots filled
- Spring
  - [South Shore Therapies](#)
  - Lynn Lyons Anxiety Workshop:  
<http://www.lynnlyonsnh.com/speaking/>
  - Federation for Children with Special
  - Needs: IEP for My Child - January 2019
    - i. [Confirmed for Jan 23rd. 7 - 9 p.m.](#)
  - Dance/Music Workshop - South Shore Conservatory
    - i. [Karen Mazz will book](#)
  - Anxiety/Executive Functioning Workshop
    - i. [EF - Beyond Booksmart \(~\\$500\)](#)
    - ii. [EF - Institute for Learning and Development ~\\$0-\\$300 \(want to cover travel but willing to work with our budget\)](#)
  - [Math for Parents Night\(?\)](#)

- Reach out to Kristie Poggi to do another Nutrition night in Spring.





General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

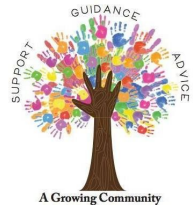
	<ul style="list-style-type: none"> <li>○ Financial Planning/MassHealth - Combine with next SEPAC Meeting? - <a href="#">Jo-Anne to follow up</a></li> </ul>	
Open Forum		
Confirm Next Meeting:	<ul style="list-style-type: none"> <li>● Meetings will occur on the second Thursday of the month moving forward</li> <li>● Next meeting scheduled for December 13th</li> </ul>	



**October 11, 2018 6:30 p.m. - 8:00 p.m.**

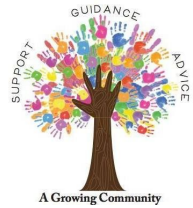
**H. Olive Day Computer Room - 136**

Attendees: ~~Pia Mack~~, Taiese Hickman ([notetaker](#)), ~~Brian Mack~~, ~~Michael McCarthy~~, Karen Murphy, Karen Mazzola, ~~Sarah Cardoso~~, Jo-Anne Gilbody



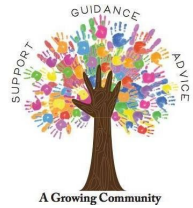
General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

Agenda Item	Discussion	Action Item(s)
<p>Action Items from 9/19/18:</p>	<ul style="list-style-type: none"> <li>● Board vote               <ul style="list-style-type: none"> <li>○ Vote to update Bylaws to change job descriptions and organization name from Norfolk Parent Teacher Association to Norfolk Friends of SEPAC</li> <li>○ Vote to nominate Sarah Cardoso for the position of Parent Outreach Coordinator                   <ul style="list-style-type: none"> <li>○ <a href="#">Approved and accepted</a></li> </ul> </li> </ul> </li> <li>● Taiese to update bylaws to include new job descriptions. <a href="#">Complete</a></li> <li>● Karen to update BOD and positions to the brochure. <a href="#">Complete</a></li> <li>● Taiese will add board members to Regional SEPAC Facebook Page (ADD LINK) <a href="#">Complete</a></li> <li>● Jo-Anne will post the flyers for previous events in google events. <a href="#">Complete</a></li> <li>● Taiese will share the google drive calendar with board members <a href="#">Complete</a></li> <li>● Does the SEPAC newsletter go to the full NPS population? Or just the Special Education population?               <ul style="list-style-type: none"> <li>○ Taiese to confirm with SPED office</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Taiese to add PTO meetings to SEPAC Board Calendar</li> <li>● Taiese to apply for Non-profit status for old SEPAC tax ID</li> <li>● Karen to add By-Laws to website               <ul style="list-style-type: none"> <li>○ <a href="#">Complete</a></li> </ul> </li> </ul>



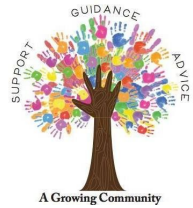
General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

	<p style="text-align: center;"><b>Confirmed and Complete</b></p> <ul style="list-style-type: none"> <li>● Taiese to complete Non-Profit, School Partner Forms for non-profit status <b>Complete</b></li> <li>● Taiese to add new Treasurer, Pia Mack, to SEPAC bank account</li> </ul>	
<p>Fundraisers</p>	<ul style="list-style-type: none"> <li>● Trunk or Treat - Mike</li> <li>● Parents Night Out - Taiese             <ul style="list-style-type: none"> <li>○ Promote print flyers</li> </ul> </li> <li>● Friends of SEPAC 5K/Stride or Stroll - Mike/Sarah             <ul style="list-style-type: none"> <li>○ Confirm Date - <b>TBD Nov. 24th Mike to confirm</b></li> <li>○ Confirm Course - <b>Mike to confirm if we can use NCL route</b></li> <li>○ Solicit sponsors                 <ul style="list-style-type: none"> <li>■ <b>Face painting - Karen Murphy to follow up</b></li> <li>■ <b>Arts and Crafts w Jen Callei - Taiese to follow up</b></li> <li>■ <b>Cillas - Jo-Anne to follow up</b></li> <li>■ <b>T-Shirt Sponsor - Taiese to follow up</b></li> <li>■ <b>Hot Dog Wagon - Karen Murphy to follow up</b></li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Additional ideas for raffle and sponsors for 5K</li> <li>● Taiese to schedule conference call with event team</li> </ul>



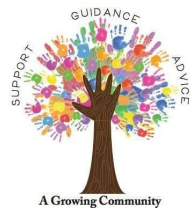
General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

	<ul style="list-style-type: none"> <li>■ Organic Buzz Gift Card - Taiese to follow up</li> <li>○ Need Check In table , Registration can be done via Eventbrite, Library, Race Day</li> </ul>	
<p>Grants</p>	<ul style="list-style-type: none"> <li>● Cultural Council Grant - Karen Mazzola           <ul style="list-style-type: none"> <li>○ Due Oct. 15</li> <li>○ Music Class hosted by South Shore Conservatory - 2 classes               <ul style="list-style-type: none"> <li>■ 1 class for PK -2</li> <li>■ 1 class for 3-6 grade</li> <li>■ February 20th                   <ul style="list-style-type: none"> <li>● 9:00 a.m. - 10:00 a.m.</li> <li>● 10:00 a.m. - 11:00 a.m.</li> </ul> </li> </ul> </li> </ul> </li> <li>● Next Up : NCL Grant</li> <li>● Approach PTO to set aside money yearly to go to SEPAC - Karen Maz to follow up</li> </ul>	<ul style="list-style-type: none"> <li>● Karen Maz to research Town Grants</li> </ul>
<p>Kid/Family Friendly Events</p>	<ul style="list-style-type: none"> <li>● Family Tree Farm Photos - Karen Murphy           <ul style="list-style-type: none"> <li>○ \$125.00 a family</li> <li>○ 5 digital files</li> <li>○ 12 - 4 p.m.</li> <li>○ 15 min/family</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Taiese to create Eventbrite registration for Family Tree Farm Photos           <ul style="list-style-type: none"> <li>○ Complete</li> </ul> </li> <li>● Taiese to follow up with Urban Air</li> </ul>



General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

	<ul style="list-style-type: none"> <li>○ 16 slots</li> <li>● Sensory Santa Event - Karen/Taiese - need to book a new Santa           <ul style="list-style-type: none"> <li>○ Canceled for this year</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Sensory Night - Feb. Vacation</li> <li>● Karen to follow up re: Unos Night</li> </ul>
Marketing and Communications	<ul style="list-style-type: none"> <li>● Updated Logo on Google Drive</li> <li>● New Website Launch           <ul style="list-style-type: none"> <li>○ <a href="https://norfolksepac.wixsite.com/website-1">https://norfolksepac.wixsite.com/website-1</a></li> </ul> </li> <li>● <a href="#">New School Photo Policy</a></li> <li>● Update on October Newsletter - Jo-Anne</li> <li>● SEPAC presence at Open House Nights and Parent/Teacher Conferences, School Council etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure that SEPAC has a presence at next year's open house</li> </ul>
Parent Mentoring Program	<ul style="list-style-type: none"> <li>● Update on Status/Next Steps - Jo-Anne</li> </ul>	
Workshops	<ul style="list-style-type: none"> <li>● Fall:           <ul style="list-style-type: none"> <li>○ Nutrition</li> </ul> </li> <li>● Spring           <ul style="list-style-type: none"> <li>○ <a href="#">South Shore Therapies</a></li> <li>○ Lynn Lyons Anxiety Workshop: <a href="http://www.lynnlyonsnh.com/speaking/">http://www.lynnlyonsnh.com/speaking/</a></li> <li>○ Federation for Children with Special Needs: IEP for My Child - January 2019</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Look into booking Colleen Whiting</li> <li>● Taiese to create event page for IEP Workshop hosted by the FCSN</li> <li>● Karen Murphy will follow up on pricing on Executive Functioning and Anxiety Workshop - Team to decide how to fund and which SEPAC's to partner with due to price</li> </ul>



General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

	<ul style="list-style-type: none"> <li>i. Karen Murphy to follow up</li> <li>ii. Confirmed for Jan 23rd. 7 - 9 p.m.             <ul style="list-style-type: none"> <li>o Art Workshops for Girls - Jennifer</li> <li>o Dance/Music Workshop - South Shore Conservatory               <ul style="list-style-type: none"> <li>i. Karen Mazz will book</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Taiese to follow up on Financial Planning Workshop with the Moody Group</li> <li>• Karen Murphy will follow up on Mass Health Workshop</li> </ul>
Open Forum		
Confirm Next Meeting:	November 15th 7 - 9 p.m.	

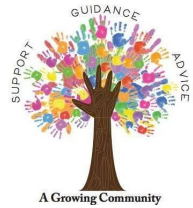


**September 19, 2018 7:00 p.m. - 8:30 p.m.**

**Freeman Kennedy School Library**

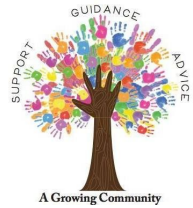
Attendees: Jo-Anne Gilbody (notetaker), Taiese Hickman, Brian Mack, Michael McCarthy, Karen Murphy, Karen Mazzola, Tara Magini

Agenda Item	Discussion	Action Item(s)
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General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

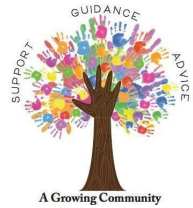
<p>Action Items:          Accept modification to Board positions</p>	<ul style="list-style-type: none"> <li>● Board vote</li> </ul>	<ul style="list-style-type: none"> <li>● Vote to update Bylaws passed. Jo-Anne and Taiese unanimously voted.</li> </ul>
<p>Welcome and Introduction of new SEPAC Leadership</p>	<ul style="list-style-type: none"> <li>● President – Taiese Bingham-Hickman</li> <li>● Vice President – Jo-Anne Gilbody</li> <li>● All attendees introduced themselves and shared a bit of their story and interest in joining or supporting SEPAC.</li> </ul>	<ul style="list-style-type: none"> <li>● Goals for 2018/2019 increase educational opportunities and fundraising efforts</li> <li>● Goal: Create a list of advocates for referral.</li> </ul>
<p>Review of SEPAC Bylaws</p>		<ul style="list-style-type: none"> <li>● To Do: Jo-Anne to update bylaws to include new job descriptions.</li> </ul>
<p>Review of Open Board Positions</p>	<ul style="list-style-type: none"> <li>● Nomination and Election of board members</li> <li>● Taiese reviewed the job descriptions for all available board positions. Discussion around required level of effort/commitment occurred and JG discussed the “group effort” that will be required to alleviate any significant burden.</li> <li>● Elections:             <ul style="list-style-type: none"> <li>○ Brian Mack nominated his wife Pia Mack as Secretary/Treasurer.                 <ul style="list-style-type: none"> <li>■ Seconded, Elected</li> </ul> </li> <li>○ Karen Murphy                 <ul style="list-style-type: none"> <li>■ Nominated, Seconded, and Elected</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Karen to update BOD and positions to the brochure.</li> </ul>



General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

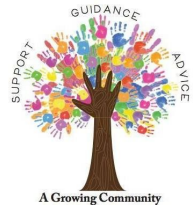
	<ul style="list-style-type: none"> <li>- Director of Communications</li> <li>○ Open - Director of Events and Planning</li> <li>○ Brian Mack - Parent Outreach Coordinator           <ul style="list-style-type: none"> <li>■ Nominated, Seconded, and Elected</li> </ul> </li> <li>○ Karen Mazzola - Volunteered to be Grant Administrator on board.           <ul style="list-style-type: none"> <li>■ Nominated, Seconded, and Elected</li> </ul> </li> </ul>	
<p>Review of Fall 2018 Event Schedule and Volunteer requests</p>	<ul style="list-style-type: none"> <li>● Upcoming Events           <ul style="list-style-type: none"> <li>○ Thursday October 4, 2018 – ADHD Workshop               <ul style="list-style-type: none"> <li>■ Organizer - Jo-Anne Gilbody</li> </ul> </li> <li>○ Thursday, October 18, 2018 – Parent’s Rights Workshop               <ul style="list-style-type: none"> <li>■ Brian Mack will attend on behalf of SEPAC</li> </ul> </li> <li>○ Friday October 26, 2018 - Fourth Annual Trunk or Treat               <ul style="list-style-type: none"> <li>■ Organizers: Mike McCarthy/Karen Murphy</li> </ul> </li> <li>○ Tuesday November 6, 2018 – Parent’s Night Out SEPAC Fundraiser at Craft Bar!               <ul style="list-style-type: none"> <li>■ Organizer - Taiese Hickman</li> </ul> </li> </ul> </li> <li>● Additional Fundraising Opportunities in 2018:</li> </ul>	<p>-</p>





General Meeting  
 2018 - 2019 Academic Year:  
 Agenda, Notes, and Action Items

	<ul style="list-style-type: none"> <li>○ Friends of SEPAC 5K - adding a 1 mile fun run/walk/ride</li> <li>○ To be discussed at next meeting</li> <li>● Food truck event raised ~\$650. Repeat in 2019</li> <li>● Trunk or Treat - discussion around timing, inviting FK Students - Mike McCarthy</li> <li>● Tree Farm photos - KMurphy confirmed that details are organized.</li> <li>● Sensory friendly Santa is also organized and ready.</li> <li>● Craft Night - Taiese is working on confirming details, date and time</li> </ul>	
<p>Open Forum</p>	<ul style="list-style-type: none"> <li>● Next meeting confirmed for October 11, 2018</li> <li>● Website:           <ul style="list-style-type: none"> <li>○ TH - mentioned options for customization for the website using Member Planet</li> </ul> </li> <li>● Marketing:           <ul style="list-style-type: none"> <li>○ Suggested language to include for event advertising to obtain permission for photo taking and posting to social media.</li> <li>○ Eventbrite is a great opportunity to build a network/database for people that we can connect with in the future.</li> <li>○ Discussion around paying for events using</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Taiese will add board members to Regional SEPAC Facebook Page (ADD LINK)</li> <li>● ADHD Workshop - location is concerning, attendance is looking at 70+ and currently it is in the FK Library - Jo-Anne to take point.</li> <li>● Jo-Anne will post the flyers for previous events in google events.</li> <li>● Taiese will share the google drive calendar with board members</li> <li>● Does the SEPAC newsletter go to the</li> </ul>



General Meeting  
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	<p>eventbrite.</p> <ul style="list-style-type: none"> <li>● Outreach:           <ul style="list-style-type: none"> <li>○ Parent outreach Coordinator - connect with PTO, High School SEPAC, NCL, Lions</li> </ul> </li> </ul>	<p>full NPS population? Or just the Special Education population?</p> <ul style="list-style-type: none"> <li>○ Taiese to confirm with SPED office</li> <li>● Taiese to complete Non-Profit, School Partner Forms for non-profit status</li> <li>● Taiese to add new Treasurer, Pia Mack, to SEPAC bank account</li> </ul>
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