



Norfolk Special Education
Parents Advisory Council

General Meeting
2021 - 2022 Academic Year:
Agenda, Notes, and Action Items

May 5, 2022

Eagle Brook Saloon - 258 Dedham St, Norfolk, MA 02056

Attendees: Jo-Anne Gilbody, Karen Murphy, Karen Mazzola, Kayla Costa (notetaker), Michael McCarthy, Sarah Logie, Melissa Cyr

Agenda Item	Discussion	Action Item(s)
Welcome and Introduction of SEPAC Leadership	<ul style="list-style-type: none"> ● Guests to introduce themselves 	
Administrative/Other	<ul style="list-style-type: none"> ● Update on Rec Department Inclusion Pilot with Anne Proto (Karen Murphy/Melissa/Kayla) <ul style="list-style-type: none"> ○ Lions Presentation/Meeting ● Schedule Summer Strategy Meeting ● Special Ed Monthly Meeting Update ● Spring Workshop Update -EF Donna Kincaid <ul style="list-style-type: none"> ○ 5/23 at 7PM ○ Voted to fund \$350 fee ● Town Meeting - May 10 ● T-shirt Update ● End of year special education staff appreciation <ul style="list-style-type: none"> ○ Voted yes ● NCL 2022 Grant Submitted 	<ul style="list-style-type: none"> ● Karen Mazzola to check FK mailbox ● Karen Murphy to post poll for date in June to hold Summer Strategy Meeting ● Karen Murphy to post Town Meeting note on parent support FB page ● Jo-Anne to confirm Donna Kincaid messaging/details for presentation ● Karen Murphy to create flyer for Donna Kincaid presentation once confirmed ● Kayla to coordinate Donna Kincaid flyer email to parents through Dr. Tupper ● Tai to social media blast Donna Kincaid presentation ● Kayla to get list of all staff in department from Dr. Tupper ● Sarah to move forward with letter/treat ideas for end of year department staff appreciation ● Kayla to continue to work on t-shirts
Spring Photo Fundraiser - May	<ul style="list-style-type: none"> ● Tangerini's - 5/14 (1-5PM) ● Registration update/Marketing ● Day of onsite coverage <ul style="list-style-type: none"> ○ kick off and end 	<ul style="list-style-type: none"> ● Sarah/Melissa to coordinate one last blast for sign ups with available times (will move times if not additional sign ups)

	<ul style="list-style-type: none"> ● Any other To Do 	
Lions Community Day	<ul style="list-style-type: none"> ● 6/11 at Holmes Field (11AM-4PM) <ul style="list-style-type: none"> ○ Registered for table ○ Sale of Root Beer Floats <ul style="list-style-type: none"> ■ Root Beer, ice cream, dry ice, coolers, cups with stickers, straw spoons ○ Raffle of 1 to 2 large items ○ In addition table will have: <ul style="list-style-type: none"> ■ Venmo QR code in holder ■ Raffle tickets, aprons, bucket for tickets ■ Brochures ■ What is SEPAC flyer ■ Magnets (if any) 	<ul style="list-style-type: none"> ● Sarah to form subcommittee <ul style="list-style-type: none"> ○ create volunteer sign up and email blast request for volunteers ○ Coordinate purchase of items for root beer floats ○ Coordinate raffle ● Karen to order brochures ● Kayla to confirm if any magnets ● Kayla to give Sarah SEPAC sign/raffle tickets/aprons/2x yellow table cloths/clear table top sign holders (tables if needed) ● Who has the tent?
Current Financials	<ul style="list-style-type: none"> ● Current account balance approx \$ ● Upcoming payments/receipts/submissions ● Bank account update ● Any outstanding items 	
Upcoming Meetings/Coverage	<ul style="list-style-type: none"> ● Town Meeting - 5/10 7PM (KPMS) 	<ul style="list-style-type: none"> ● All who can attend

April 14, 2022

Zoom Meeting Link: tinyurl.com/NorfolkSEPACmtg

Meeting ID: 941 4668 7526

Password: 038771

Attendees: Jo-Anne Gilbody, Karen Murphy, ~~Karen Mazzola~~, Kayla Costa (notetaker), ~~Taiese Hickman~~, Michael McCarthy, Stefanie Durniok, Sarah Logie, Melissa Cyr, Jianmei Bai

Guests:

Agenda Item	Discussion	Action Item(s)
Welcome and Introduction of SEPAC Leadership	<ul style="list-style-type: none">● Guests to introduce themselves	
Vote to Approve Amended Bylaws	<ul style="list-style-type: none">● VOTE<ul style="list-style-type: none">○ Unanimously approved	<ul style="list-style-type: none">● Kayla to update and circulate for signature
2022-2023 Board Elections	<ul style="list-style-type: none">● VOTE<ul style="list-style-type: none">○ Co-Chair A (Kayla Costa)○ Co-Chair B (Michael McCarthy)○ Chair of Technology (Taiese Bingham)○ Chair of Marketing (Karen Murphy)○ Chair of Operations - OPEN○ Chair of Finance (Melissa Cyr)○ Secretary - OPEN○ Fundraising and Volunteer Coordinator (Sarah Logie)○ Board Member(s) (Karen Mazzola/Jianmei Bai/Stefanie Durniok)	<ul style="list-style-type: none">● Karen Murphy to create press release re open positions and new board members● Jo-Anne to explore partnering with PTO Volunteer Form● Karen to introduce Kayla and Mike to Anna and invite to May meeting (May 5 @ 8AM)● Mike/Kayla to coordinate handover meeting with Jo-Anne/Karen● Melissa to coordinate handover meeting with Karen Mazzola
Administrative/Other	<ul style="list-style-type: none">● Update on Rec Department Inclusion Pilot with Anne Proto (Karen Murphy/Melissa/Kayla)<ul style="list-style-type: none">○ Present at Lions 4/26 @6:30PM - SEPAC to match donation● NCL 2022 Grant - DUE 4/22● Schedule Summer Strategy Meeting at May Meeting● Spring Workshop?<ul style="list-style-type: none">○ Executive Function - Donna Kincaid	<ul style="list-style-type: none">● Melissa to follow up with Ann on Lions Meeting points, sign ups to date and facilitating a survey at program conclusion● Kayla to provide Melissa with last years NCL Grant submission and Melissa to submit● Melissa to research other grants (i.e. cultural council)● All to come with summer schedule to May meeting● Jo-Anne to follow up Donna Kincaid on dates● Sarah to book Eagle Brook for May meeting● Kayla to add discussion on co-hosting with Sharon on Cyber-Bullying and Social Media Presentation for next agenda● Jo-Anne to create new SignUp Genius

Spring Photo Fundraiser - May	<ul style="list-style-type: none"> ● Tangerini's - 5/14 (1-5PM) ● Marketing (add in support of inclusive town programming) ● Sign Up 	<ul style="list-style-type: none"> ● Jo-Anne to update Sign Up Genius ● Karen to make flyer ● Tai to social media blast ● Melissa to add to spring newsletter (newsletter to go up and out to school by 4/25)
Lions Community Day	<ul style="list-style-type: none"> ● 6/11 at Holmes Field <ul style="list-style-type: none"> ○ Run table with raffle ○ New shirts for board? ○ Popcorn 	<ul style="list-style-type: none"> ● Confirm table and ability to run raffle with AI at Lions Meeting 4/26 ● Kayla to contact local print shop re small run of t-shirts (Karen to design)
Current Financials	<ul style="list-style-type: none"> ● Current account balance approx \$ ● Upcoming payments/receipts/submissions ● Bank account update ● Any outstanding items 	
Upcoming Meetings/Coverage	<ul style="list-style-type: none"> ● SEPAC General Meetings (Virtual until further notice)- voted to move meeting to May 5 in person (switch to Google Meeting for virtual meeting) ● Town Meeting - 5/10 7PM (KPMS) 	<ul style="list-style-type: none"> ● Last meeting will be in-person at Eagle Brook on 5/5. Fall meetings will use Google Meet - Karen to set up Fall meeting schedule in the summer.

March 10, 2022

Zoom Meeting Link: tinyurl.com/NorfolkSEPACmtg

Meeting ID: 941 4668 7526

Password: 038771

Attendees: Jo-Anne Gilbody, Karen Murphy, Karen Mazzola, Kayla Costa (notetaker), Taiese Hickman, Michael McCarthy, Stefanie Durniok, Sarah Logie, Melissa Cyr, Jianmei Bai

Guests: Melanie Kelleher

Agenda Item	Discussion	Action Item(s)
Welcome and Introduction of SEPAC Leadership	<ul style="list-style-type: none"> ● Guests to introduce themselves (Dr. Anna Tupper, Director of Student Support Services) 	

<p>Special Guest(s): Ms. Kara Morrison-Smith, speech language pathologist and Director of the School Outreach Program at Autism Care Partners/Puddingstone Place</p>	<ul style="list-style-type: none"> ● Visual Immersion System demonstration ● Q&A 	<ul style="list-style-type: none"> ●
<p>Open Forum</p>	<ul style="list-style-type: none"> ● Open discussion and space for comments or questions from any attendee 	<ul style="list-style-type: none"> ●
<p>Administrative/Other</p>	<ul style="list-style-type: none"> ● Spring Photo Fundraiser - May ● Update on Rec Department Inclusion Pilot with Anne Proto (Karen Murphy/Melissa/Kayla) <ul style="list-style-type: none"> ○ present to Lions next meeting (3/22) ● Lions <ul style="list-style-type: none"> ○ NonProfit Fundraising page update (Sarah) ○ Volunteer Fair (March 26) ○ Polar Plunge (April 2) ○ Community Day (June 11) <ul style="list-style-type: none"> ■ Raffle? ● Spring Workshop? Or Event (Touch A Truck)? <ul style="list-style-type: none"> ○ Executive Function - Donna Kincaid ● ByLaw Edits (Kayla) 	<ul style="list-style-type: none"> ● Sarah to finalize location for photo fundraiser - Leah minimum? ● Melissa to work on newsletter incorporating summer camp tips from Sarah Henessey; VIS presentation; town meeting ● Melissa to follow up with rec department on summer pilot program ● Plan for Community Day at next meeting ● Board elections to be held at April meeting - Kayla to circulate position descriptions/To Do ahead of time ● Jo-Anne to contact Donna Kincaid for Executive Function Presentation ● Jo-Anne to ask Dr. Tupper to present something about budget in April ● Kayla to add to next agenda reminder that NCL grant opens for 2022 on 3/28 ● Kayla to file IRS Annual Form 990N ● Tai to follow up with Jessica Pepple ● VOTE ON BYLAWS BEFORE ELECTION AT APRIL MEETING
<p>Current Financials (Karen Mazzola)</p>	<ul style="list-style-type: none"> ● Current account balance approx \$ ● Upcoming payments/receipts/submissions ● Bank account update ● Any outstanding items 	<ul style="list-style-type: none"> ●
<p>Upcoming Meetings/Coverage</p>	<ul style="list-style-type: none"> ● SEPAC General Meetings (Virtual until further notice)- 4/14, 5/12 	<ul style="list-style-type: none"> ●

February 10, 2022

Zoom Meeting Link: tinyurl.com/NorfolkSEPACmtg

Meeting ID: 941 4668 7526

Password: 038771

Attendees: Jo-Anne Gilbody, Karen Murphy, Karen Mazzola, Kayla Costa (notetaker), Taiese Hickman, Michael McCarthy, Stefanie Durniok, Sarah Logie, Melissa Cyr, Jianmei Bai

Guests: Melanie Kelleher

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

<p>Special Guest(s): Ms. Victoria Saldana Director of Curriculum, Instruction, and Assessment and Dr. Anna Tupper, Director of Student Support Services</p>	<ul style="list-style-type: none"> ● Supporting Students with the Acquisition of Reading in the Norfolk Public Schools: An Overview of the New Dyslexia Guidance and Reading Intervention Practices 	<ul style="list-style-type: none"> ● Melissa to incorporate Dyslexia book recommendations in next newsletter
<p>Open Forum</p>	<ul style="list-style-type: none"> ● Al Bozza - Norfolk Lions <ul style="list-style-type: none"> ○ Volunteer Fair - March 26 ○ April 2 - Polar Plunge (looking for plungers, volunteers and sponsors) ○ June 11- Community Day <ul style="list-style-type: none"> ■ Attend and run a raffle ● Open discussion and space for comments or questions from any attendee 	<ul style="list-style-type: none"> ● Sarah/Karen Mazzola to work with Al/Lions on NonProfit Fundraising Project
<p>Administrative/Other</p>	<ul style="list-style-type: none"> ● Update on Discussion with Anne Proto (Karen Murphy/Melissa) ● Visual Immersion System demo (Tai) ● Update on iCare Program (Melissa?) ● Understanding our Differences Curriculum <ul style="list-style-type: none"> ○ Table discussion until further understanding of iCare program ● Summer Camp Presentation in March? ● Spring Workshop? Or Event (Touch A Truck)? ● Spring Photo Fundraiser - April ● iCan Bike/Swim ● SEPAC Book Club ● Perkins a guest at a future meeting ● Power Kids Run Club update (Sarah) ● ByLaw Edits (Kayla) 	<ul style="list-style-type: none"> ● 3/22 present summer rec inclusion pilot program to Lions ● Melissa and Karen Murphy to follow up and meet with Anne Proto as follow up (Sarah/Kayla to potentially join) ● Tai to coordinate Visual Immersion System for March meeting (invite Dr. Tupper) ● Karen Murphy to introduce Leah Romig to Sarah to coordinate ● Sarah to explore flower fundraising/flower sale combo idea photoshoot fundraiser ● Melissa to start a flyer for photoshoot fundraiser ● Kayla to follow up with Sarah Hennesey re doing a short “How to Have Success at Summer Camp” in next newsletter and provide info our summer rec pilot program
<p>Current Financials (Karen Mazzola)</p>	<ul style="list-style-type: none"> ● Current account balance approx \$ ● Upcoming payments/receipts/submissions ● Bank account update ● Any outstanding items 	
<p>Upcoming Meetings/Coverage</p>	<ul style="list-style-type: none"> ● SEPAC General Meetings (Virtual until further notice)- 3/10, 4/7, 5/12 	<ul style="list-style-type: none"> ●

November 18, 2021

Zoom Meeting Link: tinyurl.com/NorfolkSEPACmtg

Meeting ID: 941 4668 7526

Password: 038771

Attendees: Jo-Anne Gilbody, Karen Murphy, Karen Mazzola, Kayla Costa (notetaker), ~~Taiese Hickman~~, Michael McCarthy, ~~Stefanie Durniak~~, Sarah Logie, Melissa Cyr, Jianmei Bai

Guests:

Agenda Item	Discussion	Action Item(s)
Welcome and Introduction of SEPAC Leadership	<ul style="list-style-type: none">• Guests to introduce themselves	
Special Guest(s)	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Kayla to email SLPs for January meeting (Lauren Messina/Kate Macleay/Andrea Stafford/Kate Mullaney)
Open Forum	<ul style="list-style-type: none">• Open discussion and space for comments or questions from any attendee	<ul style="list-style-type: none">•

Administrative/Other	<ul style="list-style-type: none"> ● Vote to donate to HOD/FK teacher raffle (\$200 in gift cards - Amazon, Dunkin, Target, local businesses) - December 2 <ul style="list-style-type: none"> ○ Unanimously approved ● Attorney General Decision re Open Meeting Law <ul style="list-style-type: none"> ○ Bylaws ● Understanding our Differences Curriculum <ul style="list-style-type: none"> ○ Table discussion until further understanding of iCare program ● SEPAC Book Club ● Depression in Children Parent Workshop ● Perkins a guest at a future meeting ● iCare ● Power Kids Run Club 	<ul style="list-style-type: none"> ● Sarah to coordinate \$200 in gift card donations to HOD/FK ● Kayla to review and suggest edits to bylaws ● Melissa to follow up on iCare program status with Carolyn Kelley ● Kayla to research Depression in Children Workshop options (focus on March/April) ● Kayla to approach Sarah Hennesey with opportunity for Inclusion in Youth Sports and Recreation Workshop ● Sarah to follow up with Power Kids Run Club
Current Financials (Karen Mazzola)	<ul style="list-style-type: none"> ● Current account balance approx \$ ● Upcoming payments/receipts/submissions ● Bank account update ● Any outstanding items 	
Federation Workshop - 504 Plans 1/19 (7PM)	<ul style="list-style-type: none"> ● Sign Ups ● Marketing ● Other Logistics 	<ul style="list-style-type: none"> ● Karen Murphy to manage marketing
Making Spirits Bright 12/18 (5PM-8PM)	<ul style="list-style-type: none"> ● FK ● Scene <ul style="list-style-type: none"> ○ Pallet Christmas Trees lit up by Mr. Murphy Light Extraordinaire 	<ul style="list-style-type: none"> ● Stefanie/Sarah to get 10 pallets ● Mike to cut 5/Stefanie to cut 5 ● All to decorate
Upcoming Meetings/Coverage	<ul style="list-style-type: none"> ● SEPAC General Meetings (Virtual until further notice)- 12/9 (cancelled) ● Mid-Year Strategy Meeting - 1/5 @6PM 	<ul style="list-style-type: none"> ● All to attend Mid-Year Strategy Meeting - 1/5 @6PM (come with ideas for spring - Eagle Brook) - Sarah to book Eagle Brook

October 14, 2021

Zoom Meeting Link: tinyurl.com/NorfolkSEPACmtg

Meeting ID: 941 4668 7526

Password: 038771

Attendees: Jo-Anne Gilbody, Karen Murphy, Karen Mazzola, Kayla Costa (notetaker), Taiese Hickman, Michael McCarthy, Stefanie Durniok, Sarah Logie, Melissa Cyr, Jianmei Bai

Guests:

Agenda Item	Discussion	Action Item(s)
Welcome and Introduction of SEPAC Leadership	<ul style="list-style-type: none">● Guests to introduce themselves	
Special Guest(s)	<ul style="list-style-type: none">● Norfolk's Team Chairpersons - Mrs. Alicia Whitehead (Preschool) and Mrs. Tara Oliveto (K-6)	<ul style="list-style-type: none">●
Open Forum	<ul style="list-style-type: none">● Open discussion and space for comments or questions from any attendee	<ul style="list-style-type: none">●
Administrative/Other	<ul style="list-style-type: none">● Review any open items● Vote to reschedule November General Meeting in light of holiday<ul style="list-style-type: none">○ Rescheduled by vote to November 18 - Hod vs FK SEL teachers<ul style="list-style-type: none">■ Both HOD and FK staggered 7:30 and 8PM● SEPAC Book Club● Depression in Children Parent Workshop● Jessica Pepple follow ups●● Perkins a guest at a future meeting?	<ul style="list-style-type: none">● Karen Murphy to email to coordinate FK/HOD SEL for November meetings
Current Financials (Karen Mazzola)	<ul style="list-style-type: none">● Current account balance approx \$● Upcoming payments/receipts/submissions● Bank account update	<ul style="list-style-type: none">● Karen Mazzola to make payment to Mr. Ken for \$150 for Trunk or Treat

	<ul style="list-style-type: none"> Any outstanding items 	
NCL/Lions Haunted Car Crawl (10/23/21)	<ul style="list-style-type: none"> FK - 5-9PM (scene needs to be set up by 4:30PM) Haunted Corn Maze <ul style="list-style-type: none"> Need corn stalks, hay bales (everyone reach out to farms) make scarecrow, pumpkins, wood structure Make Start/End sign dress as zombies/scary people lost in the maze 	<ul style="list-style-type: none"> Meet at 2PM to set up Follow up on corn stalks <ul style="list-style-type: none"> Melissa (White Barn) Sarah plus dead mums (VIP Florist) Mike (Wards) Sarah to create PVC piping to hold up corn stalks Jo-Anne/Karen Murphy creating signs Stefani delivering hay bales Karen to bring projector and screen, lighting Kayla to make scarecrow and get tattoos All to bring any halloween decor that would work, extension cords, power strips
7th Annual Trunk or Treat (10/29/21)	<ul style="list-style-type: none"> 5:30-7:30PM (HOD) Ticket update (111 sold) Trunk volunteer update (18 trunks) Any remaining marketing Candy bag coordination <ul style="list-style-type: none"> St. Judes volunteers fill bags by 10/24 (Sarah to organize) 300 bags + 25 allergen bags South Shore Therapies Stress Ball (Karen Murphy) Exhale craft (Jo-Anne) Candy donations (Kayla, Sarah, Stefanie) Zipper bracelets Day of coordination Volunteers on ground coordination (Lions) <ul style="list-style-type: none"> Mike confirmed PD detail is not necessary Other remaining logistics/Covid Protocols 	<ul style="list-style-type: none"> Sarah to email Officer Joe re trunk Jo-Anne to get Exhale craft and zipper bracelets to Sarah Karen Murphy to purchase pop up tent, glow sticks (shipping to Sarah) Sarah to create Amazon wish list for candy to trunkers Kayla to follow up with Roche Bros for candy donation Sarah to follow up with Big Y Mike to confirm Lions volunteers and trunk Use Haunted Drive Thru as registration decor "Charlotte's Web" - dress as animal or farmer Set up at 4PM
Christmas Photo Fundraiser (11/6 - Sweatt Beach)	<ul style="list-style-type: none"> 12-4PM Ticket Update (SOLD OUT) Day of coordination 	<ul style="list-style-type: none"> Sarah Logie to coordinate day of Karen to bring tree and lights
Basic Rights Workshop	<ul style="list-style-type: none"> Dr. Tupper to organize and select date Will add to our newsletter 	<ul style="list-style-type: none">
Federation Workshop	<ul style="list-style-type: none"> 504 Plans? Date in January TBD 	<ul style="list-style-type: none"> Karen Murphy to post poll to select date in January 2022
Upcoming Meetings/Coverage	<ul style="list-style-type: none"> SEPAC General Meetings (Virtual until further notice)- 11/11, 12/9 School Committee - 11/19 	<ul style="list-style-type: none">

September 9, 2021

Zoom Meeting Link: tinyurl.com/NorfolkSEPACmtg

Meeting ID: 941 4668 7526

Password: 038771

Attendees: Jo-Anne Gilbody, Karen Murphy, Karen Mazzola, Kayla Costa (notetaker), Taiese Hickman, ~~Michael McCarthy~~, Stefanie Durniok, Sarah Logie, Melissa Cyr, Jianmei Bai

Guests:

Agenda Item	Discussion	Action Item(s)
Welcome and Introduction of SEPAC Leadership	<ul style="list-style-type: none">• Guests to introduce themselves	
Special Guest	<ul style="list-style-type: none">• Jessica Pepple, Regional Director of Equity and Inclusion (DEI)	<ul style="list-style-type: none">•
Open Forum	<ul style="list-style-type: none">• Open discussion and space for comments or questions from any attendee	<ul style="list-style-type: none">•
Administrative	<ul style="list-style-type: none">• Review any open items• Review/discuss School Committee PPT presentation• Approved new Mission Statement• Newsletter<ul style="list-style-type: none">○ Jessica Pepple Spotlight○ Book recommendations in conjunction with NPL/Jessica Pepple	<ul style="list-style-type: none">• Karen Murphy, Jo-Anne, Melissa and Kayla to present at school committee meeting
Current Financials (Karen Mazzola)	<ul style="list-style-type: none">• Current account balance approx \$• Upcoming payments/receipts/submissions• Bank account update• Any outstanding items	
NCL/Lions Haunted Car Crawl (10/23/21)	<ul style="list-style-type: none">• FK - 5-9PM• Confirm scene idea<ul style="list-style-type: none">○ Tik Tok Zombies○ Disney Zombies○ Other zombie themes	

7th Annual Trunk or Treat (10/29/21)	<ul style="list-style-type: none"> ● 5:30-7:30PM (HOD) ● Traditional or Drive Thru (revisit Oct. 1) ● Ticket Sales/Cost <ul style="list-style-type: none"> ○ 4 x 30 minute time slots (35 families per time slot) ● Marketing ● Mr. Ken - sing at trunk ● Trunks <ul style="list-style-type: none"> ○ Library ○ Police ○ Fire ○ DPW ○ Lions ● Volunteers on ground ● Other remaining logistics/Covid Protocols (require masks) 	<ul style="list-style-type: none"> ● Karen Murphy to create the registration on EventBrite for ticket purchases and trunk volunteers ● Melissa to update flyer with links ● Taiese to blast on usual social media ● Karen Murphy/Jo to send flyer to HOD to distribute via email ● Jo-Anne to coordinate Mr. Ken ● Solicit Candy Donations <ul style="list-style-type: none"> ○ Walgreens (Kayla) ○ Big Y (Sarah) ○ Commonwealth Fireplace (Stefani) ○ South Shore Therapies (Karen Murphy)
Christmas Photo Fundraiser (11/6 - Sweatt Beach)	<ul style="list-style-type: none"> ● Update from Karen Murphy ● Time frame first or second weekend in November ● Marketing 	<ul style="list-style-type: none"> ● Sarah Logie to reach out to Wrentham re Sweatt Beach as possible location
Federation Basic Rights Workshop	<ul style="list-style-type: none"> ● Date in November TBD 	<ul style="list-style-type: none"> ● Melissa to fill in form to schedule
Upcoming Meetings/Coverage	<ul style="list-style-type: none"> ● SEPAC General Meetings (Virtual until further notice)- 10/14, 11/11, 12/9 ● MassPAC Meeting- 9/16 ● School Committee - 9/14 (SEPAC PRESENTING) <ul style="list-style-type: none"> ○ Review/discuss PPT presentation 	<ul style="list-style-type: none"> ● Trunk or Treat and Car Crawl meeting to follow 9/16 MassPAC

August 16, 2021

Zoom Meeting Link: tinyurl.com/NorfolkSEPACmtg

Meeting ID: 941 4668 7526

Password: 038771

Attendees: Jo-Anne Gilbody, Karen Murphy, ~~Karen Mazzola~~, Kayla Costa (notetaker), Taiese Hickman, Michael McCarthy, ~~Stefanie Durniok~~, Sarah Logie, ~~Melissa Cyr~~, Jianmei Bai

Guests:

Agenda Item	Discussion	Action Item(s)
Welcome and Introduction of SEPAC Leadership	<ul style="list-style-type: none"> • Guests to introduce themselves 	
Special Guest	<ul style="list-style-type: none"> • No guest this evening (next month's guest is Jessica Pepple, District Director of Diversity and Inclusion) 	<ul style="list-style-type: none"> • Taiese to coordinate with Jessica Pepple and prepare email to have school send out blast • Jo to reach out to TEAM leads to be special guests at October Meeting • Karen Murphy to reach out to ABAs for November Meeting
Open Forum	<ul style="list-style-type: none"> • Open discussion and space for comments or questions from any attendee • Voted to keep meeting virtual until further notice • Voted to have Technical Assistance Call with Federation 	<ul style="list-style-type: none"> • Karen Murphy to coordinate with Federation for September Technical Assistance Call • Karen Murphy to coordinate Christmas photos with Leah Romig
Administrative	<ul style="list-style-type: none"> • Review any open items/additional discussion on Annual Strategy Meeting • Spring Events to Schedule <ul style="list-style-type: none"> ○ Touch a truck with Norfolk Fire and Police/Tie in Carter Kits ○ FK Speaker ○ Kids Art/Music Event? • Tiered Focus Monitoring discussion • School Committee SEPAC Liaison 	<ul style="list-style-type: none"> • Karen Murphy to get pricing on having SEPAC t-shirts printed • Karen Murphy to circulate old SEPAC info sheet for group review/update to be given out at TEAM meetings • Mike to Coordinate with Lions re status of their in person meetings • Taiese to start "SEPAC Tip of The Week" on FB and Private Parent Group in September
Current Financials (Karen Mazzola)	<ul style="list-style-type: none"> • Current account balance approx \$ • Upcoming payments/receipts/submissions • Bank account update • Any outstanding items 	
HOD Special Education Families Playground Night (8/19/21)	<ul style="list-style-type: none"> • 5PM-6:30PM (HOD) - NO RAIN DATE • Any additional marketing/awareness • Coordinate events tasks • Any other outstanding items <ul style="list-style-type: none"> ○ Resource Dog ○ Holmes providing a bus? 	<ul style="list-style-type: none"> • All to post on grade FB pages noting specifically for SEPAC families in PK-2 • Karen Murphy to create class list pages, bring magnets • Taiese to bring banner • Jo-Anne to bring brochures

		<ul style="list-style-type: none"> ● Sarah to get name tags ● Kayla to bring table
Norfolk SBA Discovery Day (9/10/21)	<ul style="list-style-type: none"> ● TIME TBD (Town Hill) 	<ul style="list-style-type: none"> ● Jo-Anne to follow up
NCL/Lions Haunted Car Crawl (10/23/21)	<ul style="list-style-type: none"> ● FK - 5-9PM ● Scene Ideas <ul style="list-style-type: none"> ○ Tik Tok Zombies ○ Disney Zombies ○ Other zombie themes 	<ul style="list-style-type: none"> ● Karen Murphy to post polls
7th Annual Trunk or Treat (10/29/21)	<ul style="list-style-type: none"> ● 5:30-7:30PM (HOD) ● Open Lot or Drive Thru? <ul style="list-style-type: none"> ○ Plan for “normal” parked cars but coordinate with school on rules ○ Have people sign up for time slots and assign color wrist bands or stickers to enforce time slot ○ Require masks ○ Make final decision ● Ticket Sales/Cost ● Marketing ● Mr. Ken <ul style="list-style-type: none"> ○ Have him play at a trunk to prevent crowding and lingering ● Volunteers on ground <ul style="list-style-type: none"> ○ Ask Al Bozza from Lions to solicit Lions volunteers to direct traffic starting at 5PM (volunteers should bring flashlights/reflective gear) ● Other remaining logistics/Covid Protocols (require masks) 	<ul style="list-style-type: none"> ● Karen Murphy to email Dr. Allardi re drive through vs walk through ● Sarah to coordinate trunk with Norfolk PD ● Karen Murphy to coordinate trunk with Norfolk FD, DPW, email to veteran trunkers ● Mike to coordinate with Lions re volunteers and trunk ● Solicit Candy Donations <ul style="list-style-type: none"> ○ Walgreens (Kayla) ○ Big Y (Karen Murphy) ○ Whole Foods (Sarah) ○ Commonwealth Fireplace (Stefani) ○ South Shore Therapies (Karen Murphy)
Upcoming Meetings/Coverage	<ul style="list-style-type: none"> ● SEPAC General Meetings (Virtual until further notice)- 9/9, 10/14, 11/11, 12/9 ● School Committee - 8/25, ● Open Houses <ul style="list-style-type: none"> ○ 9/23 HOD ○ 9/28 FK Grades 3-4 ○ 9/30 Grades 5-6 	<ul style="list-style-type: none"> ● Karen Murphy to coordinate with School Committee to present at September School Committee Meeting