



Special Education Parent Advisory Council

Notice of Public Meeting

Email Posting to townclerk@townofchelmsford.us Thank you.

Filed with Town Clerk:

DATE: 06/19/2018 As required by G.L. c. 30 A, §18-25 TIME: 6:30PM

PLACE: CHS ADDRESS: 200 Richardson Rd ROOM: Learning Commons

AGENDA

1. Approve minutes from May 22, 2018 Meeting
2. Liaison Update
3. School Committee Update
4. Old Business
 - a. 2018-19 Meeting Schedule
 - b. 2018-19 Workshops
 - c. Needs Assessment Survey
 - d. 2018-19 Community Outreach
 - i. Open House
 - ii. Farmer's Market
 - iii. Kick Off Event
 - e. New Board Members
 - f. Parent Liaison Positions
 - g. Bylaws Proposal Review
5. Other Business
 - a. Parent Support Group Input
 - b. Public Input

Needs Assessment Survey

The Special Education Parent Advisory Council of Chelmsford (SEPAC) is a volunteer organization of parents, guardians, and caregivers of children with learning differences/disabilities. Our mission is to support the district parents, guardians, and caregivers regarding special education services and advise the District on matters related to special education policy and programs.

SEPAC is looking to perform an anonymous survey within a tool called Survey Monkey to better meet the needs of parents, guardians and our educators by identifying areas of concern and for future SEPAC goal planning. Our plan is to compile the survey results data and present it to the School Committee via an executive summary. The survey results will help SEPAC advise the district on ways to improve special education programs and services in the future. The survey will inform decisions related to providing workshops.

This anonymous survey will consist of 35-40 questions broken into sections asking for feedback regarding School Based Services, District Level Support Services, Transportation Services, Educator Input, as well as General and Demographic information.

Chelmsford Special Education Parent Advisory Council
By Laws
Proposed 9/10/98
Amended 12/12/07

FILL-IN SHEET Changes and Amendments in RED

Article I- Organization Name

The name of this organization shall be the Chelmsford Special Education Parent Advisory Council, also known as the **SEPAC** or **CSEPAC**

Article II- Mission Statement

The mission of the CSEPAC should be written by SEPAC members and SEPAC Board members. The statement should reflect its mission to effectively communicate the understanding, respect and support for all children with special education needs in our community as stated in our purpose. "Our children have special needs all day, every day and need representation all day every day".

Article III- Purpose

CSEPAC shall be established by the School Committee according to the provisions of The Massachusetts Spec Ed Law, ch. 71 B, Mass Gen Laws and exercising the powers and assuming the duties granted to it under said statute.

The CSEPAC's purpose includes but is not limited to:

Advise the school district on matters that pertain to the education and safety of students with disabilities
Meet regularly with the school officials (put under Duties)
Participate in the planning, development and evaluation of the school district's special education programs
Collaborate with the district to Inform parents about their rights regarding Special Education
Disseminate information about programs and services in the school system
Help direct parents to advocacy and support services
Inform parents about special education legislation

(offer trainings to parents in order to help them become better advocates their children) SEPAC is a non partisan organization

Article IV- (Membership)

General Membership- shall be open to any resident of Chelmsford or person affiliated with the Chelmsford School System.

Voting Membership- shall be limited to parents/guardians of children with disabilities who are receiving services through the Chelmsford School System. **Members must have attended two previous business meetings during the current school year.**

Article V- Officers and Liaisons

The officers of this organization are the following but not limited to:

Chairperson

Secretary

Treasurer

Outreach/Regional SEPAC Liaison - Optional Board position familiar with Regional SEPACs

Additional board positions may be established and/or combined as needed (i.e. membership, events, publicity/communications, technology Chair and/or school liaisons). Minimum Board members (2) to facilitate meetings.

The liaisons of this organization assists the SEPAC board by ensuring the most current information is accessible to special ed families within their school.

The term of office shall be one year from June to June. Officers must be re-elected at each annual meeting.
(omitted previous sentence)

Duties of the officers:

Chairperson- Set the agenda for all **CSEPAC** meetings, to open, close all meetings, recognize speakers from the floor and allow discussion of all matters properly before the organization. Also the chairperson will represent **CSEPAC** at public functions, or delegate a representative if the chairperson is unable to attend. The chairperson shall also coordinate the activities of the organization. Duties of the chairperson may be shared among a Co-Chairperson.

Determine business meeting agenda and facilitate meetings. Communicate with admin. and/or sc regularly.

Coordinate new board members receiving open meeting law materials and being sworn in by town clerk. Coordinate representation of SEPAC at public functions Duties may be shared among a Co- Chairperson. Coordinate management of electronic communications (i.e. website, social media and/or e- mail).

Secretary- Shall be responsible for the maintenance of the attendance sheet and recording minutes of all SPED PAC meetings. The secretary shall maintain a permanent file of the organization's by-laws and the minutes of all meetings. The secretary shall maintain a record of all outside correspondence and post all meetings in accordance with open meeting laws.

Submit agenda to town clerk record business meeting minutes and prepare document. Maintain a permanent file that includes but is not limited to meeting minutes, attendance sheets, policy manual, records of Certificate of Receipt of Open Meeting Law material by board members. Communicate with administration and/or school committee when Chair Person(s) are unable to.

Treasurer- Shall be responsible for maintaining the records for all monetary transactions of the organization and to provide a report of monthly activity and funds balances at every general meeting, and with a consolidated yearlong report submitted each June 30th. **Communicate with administration and/or school committee when Chair Person(s) are unable to.**

Regional SEPAC Liaison - Duties TBD

Duties of the school liaisons : (Liaisons do not need to be voted in/volunteer)

Work with PTO/BSA to help SEPAC disburse information by introduce
and explain SEPAC Mission and Purpose
attend PTO/BSA meetings and share information from previous SEPAC meetings attend
SEPAC meetings and share information from PTO/BSA meetings Encourage parents to attend
SEPAC meetings and events

Article VI- Election Procedures

1. Officers shall be elected by a majority vote, of all in attendance, at the General Meeting in May.
2. Nominations for office shall be discussed and accepted at the general business meeting prior to the May election. Absentee candidates can only be nominated with their written permission.
3. If any office becomes vacant, an election for that office shall be held immediately, with person elected to complete the current term.

Article VII- Subcommittees and **Interim Team**

Subcommittees shall be created as needed. The subcommittee chair shall be a volunteer or willing nominee accepted by a simple majority of the members present.

The Subcommittee Chair is responsible for maintaing a record of subcommittee meetings to be presented at a business meeting. All subcommittee meetings are subject to Open Meeting Laws.

Interim Team

In the event that the CSEPAC becomes inactive for a period of two or more years, an Interim Team consisting of three or more parents/guardians volunteers shall have the option to oversee the process of forming a SEPAC. Any parent volunteer that has a child with special needs in the district of Chelmsford is allowed the entitlement to equally participate in the forming of establishing or re-establishing the up and coming SEPAC.

The Interim Team's responsibilities include

locating and following the latest By-Laws voted on by an elected SEPAC board, unless the current By- Laws proved to have been dissolved. Current By-Law are currently located in the Children's Room at the Chelmsford Public Library.

Article VIII - Meetings

Business meetings shall be held at least quarterly, from September through June. All business meetings are subject to the open meeting laws. When possible coordinate meeting calendar dates for the following school year by the end of the current school year.

Notices of all general meeting dates shall be posted at town hall , submitted to the local press and communicated to the public via

school newsletter connect ed
SEPAC website
Social Media Webpage(s)
local press

Annual elections will be held at the general meeting in May.

Minutes of all CSEPAC meetings shall be recorded and retained as a matter of public record.

Article IX - Bylaws Amendments

These bylaws may be amended by a 2/3 vote, of those in attendance, at a business meeting. By-Laws

shall be reviewed every 3 years.

Articles to be added -

Article to be added - FINANCES

Public Funds: As a public body, SEPAC funds are subject to M.G.L. chapter 44, section 53A and chapter 71, section 37A. Funds raised by the PAC must be deposited with the municipal treasurer, held as a separate account, and become part of the district's End- of-Year Pupil and Financial Report.

Private Funds: Private funds may not be collected in Chelmsford SEPAC's name.

Article to be added - ELECTRONIC COMMUNICATIONS

Student confidentiality: The board shall take steps to ensure student confidentiality is maintained in all communications.

Electronic communications: All communications shall occur under the description of the applicable board member's position and/or additional duties as discussed at a SEPAC meeting. This includes, but is not limited to: email, text messaging, online messaging, social media, photo sharing, message boards.

Email: The board will have access to SEPAC email. Email shall not be used for personal communications of any kind, sharing any information about individual students or families, or deliberation or decision making about SEPAC business.