

SEPAC Meeting Minutes November 1, 2018

Location: Panera Bread, Westford

Board Members Present: 2

Ali Barnes, Co-Chair

Kristen Eriksen, Co-Chair

Jane Zhao, not present

Director of Student Services: Amy Reese- Not Present

School Committee Liaison: Donna Newcomb- Not Present

Other Members: Approx 0 members present

Meeting called to order by Ali Barnes at 7:05 PM.

Agenda item: listed in accordance to posted agenda sheet format.

Presentation of SEPAC Bylaws

Ali reviewed the sections in the "Fill In Sheet" that the Bylaw Subcommittee submitted to SEPAC. It was determined that it needs to be edited for redundancies. The format will be edited using a standardized template for bylaws.

Public Input

Public Input was reserved for comments related to SEPAC Bylaws. No members of the public attended. No public comments were made.

Update Bylaws - Discussion

a. Mission Statement

The mission statement included in the Fill In Sheet is a recommendation of how to write a mission statement. Those in attendance reviewed the currently existing mission statement and reworded it according to those recommendations.

b. Purpose

Throughout the document the word "disabilities" will be replaced with "special needs" for consistency.

c. Membership

Reviewed and edited for clarity.

d. Officers

Reviewed and edited for clarity.

e. Subcommittees and Interim Team

Reviewed and edited for clarity.

f. Meetings

Reviewed and edited for clarity.

g. Finances

Reviewed and edited for clarity.

h. Electronic Communications

Reviewed and edited for clarity.

There being no further business to come before the board, the meeting is adjourned at 8:20 pm.