

SEPAAC Meeting Minutes 10/25/18  
Location Chelmsford High School, Learning Commons

Board Members Present 3

Ali Barnes, co-chair

Kristen Eriksen, co-chair

Jane Zhao, treasurer

Director of Student Services, Amy Reese, not present

Assistant Director of Student Services, Amy Matson, present

School Committee Liaison, Donna Newcombe, not present

Other members: Approximately 12-15 present

Handouts: Agenda, Meeting Minutes from 8/18 meeting,

Meeting called to order by Ali Barnes at 7:03 PM, and she noted that 3 Board members were present, along with Amy Matson from Student Services.

Ali began by explaining that we have a full agenda, so want to be aware of everyone's time. Please hold comments until after speaker is done speaking and limit time to no longer than 3 minutes. Co-chairs will act as time keepers as necessary.

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

1. **Approve minutes from August:** Motion to accept by B Morrill, second J Dillon, so motion accepted
2. **Guest Speakers:** CPD Officer Daniel Sullivan & Officer Brian Ubele on the subject of ALICE & Emergency Preparedness for Special Education Students. It's my understanding that this isn't a full presentation like that the SC did, but more of a Q&A as a follow up to that presentation. Thank you for making time to come speak with us tonight. I will give the floor to Officers Sullivan & Ubele. Officer Dan Sullivan is the new resource officer for both middle schools, working half time at each middle school. He has been with CPD for a number of years. Officer Ubele has been with CPD since 2012, as resource officer for elementary schools and the Lighthouse school. The officers explained the training work done thus far for emergency and school staff. ALICE is an option based emergency response plan, where the action recommended differs depending on your position in relation to the location of the intruder when an incident occurs. CPS and CPD had a very informative workshop about the ALICE drills that was very well received. Kristen E voiced that the video of that is available on Chelmsford Telemedia and includes a video made by CPD which is very interesting to watch, but upsetting, too. The officers explained that this video would not be used at elementary level or with children with special needs.

Question and discussion: AB asked how are the children instructed to make these choices? Officer Ubele explained that the children don't make the choice. At the high school level, there will be choice that includes evacuation, throwing projectiles at intruder, where as at CHIPS, they are recommending advance door lock down. ALICE is tailored to different age groups. Will there be different videos for different age groups? BU and DS unsure, recommend asking the principal at elementary school this question.

One para from Byam school voiced concerns about handling students with special needs. What if the situation calls for evacuation, but the student is unable or willing to do so? BU and DS

answered to make the best decision for you and the child. The officers discussed that ALICE is option based, and every situation is different, but also referred staff and parents to the staff at their school for more details about specific concerns.

BU and DS reminded all that there will be much preparation ahead of first drills, and they are to practice and then process what went well and what to try differently next drill. Para from Byam also concerned about what equipment is available to barricade/lock doors, and some doors open into room (easier to barricade) while others open out into the hallway (easy for intruder to get in). Officers explained that there are many options to use on doors like a door stopper and hammer, ribbon around the door hinge, automatic locks with magnetized strip to remove to lock the door, and bars that can be purchases.

Officer Sullivan pointed out that studies have shown over the years that it is better to do something rather than huddle in a corner and do nothing, being a sitting duck.

Is there separate/different training for children with special educational needs? The officers were not sure, but referred again to principals and other staff at schools re this.

Officer Sullivan explained that there will be continuing education with all staff, and sharing of info is key. Need to practice, evaluate, debrief and share what worked and concerns

Officers urge para and parents to pose specific questions (about timing, frequency and notification re planned drills) to administration at your school to principal, guidance etc, and direct further questions to Dr Lang or School Committee

How extreme is the role play? Can parents come in to observe? Is there an option to opt out? Officer Sullivan: It won't be intentionally dramatic, but neither officer was completely sure of how they would be done? Not sure if parents can observe, and they believe you can opt out if given notification ahead of time. Again, referred more specifics to principals.

A Barnes asked what the training for emergency personnel entails. Essentially, EMS activities really do not change. In active shooter situations, all EMS (fire, police, EMTS and paramedics respond together to the threat. First wave goes for the intruder, second wave assists with evacuation, first aid to injured etc. Second layer deals with helping people in crisis, dealing with parent notification and de-escalation. The difference is in that the staff and students have options in addition to lock down.

HS asked if there will be trainings for substitute teachers? Yes, there will be.

Officer Sullivan stated that 7-8 police officers were specially trained in ALICE, and feels that it is a great program. Staff is now thinking differently, thinking and planning ahead. They (Off Ubele and Sullivan) are willing to meet and discuss this with teachers, subs and paras also.

KB asked how often the officers are in the school buildings: D. Sullivan is in everyday, split between Parker and McCarthy. The focus is on building relationships with all staff and kids, especially at risk kids. B Ubele is at each elementary school almost every day, even if just for a brief visit. D Sullivan urged parents to alert CPD of at risk or special needs children, so they can enter notes that will be helpful. B Ubele explained that CPD has a Safe Watch Program for

elderly and children. Go to CPD, (in lobby or on CPD website) fill out an info packet, it is filed at the police department. Very important information that may help the police if they get a call involving your child at school, home, etc.

Thank you for your time and effort, Officers Sullivan and Ubele!

3. **Public Input:** L McCarron asked if a sign in sheet is necessary for our meetings. It would protect privacy better, some parents do not want to sign their names for privacy protection and for fear of retaliation. She also asked if sign in sheets can be removed from the Library SEPAC binder.
4. **Treasurer's Report:** Included Jane's report of SEPAC budget status and School Committee budget information.
5. **Workshop Coordinator Report:** Amy Domow included a flyer in packet with timeline for IEP development. Workshops are as follows:
  - a. Basic Rights in Special Education, November 7, 2018, 6:45-8:45 PM at CPL
  - b. An IEP for My Child, January 15, 2019 6:45-8:45 PM at CPL
  - c. Administration Meet & Greet: in the works, Amy Reese stated that she is interested, just looking at scheduling.
  - d. Executive Functioning: in the works for March, possibly.
  - e. Anxiety: reaching out to guidance and a BCBA to put something together.

6. **Liaison Reports:** Please note that the role of liaison can be filled at any time. We will continue accepting volunteers as long as there are spots open.

Tonight we have two people that have volunteered as liaisons. The board recognizes the Kendra Barbanti and Cara Dellatera as volunteers for SEPAC liaisons and appoints them to the position for the 2018-2019 school year:

CHIPS: not present

Byam: Kendra newly appointed Ali spoke at Open house, gave out info and had a table. She attends BSA meetings and informs them of our workshops.

Center: Trunk or treat is this Saturday, SEPAC will be in the music room with quieter space "Zen Den". SEPAC was mentioned at open house and is always brought up at PTO meetings

Harrington: Jaimie: SEPAC planning to have a table at the upcoming Heritage Festival Jan 30, 5:30-7:30

South Row: no liaison

McCarthy: no liaison

Parker: no liaison

CHS: Beth Morrill, nothing to report. Only board members at PTO meetings, Info re SEPAC is always shared by the principal.

7. **School Committee Report:** Donna Newcomb not present.

8. **Parent Support Group Update:** Laurie McCarron Presented, included the PSG Newsletter. They continue with monthly meetings, now one during a weekday, and one in the evening.

-Topics of Interest: Transition planning support, Professional days for Social Emotional education for staff....How can we help support this?

-Topics of Concern : Removal of services, what to do if disagree with the district?, bullying, depression, invisible disabilities

-News and Updates The dyslexia bill passed! New webpage: Chelmsford Special Needs Parent Support Page. Secondly, closed Facebook page is Chelmsford Special Needs Parent Support Group

Next AM meeting Tue 11/27 10:30 at the REC center in Chelmsford. Next PM meeting TBA

## **9. Old Business- Appoint ALEC Coordinator - Action**

Kendra Barbanti has volunteered to be our ALEC Coordinator. We have defined ALEC Coordinator as a volunteer who is not a board member that researches current special needs training that Chelmsford's emergency personnel have and the requirements and availability of bringing ALEC training to Chelmsford. The board recognizes the Kendra Barbanti as a volunteer for SEPAC ALEC Coordinator and appoints her to the position for the 2018-2019 school year.

## **- Needs Assessment Survey Subcommittee Proposal - Action**

The chair for the Needs Assessment Survey Committee is Jamie Dillon. I will pass the floor to her for a presentation of the survey, which will be followed by discussion and vote. Jaimie states that the plan is to send survey via a connect-ed to all families with SPED services on 11/5, and will stay open until mid December. IT will have a special google account, the survey is anonymous, there is not capture of emails. A Reese needs to find out how to pull out who has an IEP or a 504, but that is not ready yet. The survey has logic built in so your answer will dictate where you go next in the survey. You have to answer, and then will continue to the next question. Questions are SEPAC specific, will help us plan for future meetings and direct our school committee presentation/concerns and recommendations. Then there are specific questions 504 or IEP. Once completed, will be able to return to do a second student if have more than one child with SPED services. We are asking for answers to be based on the last 4 years.

J Dillon posed questions when goals were written (before, during or after IEP meeting). This prompted a discussion re missed timelines, not getting IEP in the mail in the correct timeframe.

A parent then asked about some IEP process issues, which would not change the survey at all.

There are then some questions re Student Services Department and Transportation.

LM asked if SEPAC going to promote the survey? Yest, it will be sent from the district, parents are urged not to share the link, will be sent as a connect ed, with plan to do reminder emails.

Thank you, Jaimie Dillon and Amy Domow for all your work!

Vote to distribute and collect data on the survey as proposed, with initial findings presented at the November 29th meeting, and detailed findings with recommendations presented at the January 24th meeting. Unanimous.

## **- Bylaw Review - Action**

The Bylaw Subcommittee shared a modified version of the bylaws at the June 2018 meeting. It was proposed that a meeting be scheduled to review the modified bylaws line by line in a public meeting. Motioned by H Sexton, second by A Domow.

The purpose of an additional meeting would be to:

- Finalize the the document for presentation to the public. It should include the previously voted on changes (name & the addition of the liaison duties).
- The prepared document should be made available to the public no later than 1 week prior to the November 29 SEPAC meeting, document will be shared via the SEPAC website and a Connect Ed. This will allow people who were unable to attend the bylaw meeting to review the document before it is put to a vote.
- This meeting will be public and posted according to OML.
- 7pm, Panera Westford, November 1 primary date, Nov 8 secondary
- **We are not discussing the details of the bylaws at this meeting tonight.**

The document would then be shared at the Nov 29 meeting, with time allowed for proposed amendments and/or clarifying question, then vote to on the proposed bylaws with any proposed amendments. The floor is open for additional discussion.

Vote to schedule an additional November meeting to edit the proposed bylaws into a finalized document for a vote at the November 29th meeting unanimous.

#### 10. New Business

**- Activity: Parent:Parent IEP/504 Review Event - Discussion**

Cara had an idea for a parent to parent workshop event. The details are included in the Handout. We're looking to see if there is interest in this type of get together so that we can move forward with setting it up or if there is any feedback on the plan.

**- Activity: Amazing Decorated Winter Tree Scavenger Hunt - Discussion**

Chelmsford Open Spaces Commission hosts a scavenger hunt each winter. The trees are located on various trails throughout town and groups volunteer to decorate trees. We thought it would be a great way to get families involved, spread awareness for SEPAC, and promote inclusion in the community.

Kristen E and Heather S will get the ball rolling on this.

Some suggestions are:

Craft making day, strings/stick project, Cannot be food, need to hold up in winter weather  
Post directions to the crafts that we are doing, people can make them at home if they are unable to come to the craft day.

Families could choose their own decoration to add - maybe dedicate it to awareness for a certain cause, etc

#### 11. New Items Expected for November 29 Meeting

- Guest Speaker: Life Links
- Needs Assessment Survey Subcommittee Report
- Establish School Committee Presentation Subcommittee - date not yet set, but we have put in a request for February

*There being no further business to come before the board, the meeting is adjourned at 9 pm*