

Lexington SEPAC and SEPTA Business Meeting

9/16/2014

9:30—10:30

Cary Memorial Library, Learning Center

Attendees: Robin Abrams, Barbara White, Deb Osber, Jennifer Yaar, Kathy Georgopoulos, Lisa O'Brien, Ann wolf

Call to Order: 9:35

Minutes

1. Treasurer Report—Barbara White. Current balance in SEPTA account is \$2625.25. Barbara to pay PTA dues. Monthly meeting owners to update presenter costs as they are known for budget planning purposes.
2. Meeting minutes from 7/17/14 SEPAC Meeting approved. Ann Wolf to file with Town Clerk.
3. Jenn Yaar and Robin Abrams to get SEPAC meeting blurbs (including standard business meeting agenda) to Ann Wolf so that all meetings can be filed with Town Clerk.
4. Ann Wolf to follow up with Bronte Abraham to ensure meeting minutes form 2013-2014 school year have been filed with town clerk and to get copies for storage on SEPAC Google Drive for executive team reference.
5. Future business meeting discussion—where to post documents (Google Drive, Web site).
6. ETS Meetings update—team reviewed meeting attendance at each school. Team consensus that attendance was mostly increased from last year, but earlier notice would help. Ideally, these meetings could be scheduled in June with school-based before staff leaves for the summer, and meeting timing is best approximately two weeks after school starts. Jenn Yaar and Robin Abrams to provide this feedback to Ellen Sugita.
7. Monthly SEPAC Meetings Review
 - a. Room 147 at LHS booked for monthly meetings—not needed for October 6 meeting and possible 7 April meeting if it is a morning meeting. Jenn Yaar to follow up with Ellen Sugita to determine if a room at Central Admin can be used for January 8 morning meeting (library not available). Ann Wolf to follow up with Jessica Minahan regarding a fee for the March presentation, which may be held on March 24. Janet Vodvarka from LHS available for May presentation on executive functioning; Jenn Yaar to let Mona Roy know.
 - b. Jenn Yaar to follow up with Ellen Sugita regarding 10/6 meeting notice through LPS all-school listserv (via Miriam Sousa) and to confirm all presenter logistics (laptop, handouts, etc.).
8. Business meetings to be held the third Tuesday of the month from 9:30—10:30. Jenn Yaar to work on booking locations and will send out a list of dates.
9. Team reviewed Communication Plan briefly but could not complete entire walkthrough due to time constraints. Team will review Communication Plan individually and come to October business meeting with feedback.
10. Team discussed Resource Guide—Deb Osber to send out outline so that team members can provide feedback.
11. Team reviewed several requests from possible presenters and determined that we may be able to book additional presentations. Some presentations may be more appropriate for a NOLAP gathering.

- a. Deb Osber to follow up with Lauren Weeks, Karen Levine, and Beverly Montgomery on possible topics/presentations.
- b. Kathy Georgopoulos to follow up with Bina Farms on possible presentations.
- c. Jenn Yaar to follow up with Brenda Dater.

Meeting adjourned: 10:45