

Lexington Special Education Parent Advisory Council
Business Meeting Minutes
September 6, 2012

Business meeting called to order at 7:09 PM

- I. Report of the Officers
 - Jennifer Williams (JW) has become a co-signer on the SEPAC bank account
 - First membership has been received (donation and membership)
 - PayPal not yet established
 - o JW -- Request to amend by-laws to clarify term for document retention
 - ACTIONS:
 - Review PTA bylaws and adhere to their policy (Holly Boker (HB))
 - PAC Bylaw should match the PTA requirements (HB)
 - JW to retrieve the Tax-Exempt certificate and distribute
Circulate Tax-Exempt certificate to Executive
- II. Membership Drive
 - a. Robin Abrams (RA) indicated that she would hold off on the membership drive until after the District Letter may have been received by families. Per JW – mailing should be going out at the end of this week.
- III. Disability Commission
 - a. JW reported that the Lexington Commission on Disability, Public Facilities and Town Manager's office has prioritized the Clarke Middle School elevator for improvement in the 2014 town budget. The commission would like the support, endorsement and feedback from the LexSEPTA/SEPAC, the school committee the Clarke Community and Central Administration.
- IV. October 4th Transition Subcommittee Update
 - a. The date of the SEPAC presentation on Transition has changed from October 4th to October 11th so as not to conflict with LHS Back to School night
 - b. Communication to be done via website and alerts
- V. Liaisons
 - a. Back to School Night
 - i. Option include another SEPAC to attend was mentioned so that the liaison can attend his/her own BTSN classroom presentation
 - ii. JW to update collateral
 - a. Small sign, roster of liaisons and lectures

- VI. Potluck
 - a. RA to promote
 - b. Bronte Abraham (BA) to pick-up dishware
 - c. Encourage folks to attend
- VII. School Committee Presentation
 - a. Proposed for October 30th
 - i. Anne Wolf (AW) to follow-up with committee to finalize schedule
- VIII. Upcoming Meetings
 - a. October 11th Transition Meeting in Science Lecture Hall
 - b. November 1st – Meet the ETS Team – morning meeting
 - i. SEPAC leadership will engage in some pre-event planning to determine agenda with staff

Meeting is adjourned at 7:30 pm