



TO: Mansfield Parents and/or Guardians of Children with Special Needs

FROM: Mansfield Special Education Parent Advisory Council

DATE: May 22, 2015

RE: Special Education Parent Advisory Council Initiatives 2015-2016 Year

Take Action

Thank you to all of you that participated in the 2015 SEPAC Survey. We heard you and would like to move forward on a number of initiatives including the elections for the 2015-2016 School Year SEPAC and two projects for the 2015-2016 School Year. Positions may be held for a period of 1 year. If you wish to join the SEPAC or give some of your time to help out on a project, please read on for more details below.

What is the Special Education Parent Advisory Council (SEPAC)?

The SEPAC offers membership to all parents of students found eligible for special education in the Mansfield district, as well as other interested parties. The SEPAC is authorized to provide advice to the district regarding special education programs and policies. Additionally, the SEPAC is authorized to meet with designated school officials and to engage in activities which enable the SEPAC to participate in the planning, development and evaluation of the district's special education programs.

Meeting Date for Elections

Please join us on Tuesday, June 16th at 6:30 pm at the Robinson School library. The intent of this meeting will be to hold elections and solicit volunteers for the subcommittees. Your vote for elections to the board will be counted at the meeting.

Anyone that wishes to join the SEPAC board or volunteer for a project should send their name and contact information by Friday, June 12th using any of the following:

By e-mail: mansfield_msepac@hotmail.com
 By Mail: Mansfield Special Education Department, 255 East St., Mansfield, MA 02048 Attn: SEPAC Elections. A form has been provided below.

Or join us at the meeting on Tuesday, June 16th and add your name to the ballot.

Next Steps?

Notify us that you wish to make a difference. It may be you want to join the board or you may want to contribute by selecting to work on a project. We hope to have a new board set up before the end of this school year to begin the planning for the next year.

Questions?

If you have any questions please e-mail us at mansfield_msepac@hotmail.com.

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Name: _____ Contact Info (email or phone): _____

I wish to put my name on the ballot for the following:

- Roland Green Representative Robinson School Representative Jordan Jackson Representative
- Qualters Middle School Representative Mansfield High School Representative
- Co-Chair (1) Co-Chair (2) Secretary Event Coordinator **OR:**

I wish to volunteer for the following subcommittee:

To update the website. Check here:

To create the information packet. Check here:

Board Responsibilities of the Mansfield SEPAC

Each position will be a term of 1 year.

Co-Chairs– 2 positions available:

- Preside at all meetings of the Mansfield SEPAC (at least one co-chair should be present).
- Coordinate all meetings and ensure information is given to the Director of Special Education.
- Act as liaison between the Mansfield SEPAC and the Director of Special Education.
- Set the agenda for each general meeting.
- Create and oversee appropriate distribution of the SEPAC flyers.
- Coordinate and monitor the functions of subcommittees.
- Arrange and present to the Mansfield School Committee, at the end of the school year, a year end summary of SEPAC's work.
- Work with other Board Members to conduct forums, presentations, speaker, etc. to the general membership.

Secretary:

- Record the minutes of SEPAC meetings.
- Present the minutes to be voted on at subsequent SEPAC meetings.
- Coordinate communication platforms (website, Facebook, etc) to ensure they are maintained consistently.
- Maintain an accurate attendance log.

Representatives- 5 positions available:

- Bring forth individual school concerns/questions/needs to the SEPAC Board for discussion.
- Liaisons between parents, SEPAC and school principals.
- May attend other Mansfield PAC's to share information.

Event Coordinator:

- Coordinate setting up the workshops including the mandatory annual Parent Procedural Safeguard training.
- Make sure workshops are publicized.
- Confirm with presenters.
- Promote workshops to parents.
- Attend the workshops and gather feedback from parents present.

2015-2016 Projects

I. Sub-Committee to Update the Mansfield SEPAC website

A group of individuals will develop an action plan, work together to find appropriate Mansfield content and along with the Mansfield schools Technology Coordinator or designate, update the website with the goal of completing it over the course of the 2015-2016 school year.

II. Sub-Committee to Create Information Packet for parents/guardians that have newly eligible children for special education

A group of individuals will work together to develop an information package that will be designed to assist parents/guardians new to the special education system in Mansfield. The goal is to complete it over the course of the 2015-2016 school year.