**HOPKINTON SEPAC | MONTHLY MEETING**

March 27, 2018

**MINUTES**

1. **ACCEPT PRESENTATION**
* Driver training – ACCEPT performs 2x year driver training on safety, student behavior management, etc.
	+ Drivers are taught defensive training methods
	+ Prior to driving new routes they need to go on a dry run – but subs might not be able to perform this if the absence needing a sub is unexpected. They will if a planned absence.
	+ Company dispatcher available until 5pm – or until last student dropped off
	+ In case of emergency, drivers are authorized to use sponsored phone and are taught how to evacuate the vehicle
	+ No smoking, eating, drinking allowed on vans
	+ Drivers responsible for keeping their vans tidy
	+ CORI and finger printing is required of all drivers, along with a NEW, random drug screening process. Each driver will be tested at least once per year and in the event of an accident, every driver would get tested
	+ All vans now have GPS, allowing ACCEPT to locate any drivers
* Replacing Car Seats
	+ Required after an accident
* Every morning, driver needs to:
	+ Check their van (tires, lights, etc.) & gas gage to ensure student safety
	+ Review their paperwork for the day
	+ Call dispatcher and ensure their company communication device is performing adequately
	+ Put away their personal communication device
* Communication
	+ Requirement is that parents be notified **at least 2 days prior** to route start but the goal is to convey the information 1 week in advance
	+ Purchased PTMS as routing system to avoid reliance on Google Maps
	+ ACCEPT cannot process routes until ALL district records are received
		- They are working with a vendor to help them assign routines with greater expediency. The vendor plans routes for the entire district
		- We need an incentive for parents to submit their forms by the end of May (and at the latest – the first week of July) because when families don’t submit these it delays assignment for all involved – and puts undue strain on ACCEPT to turn over assignments.
		- When parents are late, the Student Services Office follows up with individuals, but in past years, delinquent families have taken a while to submit paperwork, delaying the process for others

**II. NEW BOARD STRUCTURE & PROCESSES**

* We have a new board structure – looking for strong collaboration and partnership with teachers, the administration, and the community
	+ Responsibility will pretty evenly be divided across board members
	+ Current roles:
		- Liaisons to Administration – Meg Tyler & Brenda Raia
		- Treasurer – Chris Hagberg & Manya Stanciu
		- Secretary – Nicole Gonzalez & Heather Strother
		- Events/Programming – Andrea Chesmore
		- Web Mistress – Andrea Krammes
		- Navigator Scholarship – Kristin Wech
		- Ambassador at Large – Stacy Spies
* Minutes will be posted on our website a week after the meeting for parents to be able to reference these
* **Attendee Recommendations:**
	+ That we proactively welcome ALL members of the community – not just parents of students with special needs. We could all benefit from this to generate greater awareness and promote inclusion across organizations/activities
	+ Parent support group much appreciated
	+ Parents value the open forum at the end of meetings - most important part of the meeting for many
	+ Teachers/Student Services Office would like a welcome letter so parents can learn more about SEPAC - *SEPAC to provide*
	+ Would be great to assign “buddies” to new to SPED parents that would like mentorship/guidance – this could be handled informally or formally

**III. GROWING HOPKINTON’S LITERACY INSTRUCTION**

*Reference presentation delivered by the administration, which includes videos. The presentation was recorded via HCAM – access link here: https://youtu.be/JkNbj9KVYzU*

* **Administration Promise:** Bring more programs into the district so that we can address a greater number of literacy learning styles, vs. solely relying on programs currently grandfathered in, with the end goal of helping ALL students, regardless of learning needs, progress. There isn’t a one size fits all solution when it comes to literacy education.
* Dr. Cavanaugh has done extensive research on the topic – scholarly articles, other district best practices, district experts – and will continue to collaborate with SEPAC and educators to bring about these positive changes. She recommends video by the cognitive neuroscientist Stanislas Dehaene about *Reading in the Brain: The New Science of How We Read* (an excellent book).
* Janine Stefancik covered the Essential Components of Reading Instruction (ECORI): phonemic awareness, phonics, vocabulary development, reading fleuncy, reading comprehension strategies
* Beth Callahan offered an extended definition of reading. Dr. Cavanaugh discussed different kinds of intervention, the need to experiment with different teaching reading methods (based on scientific research and evidence) to see which works. Important to keep data sheets about reading progress in individual students.
* Programs currently in place:
	+ Fundations
	+ Guided Reading K-5
	+ Leveled Literacy Intervention 1-5
	+ Wilson (as needed)
	+ Edmark & Reading Milestones
* Key parent question that the administration will work on – how are we preparing staff to be able to effectively deliver these different programs?
	+ We only have 1 Wilson certified literacy specialist - district will look to expand
	+ Lindamood Bell LIPS and V&V – also have staff that will be certified in this (we have 2 now, are looking to have 5)
	+ We don’t have anybody certified for OG – 2 have started the process
	+ By Spring 2019 we will have two OG certified teachers
* What district will offer:
	+ Ongoing communication
	+ Fattening of programs and resources
	+ Offering interventions that the team posits will be effective
	+ Ongoing assessment to ensure that SPED interventions are working
	+ Differentiation to meet the needs of disparate learners
	+ Belief that all children can learn

**IV. MEETING NEXT STEPS**

* + SEPAC to distribute parent welcome letter to principals/administrators
	+ Student Services Office to update SPED website with new board members, meeting dates/location, welcome letter, etc.
	+ SEPAC board to discuss implementation of informal mentorship program