



## ASEPAC BOARD MEETING

### **MEETING DATE/TIME/LOCATION:**

Thursday March 29, 2017  
9:00 a.m.-10:30am  
Central Administration  
Attleboro High School  
100 Rathbun Willard Drive  
Attleboro Ma 02703

### **BOARD MEMBERS PRESENT:**

Angela Ferreira: Chairperson  
Susan Akell: Co-chairperson  
Becky Nunes: Treasurer  
Julie Doxsey: Public Relations coordinator  
Michelle Brouillard: Workshop Coordinator

Recording secretary: Susan Akell

### **OPEN FORUM:**

No members presented to speak

### **BUSINESS:**

- 1) Motion made to approve the minutes from March 2, 2017 Board meeting and the March 16<sup>th</sup> 2017, General meeting. Seconded. Vote: 5 Yes 0 No.  
Motion passes.
- 2) Treasurer's Report:
  - Treasurer's report submitted prior to the meeting showing a balance of 706.24 including a deposit of 205.20 given to business office today (motion made previous board meeting of 3/2/17 for that deposit)
  - Treasurer will request a statement from business office for reconciliation
  - Discussed outstanding P.O.s: remainder of buddy bench, sun catchers, Federation for children with special needs.
  - Discussed potential costs for the rest of the year: buddy bench collage with frame, thank yous from Hill Robert's buddy bench dedication, childcare thank you gift, food for special Olympic Day games, plant and pour fundraiser event.

- We received a donation from Coelho PTO in the amount of \$100
- Motion made to deposit the check from Coelho PTO in the amount of \$100 to our account
- Treasurer will forward the minutes of this meeting to the business office showing the approved motion to deposit the funds.
- Budget for 2017-2018 discussion tabled to a future board meeting.
- Grants and Funding updates:  
Bailey's Team: we received a denial letter, try again next year  
Etter: no word on grant award recipient  
Rotary: will apply at a later date  
Attleboro cultural council: originally denied for this year but we were encouraged to re-apply when a solid event was planned to resubmit. We will submit our abilities awareness fair for consideration for this year.

### 3) Committee Updates:

- Middle School Transition Team: no meeting since our last board meeting but there is a meeting scheduled for next month.
- Special Education Sub-Committee: this year's focus is a program guide containing all program descriptions. Guide to be reviewed every year.
- Ability awareness fair: created a budget for the fair. Based on meeting with Mr Boles and dates discussed and investigated, the date of the fair will be June 15<sup>th</sup> 2017. Will meet next week at subcommittee to finish off the activities for the rest of the stations. Angela will reach out to Coelho PTO about presenting at the April PTO meeting on the abilities awareness fair. Sue will touch base with the MDHOH commission about possibility of manning the hearing station.
- ASEPAC recognition award: We received clearance through central office to move forward with the award. Presentation of the award will be made at a spotlight meeting at the May 8<sup>th</sup> 2017 school committee meeting. Heidi and Sue met with Jonathan Plourde from IT and created the electronic submission form. The form was reviewed by the board and a list of edits were submitted to Jonathan which he is in the process of the edits. Angela created the verbiage page to the award. Reviewed by board. A few edits will be made and then along with the link to the electronic submission page, it will be sent to Ivonne to get it all approved. Julie will take the sun catcher awards and change out the ribbon and find some decorative boxes to enhance the visual appeal of the award. Deadline for submission will be Feb 23 2017. We are hopefully to role out the award by Friday 4/7/17
- Spotlight meeting of the school committee on May 8<sup>th</sup> We will also honor the students whom worked on the bench as they are juniors and will miss out on the senior night recognition and we would like to recognize their efforts. We will present Mr Bodge with a framed collage of all the buddy benches also.

- Apple Institute Conference April 11-13,2017: 2 board members will attend with the Special Education Director. Will present on conference at our May board meeting
- A motion was made to approved a ballot for elections,submitted by Angela. Seconded vote 5 yes 0 no. Ballots will be available at the April meeting.

4) Old Business:

- Buddy Bench: meeting went well with Mr. Rich, the principal at Hill Roberts. Angela has forward all of our information from previous dedications to help with his planning. Have have not heard back at this time. Angela will followup with Mr Rich. Need to firm up a date and get invitations ideally out 6 weeks before the event.
- The Wizards: tabled discussion to subcommittee fundraising meeting
- Accounting procedure: working on clarifying the procedure with the business office
- Regional SEPAC: next meeting is May 9<sup>th</sup>. Asked SEPACs to bring possible ideas for events or presentations we could collaborate on. Leslie Leslie also will be attending the meeting to answer questions. We would like to suggest iBike for an event to collaborate on. We also want to ask Leslie about appropriate names of positions we could have at each school. i.e. School liaisons? Parent liaisons?

5) New Business:

- ASEPAC project proposal template: a template has been created to use for all events,fundraiser or proposals to use in order to have clear consistency across all our events. Budget, expected volunteers,. expected revenue etc is on the form. Motion to approve the form seconded vote 5 yes 0 no
- Framed Buddy Bench Picture : motion made to approve Julie to price out the price of the collage and nice frame for school committee and Mr Bodge.. Seconded vote 5 yes 0 no.
- Araujo Farms: Julie has been in contact with Araujo farms for possibility of a fundraiser . They offer an event creating a plant and we can also offer drinks and snacks during the event. Thinking event could be called plant and pour. . Araujo Farms has May 19 open. The time they asked was 630 to 830. They suggest charging \$35per person. \$25 for Araujo Farms and \$10 for ASEPAC. No money upfront. No minimum amount of people. Can accommodate 30 people. Discussion: can time be 7-9? Instead of struggling to have raffles we can do another event in the fall. We can solicit beverage donations and all make appetizers and desserts. Motion made to reserve the May 19<sup>th</sup> with the time of 7-9pm. Seconded vote 5 yes 0 no. Avenues such as PayPal and event brite will be investigated to see if it's something we could use to help ease the ticket sales process.
- No new items to add to our agenda for our meeting with the Special Education Director. The director did forward some things to add to the the agenda for the meeting following this meeting 3/29/17.
- Motion made to adjourn seconded vote 5 yes 0 note meeting adjourned 10:33a.m.

