



ASEPAC BOARD MEETING

MEETING DATE/TIME/LOCATION:

Thursday March 2, 2017

9:00 a.m.-10:30am

Bliss Dairy, 711 Park St, Attleboro Ma 02703

BOARD MEMEBERS PRESENT:

Angela Ferreira: Chairperson

Susan Akell: Co-chairperson

Becky Nunes: Treasurer

Julie Doxsey: Public Relations coordinator

Recording secretary: Susan Akell

OPEN FORUM:

No members presented to speak

BUSINESS:

- 1) Motion made to approve the minutes from January 11, 2017 Board meeting minutes, January 19, 2017 General meeting minutes and February 16, 2017 General meeting minutes. Seconded.
Vote: 4 Yes 0 No.
Motion passes.

- 2) Treasurer's Report:
 - report submitted showing our current balance per our records
 - Becky has requested from the business office the CTE invoice showing the charges for our business cards and pamphlets. She has not received but will request again
 - Becky will request a financial report from 2016 and 2017 for reconciliation
 - She will forward the board minutes from January 11, 2017 showing the motion to pay the CTE invoice once we review the invoice
 - A request will be made to the financial office to forward a copy of the policy on the procedures of financial transactions and review how their financial reports are set up. If possible can we send our financial reports to reconcile against their reports and they let us know of any discrepancies or possible meeting

with financial office to review their set up of financial reports to make reconciliation process easier.

- Upcoming bills: remainder of buddy bench, the thank you cards after the buddy bench dedication, the collage for the school committee including a frame, and possibly a workshop from masspac.
- Motion made to deposit a cashier's check in the amount of \$108.00 and a check from the booster club in the amount of \$97.20 for a total deposit of \$205.20 to the ASEPAC line item with the business office. Seconded. Vote 4 yes 0 no. Motion passes.
- Becky will forward the minutes of this meeting to the business office showing the approved motion to deposit the funds.
- Grants and Funding updates:
 - Bailey's Team: their board meeting was in January. Waiting to hear.
 - Etter: no word on grant award recipient
 - Rotary: will apply at a later date

3) Committee Updates:

- Envisioning the future workshop: tabled discussion. There is a meeting at Attleboro High School on March 2, 2017 at 7:00p.m. to discuss the plans for AHS.
- Middle School Transition Team: tabled discussion
- Special Education Sub-Committee: no meeting this month, nothing new to report. Will be meeting next month.
- Ability awareness fair: Angela will email Andy Boles to set up a follow-up meeting. At the meeting, we will need to discuss the event and also the possibility of reaching out to the Coelho PTO to help volunteer at the event. Due to the end of the year approaching quickly, the ability awareness fair sub-committee will meet again next Thursday March 9, 2017 at 9:00 a.m. at Julie's house where a firm action plan will be developed to be ready when we meet with Mr. Boles.
- ASEPAC recognition award: presentation of the award will be made at a spotlight meeting at the May 8th 2017 school committee meeting. A citation will be given by the school committee. We will use an electronic submission template form using a tiered distribution to administration, staff, students and the community. Sue will discuss with Heidi how to go about getting the template in electronic format with completed submissions to come to us in email keeping the process completely electronic. A small gift will also be given to the recipient of the award. Angela and Julie looking into something appropriate for the gift.

- 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

4) Old Business:

- Fundraising: discussed savers and various painting events. There was discussion regarding the Harlem Wizards basketball team. Everyone thought it's a great idea as could be a fundraiser and our family fun event combined in the Fall. It's an event where all schools and the community could be involved. Julie will look into the particulars and report back to the board.
- Accounting procedures: Becky is reaching out the business office to get the policy on procedures regarding financial transactions.
- Letters sent to the PTOs, excluding the High School, requesting a donation for ASEPAC. It could be mailed to us or contact us to discuss. The letters went interoffice on February 27,2017. The high school was excluded as we received a donation from them already from the showcase.
- CTE printing: business cards have been picked up and Angela is picking up brochures in next few days.
- Kindergarten Night: ASEPAC will have a table set up at each elementary school for kindergarten night. Sue/Thacher, Angela/Hill Roberts, Becky/Willett, Julie/Studley and Hyman Fine will have table with our information and literature. Each table will have an email list-serv sign-up sheet, flyer with our remainder of meetings, our brochures with business cards, a clear stand with our word mash up. Board members will wear their name tags and bring any other books or information they would like to have. Angela will pick brochures; request copies of flyer of remainder meetings and board members can pick up these items from her early next week. She will also email each principal individually regarding whom will be at their school. Angela has clear plastic stands that hold the brochures and business cards. There is a clear stand in each school office we can use to put our word mash-up flyer into. Julie will create the mash up and email to members, each member will print one to put in the clear stand to have at their table.

5) New Business:

- Buddy Bench: Angela will email The Hill Roberts Principal to set up a meeting to discuss the beginning stages of planning for the buddy bench dedication at Hill Roberts. Will ask at that time if the PBIS coordinator Sue Levin will be involved in the planning. Angela will also will touch base with Mr. Bodge to get a date when the bench would be ready.
- Regional SEPAC meeting: 3 board members attended. Discussed the meeting and possibility of hosting a regional SEPAC event.
- Topics for Special Ed Director meeting: the inclusion of Special Education students in the school spotlight meetings at the school committee. ESY. Will review last month's agenda and our emails for further items.
- Special Olympics Attleboro Day games: ASEPAC would like to have a table at this year's day games. Angela will email Rebecca requesting a table. Will also get back

to us with the date of the games. Board members will check out “The Candy Store” for a small treat to give out at the event.

6) A motion was made to adjourn the meeting. Seconded. Vote 4 Yes 0 No

Meeting adjourned 11:23 a.m.