Business Meeting
Wednesday, September 4, 2019, at 7:30 p.m. in the RJ Grey Junior High Library

Agenda

I. Call to Order

II. Approval of Minutes
    Review and approval of June 5, 2019, meeting minutes

III. Organization/Business Issues
    A. Updates from Interim Director of Special Education
       1. Hiring Updates & New Department Structure
       2. Priorities for the Year
    B. Extended School Year Summer Program Feedback
    C. Building Project Update
    D. Concord Public, Concord-Carlisle Regional Parent Forum on Inclusion
    E. Updates on SEPAC Goals & Priorities for the 2019-2020 School Year
       1. Continue to Improve Outreach & Engagement—New Logo Sought; Back to School Nights; PTO Relationships
       2. Districtwide Use of Percentiles with Standard/Scaled Scores in Evaluation Reports
       3. Follow Up on Issues Found in 2019 Survey—Summer PowerSchool Access & IEP Progress Reports; Extended School Year Information
       4. “Intelligent Lives” Screening October 28 at 7 p.m. in the RJ Grey Auditorium; Joint Basic Rights TBD with Concord/Concord-Carlisle & Neighboring SEPACs

IV. New Business – Other topics on people’s minds

V. Open Issues
    A. MCAS performance vulnerable for students with disabilities
    B. Mandatory special education training/professional development for regular and special education staff – hiring dual-certified staff
    C. Increasing opportunities for meaningful inclusion across domains
    D. Enhanced Extended School Year, before-, and after-school programming
    E. Increased use of technology in IEP development, revision, & communication
    F. Following up on communication issues noted as barriers to overall satisfaction and subgroup trends for Out of District, Early Childhood, and Specific Learning Disabilities identified via 2015 and 2017 parent/guardian surveys
    G. Need for consistent K-12 executive functioning curriculum

VI. Adjournment
All AB SEPAC meetings are open to the public. We encourage parents of children with disabilities and others interested in special education to attend. Please check our website (www.absepac.org) for information regarding upcoming events.

VII. Next Meeting
Wednesday, October 2, 2019, at 7:30 p.m. in the RJ Grey Junior High Library
Acton-Boxborough Special Education Parent Advisory Council (AB SEPAC)

Business Meeting Draft Minutes
June 5, 2019

I. Call to Order
Amanda Bailey called the meeting to order at 7:35 p.m. AB SEPAC Co-Chairs Amanda Bailey and Carrie Weaver, Past PAC Chair Bill Guthlein, Secretary Melissa Brown, Director of Special Education Pam Smith, School Committee Chair and liaison to the SEPAC Diane Baum, and five other community members were present.

II. Approval of Minutes
Meeting minutes from May 15, 2019, were reviewed. A motion was made and seconded to approve the meeting minutes as written. The motion passed unanimously.

III. Organizational/Business Issues
A. Monthly Meeting with Student Services
Following a staff request, the SEPAC compiled a resource card for special education staff to distribute to parents during meetings. The resource card has been well received.

Student Services and the SEPAC attended a stakeholder meeting to provide feedback on the Family Engagement Frameworks being established by the Departments of Elementary and Secondary Education (DESE) and Early Education and Care (EEC); another session will be held on June 10 in Marlborough.

Student Services will share the findings of the mandated program evaluation portion of the state tiered-focus monitoring. The district evaluated the Learning Centers.

The SEPAC will present to the School Committee on June 12 on the year’s activities.

1. Elementary Building Project Resource Rooms & De-Escalation Spaces
The new building project includes plans for four substantially-separate elementary resource rooms as well as “self regulation” spaces. The SEPAC recommends those with children who need supports for self-regulation review the district policy on seclusion and restraint and have conversations with their IEP teams. Currently, all schools except the high school, Conant, and Douglas have designated “take a break” spaces. The Director of Special Education noted that the district utilizes proactive strategies to support students before they escalate, including removing other students from the classroom and having calming spaces throughout some of the building s, such as in nurses’ or counselors’ offices. While some view removing other students as disruptive to the rest of the class, the SEPAC noted that this practice is less likely to result in trauma to the student struggling with regulation. The Director concurred.

B. Seek Nominations & Elect Officers for 2019-2020 School Year
The following slate was approved, seconded, and elected unanimously:
Amanda Bailey and Carrie Weaver, Co-Chairs
Melissa Brown, Secretary
Blossom Davies. Standing Committee Chair for Parent Support
Bill Guthlein, Past PAC Chair

C. Review & Revise Open Issues
All open issues were reviewed and retained, including:
1. MCAS performance vulnerable for students with disabilities
2. Mandatory special education training/professional development for regular and special education staff – hiring dual-certified staff
3. Increasing opportunities for meaningful inclusion across domains
4. Enhanced Extended School Year, before-, and after-school programming
5. Increased use of technology in IEP development, revision, & communication
   The junior high is piloting a process wherein the Team would develop the IEP together as part of the meeting. PowerSchool communication continues to be an issue as many families have not accessed documents, do not know how to access documents, or are not alerted when documents like progress reports become available.
   We will review survey findings to identify what to emphasize in the 2019-2020 year.
7. Need for consistent K-12 executive functioning curriculum
   This remains a critical issue, particularly as elementary schools move away from assigning homework, which provides opportunities for time and material management. Educators currently use different approaches toward executive functioning supports and instruction. Families with concerns about their child’s executive functioning should work with their team to craft goals and strategies to facilitate skill development.

D. Review & Finalize Goals & Priorities for the 2019-2020 School Year
Items from last meeting as well as additional items were discussed and finalized:
1. Continue to Improve SEPAC Outreach & Engagement
   The SEPAC will focus on building relationships with the Interim Director of Special Education and new special education staff, including IEP team chairs. We will also attend Back to School Nights and reach out to school PTOs.
2. Participate in Search Process for New Special Education Director
3. Districtwide Use of Percentiles with Standard/Scaled Scores in Evaluation Reports
4. Monitor Early Reading Assessments & Interventions
   New state law requires early screening for dyslexia. Districts are awaiting process recommendations from DESE. Early identification and reading interventions vary among the A-B schools.
5. Monitor PowerSchool Access and Extended School Year Programming
6. MCAS Analysis
7. Screen “Intelligent Lives”; Presentations on Basic Rights, Universal Design for Learning, Bullying & the Individualized Education Program

IV. New Business
The SEPAC thanked Pam Smith for her service by gifting her a plaque and a plant.
V. ADJOURNMENT
The meeting adjourned at 8:15 p.m.

VI. NEXT MEETING
Meetings for 2019-2020 TBD

All AB SEPAC meetings are open to the public. We encourage parents of children with special needs and others interested in special education to attend. Please check our website (www.absepac.org) for information regarding upcoming events.

Respectfully submitted by Melissa Brown, Secretary
INTERIM DIRECTOR’S UPDATE

• Staffing Update
• Priority Areas for 19-20
• News, Notes and Information
• Parent Feedback
WELCOME NEW STAFF...

• Renee Limauro, Special Education Coordinator – McT, Merriam
• Michelle Kelly, Pathways, Blanchard
• Stephanie Plotkin, Special Educator, Conant
• Bailey Ditcham, Special Educator, Douglas
• Janice Martineau, Special Educator, Douglas
• Tara Carnright, School Psychologist, McCarthy-Towne
• Julie Zide, Special Educator, McCarthy-Towne
• Amy Smider, Speech Pathologist - LTS, Merriam
• Jennifer Baldassarre, Special Educator, CLASS, RJ Grey
• Amy Bell, School Psychologist, RJ Grey
• Carrie Brown, Special Educator, CLASS, RJ Grey
• Meghan Maloney-Perez, Special Educator, RJ Grey
• Elizabeth Curtis, Adjustment Counselor, CLASS, RJ Grey
• Sean Root, Special Educator – LTS - RJ Grey
• Faith Jarger, PACE Teacher, ABRHS
• Ashli Garbett, School Psychologist, ABRHS
TRANSFERS AND VACANCIES...

• Transfers
  • Valery Gransewicz from RJGJHS to Special Ed Coordinator at Douglas and Gates
  • Heather Stouch, Elementary School Psychology Chair from McT
  • Lynne Laramie, Out of District Coordinator from Elementary Special Education Coordinator

• Vacancies
  • BCBA
Inclusion means...

- Offering *the same opportunities for people with & without disabilities*
- Welcoming *everyone*
- Building *a community where everyone feels respected and valued*
- Emphasizing *cooperation*
- Seeking *to understand, celebrate and support everyone’s differences*
- Presuming *everyone’s competence*
TOM HEHIR SAYS...

Inclusion means...

- **Ensuring** a safe and socially comfortable environment for all
- **Teaching** that all people deserve respect, understanding and dignity
- **Reaching** out to people who are excluded and marginalized
- **Honoring** the intrinsic value of each person's life
- **Providing** training and support so that everyone can feel successful
2019-20 PRIORITIES

- Inclusionary Practice
  - Review of practices, data

- District Curriculum Accommodation Plan (DCAP)

- Program Definition and Development
  - Entrance/exit criteria, continuum of service, program components and staffing

- Continuity and Consistency
  - Approach, practices, interventions

- Update Process and Procedures
  - Docu-sign
## END OF THE YEAR SIMS DATA

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<th>School</th>
<th>Headcount</th>
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<tbody>
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<td>Blanchard</td>
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<td>Merriam</td>
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<td>Conant</td>
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<td>ABRHS</td>
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PARENT FEEDBACK?

Thank you!
Have a great year!!!
Dear Acton and Boxborough Parents/Guardians,

Effective communication is an essential aspect of any organization. Given the complexity of a large school district such as ours that includes multiple stakeholders (students, parents/guardians and community members), this is especially true. This Parent Communication Map has been designed as a tool to help guide you to the information that you need to effectively resolve concerns related to a wide-range of aspects of our school system.

At any given point in a school year, parents/guardians may find themselves in a position where they have questions or concerns about a particular issue or assistance is required to resolve a problem. This Parent Communication Map has been designed to assist by categorizing a wide array of issues and then identifying initial points of contact within the school system. If the desired information has not been obtained, or the issue has not been resolved through this initial contact, then the attached map identifies the “referral” for the next step the parents/guardians may pursue.

I recognize that one of the most common areas to prompt inquiry is related to a student’s progress and experience in a particular classroom. Please note that such inquiries should always be directed to the classroom teacher. As a general rule, while administrators will certainly respond to questions, parents/guardians will be directed back to the classroom teacher as a first step in the process with the belief that most situations can be resolved first at this level of contact.

In addition to the points-of-contact outlined within this map, please remember that the Acton-Boxborough Regional School District website (www.abschools.org) contains extensive school and program information that is often helpful in answering questions.

If you have further suggestions regarding this Parent Communication Map, or how communication in general can be improved in our district, please do not hesitate to let me know.

I want to wish you and your child an enriching and successful experience in the school year ahead.

Sincerely,

Peter Light
Superintendent

At ABRSD, our mission is to develop engaged, well-balanced learners through collaborative, caring relationships.

WELLNESS • EQUITY • ENGAGEMENT
<table>
<thead>
<tr>
<th>NATURE OF CONCERN</th>
<th>CATEGORY</th>
<th>INITIAL CONTACT</th>
<th>SECONDARY CONTACT</th>
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<tr>
<td>Policy</td>
<td>Schoolwide</td>
<td>Principal</td>
<td>Superintendent</td>
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<td><strong>Student Registration</strong></td>
<td>School Registration and Placement</td>
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<td>Deputy Superintendent</td>
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<td>Classroom Placement</td>
<td>Principal</td>
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<td>Student Records</td>
<td>Content/Availability</td>
<td>Counselor</td>
<td>Counseling Chairperson / Special Education Coordinator / IEP Team Leader</td>
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<td>Special Education Records</td>
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<td>Transfers</td>
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<td>Deputy Superintendent</td>
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<td>Busing/Crossing Guards</td>
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<td>Transportation Manager / Director of School Operations</td>
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<td>Teaching/Instruction</td>
<td>Performance</td>
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<td>Student Progress</td>
<td>Academic Progress</td>
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<td>Principal</td>
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<td>Social Development</td>
<td>Teacher/Counselor</td>
<td>Principal</td>
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<td>Discipline</td>
<td>Classroom, Lunchroom, Playground/Recess</td>
<td>Teacher</td>
<td>Principal</td>
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<td>Bullying, Harassment</td>
<td>Schoolwide</td>
<td>Assistant Principal</td>
<td>Principal</td>
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<tr>
<td>Curriculum</td>
<td>Content</td>
<td>Teacher</td>
<td>Principal/Specialist/Department Head Specialist/Assistant Superintendent for Teaching and Learning</td>
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<td>Content/Policy</td>
<td>Special Subject Teacher</td>
<td>Principal/Specialist/Department Head Specialist/Assistant Superintendent for Teaching and Learning</td>
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<td>Policy</td>
<td>Teacher</td>
<td>Principal/Specialist/Department Head Specialist/Assistant Superintendent for Teaching and Learning</td>
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<td>Learning Concerns</td>
<td>Regular Education / Learning Concerns</td>
<td>Counselor/Special Educator</td>
<td>Counseling Chairperson/ Special Education Coordinator / IEP Team Leader</td>
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<td>Preschool Screening</td>
<td>Early Childhood Coordinator</td>
<td>Director of Special Education</td>
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<td>Specialized Transportation</td>
<td>Special Educator</td>
<td>Special Education Coordinator/ IEP Team Leader</td>
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<td>Program/Performance</td>
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<td>Principal/Specialist/Department Head Specialist/Assistant Superintendent for Teaching and Learning</td>
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<td>In-school Lessons</td>
<td>Instrumental Music Specialist</td>
<td>Director of Performing Arts</td>
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<td>Extended Day</td>
<td>Programs</td>
<td>Community Education</td>
<td>Extended Day Coordinator</td>
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<td>Opportunities</td>
<td>Registration Information</td>
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<td>Health</td>
<td>Medical Issues</td>
<td>School Nurse</td>
<td>Chairperson of Nursing</td>
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<tr>
<td>On-line Emergency Card</td>
<td>School-related</td>
<td>Principal</td>
<td>Information Management Specialist</td>
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# SECONDARY SCHOOLS

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<tr>
<th>NATURE OF CONCERN</th>
<th>CATEGORY</th>
<th>INITIAL CONTACT</th>
<th>SECONDARY CONTACT</th>
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<tbody>
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<td><strong>Student Registration</strong></td>
<td>School-related</td>
<td>Registrar in School Counseling Office</td>
<td>Principal</td>
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<tr>
<td><strong>Policy</strong>&lt;br&gt;Administrative Decision</td>
<td>School-related&lt;br&gt;School-related</td>
<td>Principal&lt;br&gt;Principal</td>
<td>Superintendent</td>
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<tr>
<td><strong>Discipline, Bullying, Harassment</strong></td>
<td>School-related (including attendance and tardiness)</td>
<td>HS: Dean of Students → Associate Principal // JHS: Assistant Principal</td>
<td>Principal</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td>Regular&lt;br&gt;Special Needs</td>
<td>HS: Dean of Students → Associate Principal // JHS: Assistant Principal Counselor/Special Educator</td>
<td>Transportation Manager/Director of School Operations&lt;br&gt;Special Education Team Leader/ IEP Team Chair/Director of Special Education</td>
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<tr>
<td><strong>Personal or school-related issues that may impact educational performance</strong></td>
<td>Counseling</td>
<td>HS: Counselor → Dean of Students → Associate Principal // JHS: Counselor or Assistant Principal</td>
<td>Counseling Department Chairperson/ Special Education Team Leader</td>
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<tr>
<td><strong>Student Records</strong></td>
<td>Content/Availability&lt;br&gt;Special Education Records</td>
<td>Counselor</td>
<td>Counseling Chairperson&lt;br&gt;Special Education Team Leader</td>
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<tr>
<td><strong>Student Progress</strong></td>
<td>Classroom issues: grades/academic concerns; pupil/teacher relationships</td>
<td>Classroom Teacher</td>
<td>Counseling Department Chairperson&lt;br&gt;Assistant or Associate Principal/ Principal</td>
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<td><strong>Scheduling</strong></td>
<td>Placement/programs: schedules, placement, college/postgraduate admissions, career planning</td>
<td>Counselor</td>
<td>Counseling Department Chairperson&lt;br&gt;Assistant or Associate Principal/ Principal</td>
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<tr>
<td><strong>Learning Concerns</strong></td>
<td>Regular Education and Special Needs</td>
<td>Counselor/Special Educator</td>
<td>Counseling Department Chair/ Special Education Team Leader</td>
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<td><strong>Curriculum: course content</strong>&lt;br&gt;Placement: policy information and advice&lt;br&gt;Approval for credit</td>
<td>Departmental</td>
<td>RDL (Regional Department Leader)&lt;br&gt;JHDL (Junior High Department Leader)</td>
<td>Assistant Superintendent for Teaching and Learning</td>
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<td><strong>Health</strong></td>
<td>Medical Issues</td>
<td>School Nurse</td>
<td>Chairperson of Nursing</td>
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<td><strong>JH Athletics</strong>&lt;br&gt;<strong>HS Athletics</strong></td>
<td>Schedules / Team Activities</td>
<td>Coach</td>
<td>Athletic Director</td>
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<td>Assistant Superintendent for Teaching and Learning</td>
<td>Superintendent</td>
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<td>Systemwide</td>
<td>Counselor/Special Educator</td>
<td>Counseling Department Chairperson&lt;br&gt;Director of Special Education</td>
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<td><strong>Online Emergency Card</strong></td>
<td>School-related</td>
<td>Principal</td>
<td>Information Management Specialist</td>
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</tbody>
</table>
Any concern should be directed first to the teacher, counselor or principal, using the charts provided inside. Should further information and assistance be needed, the following directory may be used. Call (978) 264-4700 to reach all departments.

**ELEMENTARY CONTACTS**

| Curriculum Coordinators: Heather Haines – PreK-6 |
| Mathematics; Peggy Harvey – PreK-12 Digital Literacy; Jean Oviatt-Rothman – PreK-6 Science; Sharon Ryan – PreK-2 Literacy/Social Studies; Dora Sanchez, Gr. 3-6 Literacy/Social Studies |

| SPECIAL SUBJECTS |
| Reading Specialists: Kerry Cusick, Danielle Healy, Amanda Montero, Amy Omo, Ann Marie Pastor, Noel Powers, Maureen O’Brien |
| Art Teachers: Eileen Barnett, Melissa Mastrolia, Celia Knight, Heidi Kupferman, Allyson Simes, Beth Warner |
| Music Teachers: Peter Broggi, Margie Callaghan, Marlee Cassel, Kerrin Stewart, Kim Ward, Christine Wysokowski |
| Physical Education Teachers: Kathleen Ammundolia, William Chan, Robert Gutimette, Peter Knowles, Mary O’Brien, Jill Reed |
| Special Education Staff: Check with each building |
| ELE Staff: Check with each building |

**BUILDING LEADERS**

Blanchard School Principal: Dana Labb
Blanchard School Assistant Principal: Leigh Whiting-Jones
Conant School Principal: Damian Sugrue
Conant School Assistant Principal: Abigail Dressler
Douglas School Principal: Christopher Whitbeck
Douglas School Assistant Principal: Jenna Larrenaga
Gates School Principal: Lynne Newman
Gates School Assistant Principal: Priscilla Kotyk
McCarthy-Towne School Principal: David Krane
McCarthy-Towne School Assistant Principal: Matt McDowell
Merriam School Principal: Juliana Schneider
Merriam School Assistant Principal: Bryant Amitrano

**PROGRAM MANAGERS**

Counseling Services: Hilary Bonnell, Chairperson
Psychological Services: Heather Stouch
Interim Special Education Director: Deborah Dixson
IEP Team Chairpersons: Valery Gransewicz (Douglas, Gates), Renee Limauro (McCarthy-Towne, Merriam); Barbara Maglione (Blanchard, Conant)
Preschool Services: Joseph Gibowicz, Early Childhood Coord.
English Language Services, PK-12: Maryann Young, ELE Chair.
Nursing Services: Diane Spring, Chairperson
Visual Arts: Leo Mueller, Director
Performing Arts: George Arsenault, Director
Physical Education/Health: David James, Director
Athletics: Steve Martin, Director
Summer School: Jessica Carrabellaise, Director
Out-of-District Coordinator: Matthew Kidder
Coordinator of Food Services: Kirsten Nelson

**SECONDARY CONTACTS**

| Department Leaders at the High School |
| English Language Arts: Dianne Telick |
| Mathematics: Bill Noeth |
| Science: David Baumritter |
| Social Studies: David Green |
| World Languages: Sinikka Savukoski |

| Junior High Department Coordinators |
| English Language Arts: Christine Bryan |
| Mathematics: Heather Haines |
| Science: Elizabeth Broadwater |
| Social Studies: Kellie Carter |
| World Languages: Jean Diesso |

**BUILDING LEADERS**

High School Principal: Larry Dorey
High School Associate Principal: Beth Baker
High School Associate Principal: Maurin O’Grady
High School Dean: Fred Hohn
High School Dean: Michael Csorba
Junior High School Principal: Andrew Shen
Junior High School Asst. Principal: David Lawrence, Gr. 8
Junior High School Asst. Principal: Jim Marcotte, Gr. 7
Junior High School Asst. Principal: Allison Warren

**PROGRAM MANAGERS**

Counseling Services: Todd Chicko, Chairperson
Psychological Services: Susan Root, Chairperson
Interim Special Education Director: Deborah Dixson
English Language Services, PK-12: Maryann Young, ELE Chair.
ABRHS Special Education Team Leader: Susan Bohmiller
RJGrey Special Education Team Leader: Tara Kirovis
Nursing Services: Diana McNicholas, Chairperson
Visual Arts: Leo Mueller, Director
Music/Performing Arts: George Arsenault, Director
Physical Education/Health: David James, Director
Athletics: Steve Martin, Director
Summer School: Jessica Carrabellaise, Director
Out-of-District Coordinator: Matthew Kidder
Coordinator of Food Services: Kirsten Nelson

**CENTRAL OFFICE**

| Marie Altieri, Deputy Superintendent |
| Deborah E. Bookis, Assistant Superintendent for Teaching and Learning |
| Dawn G. Bentley, Ed.D., Assistant Superintendent for Diversity, Equity and Inclusion |
| Peter Light, Superintendent of Schools | plight@abschools.org |
| David Verdolino, Director of Finance |
| Amy Bisiewicz, Director of Educational Technology |
| John D. Head, Director of School Operations |
| Erin Bettez, Director of Community Education |