



**Acton-Boxborough Special  
Education Parent Advisory Council  
Board Meeting - Wednesday,  
January 13, 2010**

**MEETING MINUTES**

- I. Call to Order – Nancy Sherburne called the meeting to order. The following Board members attended the meeting: Bill Guthlein, Nancy Sherburne, Caroline Jarvis, Sasha Stavsky, Lynne Zawada, Valerie Ryan. Also in attendance were Pupil Services representatives Matt Kidder and Julie Towell and School Committee members Mike Coppolino and Xuan Kong.
- II. Approval of September and November 2009 Minutes – It was noted that the September minutes had not been approved at the November meeting due to lack of a voting quorum. The September minutes were reviewed and a motion was made to approve them. That motion was seconded and the minutes were unanimously approved. The November minutes were reviewed. A question was asked about the home log section, specifically what RCS is. The reply was that RCS is an abbreviation for the consulting group Realizing Children’s Strengths. Julie stated that the district uses them for specific cases and staff training. A motion was made to approve the November minutes. That motion was seconded and the minutes were unanimously approved.
- III. Organizational/Business Issues
  - A. Need for monthly PAC meetings – Nancy stated that she and Bill agree that there is a need for more frequent business meetings. There was general agreement among the group that monthly business meetings would be useful. Monday, Tuesday, and Wednesday were thought to be the most convenient evenings. It was noted that in February we have scheduled a Federation presentation so a separate meeting will be scheduled.

**Action Item – Nancy/Bill schedule February business meeting.**
  - B. Update on 501c3 process and proposed PAC by-law changes – Sasha updated the group regarding the requirements of obtaining 501c3 status. Sasha stated that the organizational by-laws must stipulate what the funds will be used for. Sasha pointed to two examples of by law language by groups with 501c3 status. The Groton Dunstable SpEd PAC had by-laws with general language while the California Garden Clubs had very specific language. Examples of language necessary for 501c3 status in by-laws include statements that members will not be reimbursed for services and members will not lobby for political offices. Sasha recommended that the PAC obtain the services of a professional to rewrite the by-laws and to

make sure that legal documents are in place. It was pointed out that once the 501c3 status is filed it would need to be submitted to the Attorney General's office. The fee for 501c3 status is based on projected short-term revenue and would be \$300.00 for the PAC. An additional filing fee of \$50.00 would be charged by the Attorney General's office. Nancy mentioned the importance of adding a statement in the by-laws referencing Robert's Rules of Order as a guide to govern meeting proceedings. It was agreed that this was a good practice for the PAC to adopt into the by-laws.

**Action Items: Sasha to follow-up on finding a professional to re-write the by-laws and ensure legal documents are in place.**

C. PAC Priorities for 2009 Survey Follow-up – Two priorities were discussed as follows:

- i. Autism Parent Focus Groups – Nancy noted that Liza has proposed 4 forums with the parents of children on the autism spectrum in response to the survey results for this subgroup. The forums have been scheduled for January and February. Three of the forums are designed for in-district parents and are grouped by the children's ages – pre-k-2<sup>nd</sup> grade; grades 3<sup>rd</sup> -6<sup>th</sup>; and grades 7<sup>th</sup>-12<sup>th</sup>. The fourth forum is designed for out-of-district parents. All parents of autism spectrum children are invited to attend any of the forums, however. Nancy and Bill will meet with Liza this week to formulate questions and discuss format.
- ii. Bullying Task Force – Nancy mentioned that the task force met recently and that the four sub-committees continue to meet. Nancy noted discussions surrounding legal underpinnings about search and seizure and reasonable grounds to pursue investigation of reported incidents. One potential conflict surrounds anonymous reporting and legal credibility of those reports as a basis for pursuing investigations. The value of facilitating anonymous reporting was not disputed, as there are other benefits –e.g. increasing school staff awareness of issues – even if the reports are not legally viable. The task force has brought up the idea of providing handbooks detailing what the district is able, and unable, to do depending on how an incident is reported. Nancy mentioned that a written report covering task force proceedings would be available within the next few months. One of the goals for the PAC outside of the task force is to identify resources for parents and post information on our website.

**Action Item: Nancy/Bill meet with Liza regarding Autism Forums.**

D. Special Education Cost Savings Proposal – Nancy compiled a list of cost saving ideas discussed by the PAC board and has shared the list with Liza. Nancy proposed sharing the list directly with Steven Mills as well. The

full list was e-mailed to PAC Board members; Pupil services administration, Mike, and Xuan prior to the meeting. Additional copies were provided at the meeting as well. A discussion took place regarding several of the items on the list as follows:

- i. Shift district practice to accepting recommendations from quality Independent Education Evaluations (IEEs) – It was pointed out that other districts, such as Concord, routinely accept outside evaluations. Several suggestions were made during with regard to this goal:
  1. Determine the number of times internal vs. external evaluations are conflicting
  2. Provide a set of guidelines for acceptable evaluations
  3. Define conditions for either accepting or rejecting outside evaluations
  4. Define patterns/conduct a study of rejected vs. accepted cases

Nancy pointed to the amount of feedback she consistently receives from parents. Parents state that IEEs - performed by highly respected professionals – are seemingly ignored and their children do not receive the services recommended. Comments were added pointing out that the district does not provide explicit verbal or written explanations for disregarding the outside evaluations. Matt stated that the district is obligated to consider the results and the process for doing so is to have a Team meeting. Matt went on to say that from the district's view the recommendations may be aligned with the diagnosis but be counter to the whole child based on performance in the school setting. Nancy pointed out the need for the district to strive for consensus among Team members. There was general agreement that it is likely the children with more complex needs are the ones who receive outside evaluations such as neuropsychological exams. It was mentioned that a potential solution might be for the district to implement recommended services until the results of their own testing comes in if the recommendations are in question. Mike suggested that the issue be pushed forward to the next level as soon as possible. It was suggested that Dr. Mills be invited into the discussions.

- ii. Streamline IEP development process – Nancy pointed out that progress had been slow. The Technology Task Force had only met two times in the past few years.
- iii. Increase the use of IEP Amendments –The time saved by the district and parents (who have to compare the revised IEP to the old one line by line) would be very valuable. Savings in paper and copying would also be realized.
- iv. Increase teaching of special education students by qualified teachers vs. assistants – beneficial in terms of progress vs. remediation.

- v. Other recommendations were briefly mentioned. These include:  
Move more of special education responsibility/decision making to school principals; Hire dual-certified teaching staff (qualified to teach regular and special education); Increase collaboration between regular and special education staff.

Mike suggested we ask Liza to comment on each recommendation. Bill asked if Mike would be willing to find a time to speak to the PAC about what his thinking is on special education cuts. Mike deferred to Dr. Mills and staff. Nancy emphasized the importance of letting the school committee know that the first line of cuts have already directly impacted teaching time for special education children because the assistants – whose hours have been cut - are teaching the special education children directly. Bill pointed to the Student Growth Model now being employed in MCAS data interpretation as a way for the school committee to determine the effectiveness of the special education programs. Mike agreed that this was a good model.

**Action Items: 1. Bill send Mike the Student Growth Model presentation given to the Lexington School Committee. 2. Nancy to get input from Liza on the cost savings recommendations and forward the information to Mike.**

- E. Special Education Parent Handbook – Multiple other priorities have taken precedence. However, examining the newest changes planned for the Federation Handbook will be useful as we work on our version. Mike suggested setting a reasonable deadline.  
Note: Nancy took this opportunity to mention that she has been invited to sit on the Mass PAC Board.
- F. Upcoming presentations – Caroline shared with the group a presentation opportunity on the subject of Sensory Integration (SI). Caroline made contact with Debbie Bauch, M.S., OTR/L. Ms. Bauch is a Clinical Director of the Astra Foundation. Caroline discussed Ms. Bauch's considerable expertise in sensory integration and processing issues in children, as well as her background in early intervention. Ms. Bauch has agreed to present the workshop and provide packets at no charge to the PAC. It was agreed that this would be a desirable speaker for PAC membership. The Transition Workshop by the Federation of Children with Special Needs scheduled for February 10<sup>th</sup> was mentioned, as were several additional relevant presentations sponsored by other groups but held in the area. A discussion regarding finding a speaker with expertise in the area of ADHD also took place. Val had looked into scheduling Ned Hallowell but it was largely agreed that the fee, even at the reduced rate of \$2,500, seems cost prohibitive at this time. There were also concerns that

the presentation might market the Hallowell Center in part. Other speakers with expertise in ADHD will be investigated.

**Action Items: 1. Caroline to schedule SI Presentation with Debbie Bauch (Val will assist in securing location and equipment); 2. Val to investigate ADHD speakers**

- G. Task Force Meeting – regarding technology use in IEP development and IEE incorporation. It was mentioned that another meeting would be timely.

**Action Item: Matt to send dates to Nancy regarding next meeting**

- H. Budget Update – Nancy mentioned some of the ideas currently being considered by Dr. Mills. The ideas include: Re-framing FTEs so that two part-time employees could be considered one FTE; increasing class sizes to 31-40+ at some schools (e.g. Minuteman Tech; the Jr. and Sr. High schools); and cutting staff. Nancy expressed the need to get the information out regarding the seriousness of the proposed cuts. Mike cautioned the need to wait until we get numbers from the state. Julie stated that some information would likely be detailed in tomorrow's paper. Bill mentioned the idea of borrowing money and paying it back when student population numbers decrease (a decrease in numbers is projected by the school committee). Bill expressed concern that the current student body is carrying the full burden of the budget crisis and its potential long-term impact.

Note: Nancy encouraged the group to attend the full-day budget workshop scheduled for February 6<sup>th</sup>.

- IV. Adjournment – A motion was made to adjourn the meeting. The motion was seconded and unanimously approved.
- V. Next Meeting – General PAC meeting February 10<sup>th</sup> at 7:00 in the Junior High Library – Federation for Children with Special Needs workshop entitled 'Transitions 101, High School to Adulthood' is scheduled.

*Respectfully submitted by Valerie Ryan, Secretary.*