

## **Agenda & Minutes for WAYNE SEPAG**

**Meeting Time/Location: 11/20/17, 9:30 a.m. Preakness School, Room 9**

**Members Present:** Isabel Swelam-SEPAG Coordinator, Tina Koehler-APT, Jen Graf-GWHS, Alifya Chenni-JFK, Debbie Mazzie-Packanack, Celeste Levine-Pines Lake, Hali Goldfine-Wayne Hills, Lisa Minervini-WSPA, Kristy VerHage-WSPA, Debra Strauss, Director of Student Support Services, Jennifer Varano-Asst Prin. Secondary SSS, Patty Monaco-Asst Principal, Pre-K & Elem. SSS

**Others Present:** Suzanne Koransky, Supervisor of Health Services, Sheryl Centrelli, Assistant Director Consultant

**Next Meeting: February 8, 2018 Preakness School, Room 9**

<b>Agenda Item</b>	<b>Person Initiating</b>	<b>Summary of Discussion/Task List</b>	<b>Action Decision</b>	<b>Person to Follow-Up</b>	<b>Target Date Completion</b>
SEPAG Mission Statement "Draft"	SEPAG Coordinator	There is currently no mission statement for Wayne SEPAG	E-mail of "Drafted" mission statement to SEPAG members for revision and approval	SEPAG Coordinator	Upon e-mail approval can be used on SEPAG website then added to by-laws by next meeting
SEPAG "Suggested" Goals	SEPAG Coordinator	Goals can be suggested by anyone along with input from district and their goals	Goals will be collected by parental input, district input and develop consensus for goals for school year.	SEPAG Coordinator	Next meeting
SEPAG Website	SEPAG Coordinator	Website not updated, needs attention, information for parents, and beautification	SEPAG Coordinator will send documents, design, and minutes to Patty Monaco, district rep. to be uploaded on web page in a timely fashion.	Asst Principal, PreK & Elementary Director of SSS	As soon as possible
Parent Survey	SEPAG Coordinator	Create a new needs assessment survey to be district-wide can include parents, teachers, staff (maybe students?)	Needs to be further discussed re: questions, target populations, etc.	SEPAG	Next meeting

<b>SEPAG Input</b>	<b>SEPAG d School Rep.</b>	<b>SEPAG meetings were bi-monthly but have been decreased to three instead of five had 1 evening meeting</b>	<b>Director of Special Services will look into adding additional meetings (one Tuesday evening?) if possible</b>	<b>Director of SSS</b>	<b>After consideration, no additional meetings are possible this school year.</b>
<b>SEPAG Input</b>	<b>SEPAG School Rep.</b>	<b>What is the policy or practice of paraprofessional communication with parents?</b>	<b>Director of SSS will get information</b>	<b>Director of SSS</b>	<b>Director of SSS shared w SEPAG Coordinator, it is a practice noted in Paraprofessional Handbook</b>
<b>SEPAG Input</b>	<b>SEPAG School Rep.</b>	<b>Suggested having a student on the SEPAG to provide input on services and programs.</b>	<b>Further discussion is needed on this topic but it has merits.</b>	<b>Director of SSS &amp; SEPAG</b>	<b>After consideration, director will not present at any meeting with a student rep.</b>
<b>SEPAG Input</b>	<b>SEPAG School Rep.</b>	<b>Unclear as to what topics or issues to address SEPAG</b>	<b>Will distribute SEPAG SPAN manual link, will also highlight topics and send via email</b>	<b>SEPAG Coordinator</b>	<b>As soon as possible this month-completed Nov. 24</b>
<b>SEPAG Input</b>	<b>SEPAG School Rep.</b>	<b>How to report issues as a school representative</b>	<b>Always protect confidentiality, report only systemic issues not personal to SEPAG coordinator via email to be presented to Director of SSS in pre-planning next meeting</b>	<b>SEPAG Coordinator</b>	<b>Immediately</b>
<b>SEPAG Input</b>	<b>SEPAG School Rep.</b>	<b>Screening of students with dyslexia too late by 3<sup>rd</sup> grade. Can use early detection software.</b>	<b>Director of SSS will look into this matter. SEPAG Coordinator will also check district policy and relay info.</b>	<b>Director of SSS and/or SEPAG Coordinator</b>	<b>District Policy info based on education law on Dyslexia sent via email to members on 11/24/2017, advise parents to go on NJ Dept of Ed website</b>

<b>SEPAG Input</b>	<b>SEPAG School Rep.</b>	<b>How to receive feedback from parents on systemic issues.</b>	<b>Parents can speak to rep. directly or via email, then e-mailed to SEPAG coordinator Read SEPAG Guidelines</b>	<b>SEPAG Coordinator</b>	<b>On-going</b>
<b>SEPAG Input</b>	<b>SEPAG School Rep.</b>	<b>Rep. would like to have a “parent-only” meeting for SEPAG school reps</b>	<b>Based on “new” SEPAG Guide parents can have different types of meetings such as a “parent forum” Further input from all parent members for interest in having such a meeting.</b>	<b>SEPAG Coordinator</b>	<b>As soon as possible</b>
<b>District-Input STARS</b>	<b>Asst Principal, Secondary SSS</b>	<b>3 additional Elementary Schools now have STARS, began in Randall Carter this year. Consideration for an after school program at Wayne Valley by next year</b>	<b>Plan to establish STARS after school program in Wayne Valley</b>	<b>Asst Principal, Secondary SSS</b>	<b>For School year 2018-2019</b>
<b>WSPA Input</b>	<b>WSPA Representatives</b>	<b>Workshop for Out of District Parents on November 29, Check website for more parent workshops; Hidden Dangers (POAC) 1/9/18,</b>	<b>Ask for volunteer for SEPAG during ODD Workshop. Contact SEPAG Coordinator</b>	<b>WSPA &amp; SEPAG Coordinator</b>	<b>As soon as possible</b>
<b>District-Input New Director of Student Support Services</b>	<b>Director of SSS</b>	<b>Introduction, stressed the importance of confidentiality, focus on systemic issues, expressed eagerness to be collaborative &amp; cooperative, provided district informational</b>	<b>Provide a clear, chain of communication for parents re:special ed issues, student concerns, will work with SEPAG Coordinator on future agenda items to be collaborative and more</b>	<b>Director of SSS &amp; SEPAG Coordinator</b>	<b>Prior to next meeting</b>

		sheet and a topics list for further discussion	cohesive, collect reps concerns/focus topics prior to next SEPAG meeting		
District Input Director of SSS	Director of SSS	How to recruit new members to represent vacancy at schools	PTO, Child Study Team can recommend parent, parent outreach asking for volunteers on those vacant school sites, send contact info of any new assignment to SEPAG Coordinator	Director of SSS	As soon as possible
District Input Director of SSS	Director of SSS	Para Training: Safe Schools	Provide more information to parents on program, as well as para training schedule for the school year	Director of SSS	Paraprofessionals met training hours via Safe Schools, request info on type of training received by next meeting.

<b>Possible Agenda Items for Next Meeting:</b>	<b>Odds and Ends List Next Meeting Date</b>
<ol style="list-style-type: none"> <li>1) Paraprofessional Handbook-re: Communication to Parents (what can/cannot be shared to parents?)</li> <li>2) How do parents get communication regarding their non-verbal child school daily functions/behavior etc?</li> <li>3) SEPAG Goals</li> <li>4) How do we get input from students of special needs?</li> <li>5) District-wide Special Services Survey for Feedback (glows/grows)?</li> <li>6) Final approval of Mission Statement to be added to by-laws</li> <li>7) Information on Safe Schools Para Training</li> </ol>	