

**Billerica Parent Advisory Council for Special Education
Executive Board Meeting
Meeting Minutes for October 30, 2006**

Location: Billerica Public Library

Board Members in Attendance: Joanne Barry, Chair; Priscilla Aufiero, Secretary; Donna Gadbois, Contact Person; Michele DeParasis, Treasurer; Gina Maniscalco, Public Relations

This meeting was scheduled to give everyone a chance to meet the new board members. The following topics were discussed.

Joanne reiterated to the board members that if anyone should feel overwhelmed with their position to let us know. This is a team effort and we are all in this together. Asking for help is okay.

Special Education Meetings: Currently we meet monthly with Dr. German and Tom Walsh at 11:00 AM on Tuesday, but this day and time doesn't work for the majority of the board members. Joanne will check to see if a Monday or Wednesday at 4:00 PM will work for Dr. German and Tom Walsh. Carol will then update our Web site with the new meeting time.

Emails: Joanne asked the board members to respond to internal PAC board member emails by using the "reply to all" button. This way we can get everyone's feedback and keep the lines of communication open to all of us.

Parent Handbook: A discussion took place on the use of the Town's grant funds received to complete a parent handbook. Michele DeParasis suggested that we have the handbook accessible in a PDF file that could be downloaded from our Web site. We could also have a copy at each school, the Special Education Department, and at the Public Library. Carol Rose currently has all the information related to what has been accomplished to date.

Holiday Tree: The PAC theme this year for the public library holiday event will be Halloween. Some of us will look for Halloween them items to be placed on the tree. Donna Gadbois reported that a parent donated \$20 any towards items that we may need.

School Committee Meetings: Joanne will ask Fran to email Carol Rose if a School Committee meeting is changed so that she can update the PAC Web site.

Got Books Fundraiser: Joanne will talk with Dr. Serio to discuss a permanent spot at each school to keep the Got Books collection bin year round.

Special Education Department: Joanne will call Dr. German tomorrow to set up a meeting about the Got Books letter and the kindergarten screening process.

Guest Speaker: Joanne will get in touch with Dr. Dey, Neuropsychologist, to confirm her presentation scheduled for Tuesday, December 5, 2006 at the Billerica Memorial High School Lecture Hall.

Public Relations: Gina Maniscalco was given an updated list of email contacts to advertise our meetings (MassPAC, Lowell Sun Newspaper, Billerica Minuteman, BATV).

MCAS: We discussed a newsletter that was sent to parents from the Marshall Middle School that stated AYP was not met due to special education students not passing MCAS.

Apple Project: We discussed the Apple Project workshop that some of the members attended last week. Michele will work on a letter for all principals inviting them and their staff to our next PAC meeting on November 16th. Donna and Carol will help Michele if needed.

Joanne welcomed to our newest PAC Board members.

Priscilla Aufiero will type and send out minutes for the September 21st meeting to all board members for the review. She will also compile a list of all board members and their contact information and email this information to each member.

Joanne will write the PAC minutes from October 10th meeting with Special Education Director, October 10th General Meeting and the October 19th General Meeting, and tonight's meeting and forward them to Priscilla for typing and PAC Board member review.