

**PVCICS SEPAC Meeting
June 8, 2016**

Present:

Diane Preston, SEPAC Chair

Kathy Wang, Principal

Rose Carr, Special Education Administrator (part of the meeting)

Various parents

Meeting called to order at 9:10 AM by Diane Preston

New agenda item (public comment) -- Staff changes for 2016-2017

Dr. Cindy Burch is not returning after the summer. The school is advertising for a new school psychologist. Additionally, Shaleen Driscoll, guidance counselor for grades 3rd-6th, will be out for maternity leave for part of the next school year. The new psychologist position will include assessments for all grades. The allocation of counseling resources among grades is yet to be determined and may depend on who is hired. The SEPAC is very interested in how the new position and staffing will be structured for the next year.

2016-2017 Meeting Schedule

Meeting times for summer and the 2016-2017 academic year were discussed. It was decided that alternating morning and evening meetings would provide parents with more flexibility to attend. For the next school year, meetings would be held every two weeks, with one 9AM and one 5:30PM meeting per month. Meetings will be primarily for members unless staff is requested to attend. Typically, staff will attend morning meetings during school hours.

For summer, the building is open in the morning but could be accessed in the evening with notice. The SEPAC will schedule a few meetings in July.

Flyers for Summer Registration Materials

The Chair will create a flyer with the upcoming meeting schedule to include in 2016-2017 registration packets to be mailed to families in June. The deadline to include materials in the registration packets is June 24th.

End-of-year Survey

The Chair distributed a draft “Special Education Parent Satisfaction Survey” for parents of students in special education, with 504 Plans or receiving RTI services. The survey contained 28 statements with multiple choice answers of Agree, Disagree or N/A, and each is followed by a comment box. Various suggestions and edits were made to the questions. An additional response choice of “Neither Agree nor Disagree” was added to the response choices.

It was suggested that the title clearly state that the intended respondents are not all parents but only parents of students with disabilities or receiving services; otherwise, it may be confused with the general school satisfaction survey for all parents to be sent soon.

The revised survey would be made available on Survey Monkey by Monday, June 13th. Kathy Wang will send an email to the entire school with a link to the survey when it is available. Additionally, a PDF file that could be printed and completed manually would be made available to those who do not wish to complete an online survey. Hard copies could be mailed to the Chair at her home address. Obtaining a PO Box was briefly discussed, but the SEPAC does not have a budget for the expense.

Responsive Classroom

Staff was initially trained in Responsive Classroom from Turners Falls approximately 10 years ago. The training of new teachers is done internally each year by PVCICS staff. No outside trainers from Responsive Classroom conduct training and PVCICS staff does not go off-site for training.

There is no single point person at PVCICS responsible for implementation, review and training of Responsive Classroom.

Only portions of the Responsive Classroom approach can be used at PVCICS due to language limitations and translation to Chinese. Some aspects that are used at PVCICS:

- First six weeks of class are used to establish routines,
- Daily morning meetings are held in K-5 classes,
- “Take a break” locations are in each K-5 classroom,
- Each K-5 class has a corresponding “Buddy” classroom,
- Positive language is used with terms in English and Chinese that transfer linguistically for consistency in both classrooms, and
- “Apology of Action” is used as a self-reflective methodology.

The staff training schedule provided by the administration to the Family Association shows “Classroom Management - Responsive Classroom & Positive Discipline” training occurred on October 14th for Chinese teachers in K-5 and on October 21st for Chinese teachers in grades 6-11. The meeting attendees did not know who conducted the training in October.

Kathy Wang said that grades 6-11 do not use Responsive Classroom.

The High School is reviewing the possible use of a “Restorative Justice” program. It has not been decided whether this program will be implemented.

Behavioral supports used by the school include Second Step. It is unclear who will be responsible for implementation and review of Second Step after the departure of Dr. Burch and Ms. Driscoll’s absence.

Initiatives for SEPAC and Staff Collaboration

The SEPAC would like to form a small group of SEPAC members and school staff to collaborate regarding implementation and review of new and existing programs, particularly behavioral supports and behavior management approaches. Such a group may include a new psychologist, counselors, and other staff responsible for choosing programs and training teachers. There would be separate groups for different grade levels as appropriate.

504 Plan Handbook

Rose Carr said that she had completed the 504 Plan Handbook for use by the guidance counselors and other staff, and the SEPAC could obtain a hard copy from Kathy Wang in the school office. (The Handbook is not available electronically due to formatting issues.)

The meeting adjourned at 10:15 AM.