SEPAC Meeting Minutes  
Wednesday, November 27, 2018  
Berlin Memorial School, Berlin

In attendance:  Kerry Lavallee, Judy Vaillancourt, Esther Rhatigan, Rochelle Peret, Jessica Meltzer, Susan Henry, Karen Groccia, Karen Molnar, Jannel Fitzpatrick

General Meeting (7:10pm)

Minutes: Esther Rhatigan
- October minutes approved through a variety of methods
- An email will be used to announce minutes are ready, rather than Facebook Messenger
- Approvals will be marked in the documents as previously done
  o If this results in multiple files with the same name, Esther will consolidate into one file

Membership: Esther Rhatigan
- Members who signed up online are not accounted for in spreadsheets
- Rochelle may know where to find list of those who signed up online
- Best estimate after first go through is that there are ~84 members
  o Further work will be done to improve accuracy
- Next month we can review the web site on the big board in Tahanto
- There is no need for separate tabs in the spreadsheet.
  o Esther will merge into one as part of the improvements
- We will be removing the Yahoo group
- Once we have the membership list a bit more settled, we will email all to confirm they wish to remain on the list

Financial Report: Kerry Lavallee
- $823.39 = current balance

Communications: Rochelle Peret and Jessica Meltzer
  o No messages this month

Public Relations: Karen Groccia
- PR for meeting
- Yearbook ad submitted
- Picked up for The Item two weeks in a row
- Still needs Matt’s help assigning official email addresses

Pupil Personnel Services: Karen Molnar
- Bridges up and running
  - Good year to start – keeping kids in district who would have had to go out
  - Looking at how the program will move with the population
- Preschool population shrinking
  - Looking at pros and cons of moving Boylston preschool back to BES
- Budget is in process
  - Because of regionalization it will be later this year, as the school committee needs to change on paper
  - New school committee = same members under new organization

Old Business:

Fund Raiser –
- Most purchases from open houses
- We’ll see how dine-in night goes
- No deposits since 10/4/18
  - Funds were waiting to have shipment declared
- $325 deposit pending (the funds requiring shipment)
- ~$1190 in total sales = We get ~$240
- Closing Friday
- Order will be placed Monday
- Schedule Dine-In
  - Last week of January/first of February
  - Possibly two dine-in nights
  - Aim for January
  - Ro will talk with Brianna or Best Buddies about avoiding conflict
  - Kerry chose 1/24/19 and Thursday
  - Do we want to have a raffle or gift baskets?
    - KG is willing to assemble
    - Look for donations
      - Photography session with photo frames
      - Self care/Massage
    - Ask membership about donations
    - Themes?
      - Baking baskets
      - Chachkis
      - Movie night
      - Lego
    - 50/50 raffle
      - Do you need permission from the state lottery commission?
o Don’t have to be there for SEPAC to win

There was a brief conversation about whether or not to keep the SEPAC Facebook account, as it often is confused with the page

o Keeping it for now

PCP –
  - Esther to send Rochelle PCP info and Cheryl’s bio
  - West Boylston has not confirmed yet

Karen will add a question to her survey about changing the start time of our meetings.

Side topic -
  - Suggestion – Provide list of groups at Tahanto that kids can join
  - Karen will look into having the late bus at a later time, so all clubs will be covered

NISW –
  - Rochelle to contact art teachers

EOY draft
  - On Google for review

New Business:

Scholarship
  - Need to wait to Texas RoadHouse funds then review and determine in December

Domain Name renewal
  - Karen G. to look at when it needs to happen

Town Meeting Req Issues
  - Rochelle created generic agenda to send
  - Jessica sent wording for agenda to Rochelle at meeting

School Meeting Reports
  - Kara Ekstrom had no updates for Rochelle
  - No other meetings attended this month

BES School Council
M/S/P to adjourn 8:35 p.m.  Meeting adjourned.

Submitted by Esther Rhatigan

Approved:

_RP_Rochelle Peret, Co-President  _JM_Jessica Meltzer, Co-President
___Karen Groccia, Vice President    ____Kerry Lavallee, Treasurer
___Esther Rhatigan, Secretary