



**WOBURN SPECIAL EDUCATION
PARENTS' ADVISORY COUNCIL**
THE HEART AT WORK.....

Notice is hereby given that the **Woburn Special Education Parent Advisory Council (Woburn SEPAC)** will conduct a:

Meeting: Open Meeting

Time: 7:00-8:30pm

Date: Tuesday, May 8, 2018

Location: Joyce Middle School Library, 55 Locust Street, Woburn, MA 01801

Agenda: as follows –

- 1) Welcome
- 2) Elections
 - a. Treasurer
 - b. Secretary
- 3) Treasurer's Report
- 4) Review of Minutes from April Meeting
- 5) Review of Changes to Bylaws (See Appendix A.)
- 6) Update on Woburn Recreation Department's Open Meeting on Adaptive Programming
- 7) Honors and Appreciation Planning
- 8) Conversations with Woburn Public School Administration
- 9) SEPAC Response to SEEM and DECE Reports
- 10) Old Business
- 11) New Business
 - a. Dates and Topics for Next Year's Meetings
- 12) Adjourn

Contact Information:

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Appendix A

Proposed Changes to Bylaws

1. Article III. Purpose of the Woburn SEPAC

Additional language proposed for Article III, point number 2.

Current language:

“Meet regularly with school officials (Director of Special Education, School Committee, etc.) to advise and participate in the planning, development, and evaluation of the district’s special education programs [603 CMR 28:07(4)]....”

Voting on proposed change to add “school administrators” to list of school officials:

“Meet regularly with school officials (Director of Special Education, School Committee, **school administrators**, etc.) to advise and participate in the planning, development, and evaluation of the district’s special education programs [603 CMR 28:07 (4)]....”

2. Article IV. Terms of Membership

Change in document formatting for this section proposed:

Voting on proposal to correct format to match the rest of the document: “1, 2, 3” list instead of “a, b, c.”

3. Article IV. Terms of Membership

Additional language proposed for Article IV, point b, 4th bullet

Current language:

“...and who has attended at least two (2) previous meetings of the Woburn SEPAC during the past twelve (12) months before the date of the vote.”

Voting on proposed change to add “in their entirety” to the description of the two meetings:

“...and who has attended at least two (2) previous meetings of the Woburn SEPAC **in their entirety** during the past twelve (12) months before the date the motion is being voted on or election nominations are being made.”

4. Article V. Officers

Language change to title of President/Co-Chair proposed for Article V, Section Two, point #1.



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Current language:

“The President/Co-Chair shall:”

Voting on proposed change to remove “Co-Chair”:

“The **President** shall:”

5. Article V. Officers

Language change to title of Vice President/Co-Chair proposed for Article V, Section Two, point #2.

Current language:

“The Vice President/Co-Chair shall:”

Voting on proposed change to remove “Co-Chair”:

“The **Vice President** shall:”

6. Article VI. Voting/Quorum

Grammatical correction proposed for Article VI.

Current language:

“A quorum of no less than three (3) voting members must be present to constitute a meeting.”

Voting on proposed grammatical edit from “less” to “fewer”:

“A quorum of no **fewer** than three (3) voting members must be present to constitute a meeting.”

7. Article VII. Elections

Change in document formatting for this section proposed:

Voting on proposal to correct format to match the rest of the document: “1, 2, 3” list instead of full paragraphs.

8. Article VII. Elections

Change to election timing proposed for Article VII, paragraph one, sentence 1. Currently, all Executive Board terms are to end in May of every odd year, when new elections are held. To retain some historical knowledge and ease transitions, it is proposed that elections for the role of



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President continue to be held at the May meeting during odd years while elections for the for all other Executive Board positions be held at the May meeting during even years.

Current language:

“Elections shall be the first order of business during the May meeting during years ending in an odd number.”

Voting on proposed change to move elections for all Woburn SEPAC Executive Board positions, other than President, to even number years:

“1. Elections shall be the first order of business during the May meeting:

a. **During odd numbered years, elections will be held for the position of President.**

b. **During even numbered years, elections will be held for all other Executive Board positions.”**

9. Article VII. Elections

Additional language proposed for Article VII, paragraph one, sentence two to clarify current by-laws.

Current language:

“Elections shall be decided by a simple majority vote of the voting membership, subject to the presence of at least five (5) voting members.”

Voting on proposed language change to clarify that the majority vote is of the voting membership that is present at the meeting whether they vote or abstain:

“2. Elections shall be decided by a simple majority vote of the voting membership **present at the meeting**, subject to the presence of at least five(5) eligible voting members, **whether they choose to vote or not.**”

10. Article VII. Elections

Additional language proposed to allow the Executive Board to vote to assign a proxy for liaising with school administration and other official responsibilities if there is no one on the Executive Board who can absorb the duty.

Current language:

n/a

Voting on proposal of new language that would allow for the current Executive Board, when short-handed, to be allowed to vote to allow former Executive Board members to assist them.

“7. If there is no elected officer on the current Executive Board who can absorb a



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critical duty, the Executive Board may assign a proxy for that position, selecting from the pool of previous Woburn SEPAC Executive Board members who are voting members free of conflicts as detailed in Article IX and who left their role in good standing, until such time as that role can be reabsorbed by the current Executive Board.”

11. Article VIII. Meetings

Change in document formatting for this section proposed:

Voting on proposal to correct format to match the rest of the document: “1, 2, 3” list instead of full paragraphs.

12. Article VIII. Meetings

New language proposed for Article VIII, paragraph one, sentence one to clarify current by-laws.

Current language:

“Meetings are defined as any SEPAC meeting, activities, or committee meeting at which quorum is met.”

Voting on new language proposed to change the definition of meeting to only include open meetings where issues the SEPAC is advising on are being discussed.

“1. Meetings are defined as open meetings hosted by the Woburn SEPAC with agendas that have been posted at Woburn City Hall through the City Clerk’s office.”

13. Article VIII. Meetings

Deletion of language proposed in Article VIII, paragraph three because it is redundant: Elections are required every May and voting can happen at any open meeting.

Voting on proposed deletion of:

“The Woburn SEPAC shall hold an Annual Meeting of the voting members each year for the purpose of electing officers and to vote on any matter as shall be specific in the notice of such meeting.”

14. Article IX. Conflict of Interest

Changes in language proposed to clarify current language in Article IX.

Current language:



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“Any member of the Executive Board who has a financial interest in or conflict (or appearance of a conflict) with any matter pending before the SEPAC, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

Voting on proposed addition of “the Department of Special Education, Woburn Public Schools, schools or organizations that do or could support a student from Woburn/a student receiving services through Woburn Public Schools, or the Massachusetts Department of Elementary and Secondary Education, or similar group” to the list of groups with whom an Executive Board member may have

– “The Department of Special Education, Woburn Public School administration, or the Massachusetts Department of Primary and Secondary Education” has been added.

“Any member of the Executive Board who has a financial interest in, **a conflict with** (or appearance of a conflict), **or has** any matter pending before

- the **Woburn SEPAC,**
- **the Department of Special Education,**
- **Woburn Public Schools,**
- **any schools or organizations that do or could support a student from Woburn/a student receiving services through Woburn Public Schools,**
- **the Massachusetts Department of Elementary and Secondary Education, or**
- **similar group**

of such nature that it prevents or may prevent that member from acting on an issue in an impartial manner will:

- excuse him/herself **from that portion of the meeting,**
- refrain from discussion **of** and voting on said item,
- **and speaking with school administration**

until the issue is no longer a conflict of interest nor gives the appearance of a conflict, as determined by a simple majority vote of the voting membership present at the meeting.”