

**Lincoln District SEPAC
Team Action Plan**

April 11–13, 2017

Framingham, Massachusetts

Created at the APPLE Leadership Institute
presented by the Federation for Children With Special Needs

Team Members in Attendance:

- Mary Emmons
- Kelly Anne O'Connor

Marilyn Gutierrez & Jean Willoughby, Team Facilitators

Action Plan Highlights for Lincoln District SEPAC Action Plan April 13, 2017						
Key Vision Elements for 2019	SEPAC Structure and Leadership	Increased Membership & Participation	Collected Data	Collaborated with District Members	Provided Information, Resources and Supports	Increased Awareness of Student Needs
Issues & Topics to Address	Incomplete leadership structure; not enough support			Low Participation		
Top Community (C) & Team (T) Strengths	Family-oriented parents, are very involved with their kids (C)	Parents want students to be successful and happy (C)	Open and optimistic (T)	Child centered (T)		
Action Areas	Develop Outreach		Expand Leadership		Immediate Outreach Projects	
Priority Actions for 2017/2018	<ul style="list-style-type: none"> • Create Facebook page 	<ul style="list-style-type: none"> • Recruit leadership 	<ul style="list-style-type: none"> • Create newsletter 	<ul style="list-style-type: none"> • Create parent survey 		

Step 1: Vision for 2019 for Lincoln School District

What do we, as a district team, want to see in place for our PAC by 2019 as a result of our efforts?

SEPAC Structure and Leadership	Increased Membership & Participation	Collected Data	Collaborated with District Members	Provided Information, Resources and Supports	Increased Awareness of Student Needs
<ul style="list-style-type: none"> • Clear & consistent leadership structures and expectations • Full leadership structure in place • Create an administrative structure • Collaboration with admin/staff and SEPAC 	<ul style="list-style-type: none"> • Increased attendance at monthly meetings • Increase parent participation • Provide open meetings • Provide co-sponsored events 	<ul style="list-style-type: none"> • Survey parents regularly • Understand needs (parents & students) • With shared focus • Articulate areas of interest • Identify short-term objectives • Seek input regarding programmatic needs 	<ul style="list-style-type: none"> • Finds ways to include and support all stakeholders (Lincoln, Hanscom, METCO) 	<ul style="list-style-type: none"> • Create parent resources • Network of parents supporting parents • Increased awareness for Pre-Special Ed families • Regular speakers for topic discussion & information • Provide information and supports to parents • Regular newsletter with information and new resources listed 	<ul style="list-style-type: none"> • Support from entire school and town community • Engagement with staff - increased awareness

Step 2A: What current realities in our district and SEPAC do we want to address as a team?

Current Challenges

Incomplete leadership; Not enough support*	2 Campuses: Lincoln and Hanscom Accessibility	Frequent moves and deployment for families at Hanscom
Low attendance at SEPAC meetings	SEPAC structure and frequency of meetings with student services admin	Reaching all stakeholders (Lincoln, Hanscom and METCO)
Low Participation*		

***Top 2 topics, or issues to address.**

Step 2B: What strengths, as a Team and as a Community, do we have; and want to build on? (and as a district & SEPAC)

Community Strengths	Team Strengths
Very thoughtful parents	Open and optimistic*
Family-oriented parents, are very involved with their kids*	Knowledgeable
Families are open to accepting help & having discussions	Child centered*
Highly skilled staff	Caring
Manageable case loads	Curious
Parents want students to be successful and happy*	

Top 2 **Community** Strengths

Top 2 **Team** Strengths

Step 3: Possible Actions Brainstorm

What are all the possible actions we might take, as a team, to reach our Vision, given the realities in our district, PAC and our current strengths?

Develop Outreach	Expand Leadership
<ul style="list-style-type: none">• Make Facebook page***• Write newsletter**• Create Parent Survey**• Create parent to parent support• Schedule SEPAC meetings• Co-sponsor events with administration• Development of informational materials• Fundraising• Purposeful Plan to ensure accessibility for Lincoln, METCO, Hanscom	<ul style="list-style-type: none">• Have 3 business meetings a year• Create network meetings• Alternate support and business meetings• Invite Student Services to business meetings• Recruit leadership***

Step 4: Prioritizing and Following Through

What specific, realistic actions will we take, as a team, over the next 6-8 months?

1. Specific, Realistic Actions We Will Take	2. Victory Statement (our desired outcome)	3. Who	4. By When
1. Create Facebook Page <ul style="list-style-type: none"> • Understand legal implications and compliance • Create structure on Facebook • Identify SEPAC members for monitoring roles and maintenance • Invite members to join 	The Facebook page is published with active members and SEPAC oversight.	TBD (Mary B.)*	Launch in Sept. 2017
2. Recruit leadership <ul style="list-style-type: none"> • Make ad • Post ad on Facebook • Ask administration to reach out to parents personally • Make an ad for other distribution channels 	SEPAC leadership is fully staffed and functional	Kelly Anne & Mary E.	Dec. 2017
3. Create Newsletter <ul style="list-style-type: none"> • Create to fill in the “gaps” between meetings & events • Use multiple sources such as research, general ed./Sped updates, PD’s, and parent training. 	A newsletter is distributed as needed to communicate with families	Rose (distribution)	As required
4. Create Parent Survey <ul style="list-style-type: none"> • Send draft survey to Admin and Student Services • Meet with Admin and SEPAC to review, edit, & finalize • Post survey monkey • Analyze data • Create an executive summary to share outcomes • Develop actions based upon survey results • Share with community (parents, staff, School Committee) 	The survey results have been shared with the community, School Committee, Student Services and Admin.	Kelly Ann & SEPAC Board	Feb. 2018

*Kelly Anne will ask Mary B. to take the lead on this step.

Bike Rack Items

(To record ideas, topics and/or issues to be addressed that were not directly relevant to the Action Plan but need follow up.)

Topic or Issue	Who	By When & Where
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•		
•		
•		