

Bridgewater-Raritan SEA Advisory Group - Meeting Minutes

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| Date of Meeting: | January 22, 2019 |
| Time of Meeting: | 7-8:30pm Wade Administrative Building, Bridgewater, NJ |
| Minutes Prepared By: | Holly Diglio |

1. Purpose of Meeting

1. Identify SEA is a special education advisory group for Bridgewater Raritan school district of education. Its purpose is to provide input, discussion and opportunities concerning studies with disabilities
2. Discuss how to better establish the SEA committee and create a working group; identify specific essential roles as needed
3. Provide stronger visibility to parents/teachers/IEP Case Managers/school administrators/B-R school district/PTO/ and the community; identify effective SEA communication methods
4. Provide education/guest speakers on specific hot topics to parents to better prepare and educate and provide starting point references

2. Attendance at Meeting

| Attendees Present | Attendees – Excused Absent |
|---|----------------------------|
| Alice Steinheimer, Assistant Superintendent B-R School District | Susan Fernandez (BRHS) |
| Anne Pericone, BRHS | Sameer Yalgi, Hillside |
| Natalie Oller, BRHS | Lu Xia, IKE |
| Jaime Kupperman, Hillside | Jessica Ivan (Hamilton) |
| Amanda Murphy, Hillside | Rosalia Riello-Vsana, BG |
| Amanda (Mandy) Stowe, Milltown | |
| Sharon Gasmen (Adamsville) | |
| Holly Diglio, Crim | |

3. Meeting Notes, Decisions, Issues

1. Group consensus to accept meeting minutes from 1/9/2019 initial SEA advisory group meeting
2. Discussion to work as a collaborative group with assignments as needed, confirm initial attendees at 1/9/2019 SEA committee meeting and confirmation of continued interested in the working group
3. Discussion for SEA group to form as a working collaborative group, as needed, and hold off on

assigning roles, identify and formalize all initial attendees of 1/9/2019 continued interest within the group.

4. Prepare informational resources as soon as possible (IEP vs. 504 brochures, i.e.) to immediately hand out in preparation for upcoming meetings, events, and promotion
5. Define consensus group names: SEA has previously been referred to as (i.e. SEA vs. SEAC vs. SEPAG)
6. Discussion on incorporation of monthly announcements being made each B-R building PTO meeting to make a stronger presence and reiterate the existing SEA committee, provide identified SEA liaison contact information for parents to reach out to. Suggestion arose to reach out to the council of schools and identify any opportunities to partner with and get some direction from them on how to incorporate SEA information through the PTO.
7. Discussion of current mechanisms of revenue generators. Previous annual B-R township clean up within the community (park clean up on a designated day) has provided \$500 funding. This year's event may be more limited due to increased interest from other areas. Next steps should be discussed as to pursuing along with new ideas for generating funds and continuing the park clean up (if application is submitted) and other avenues such as a bake sale, etc. Previously two scholarships have been administered by the SEA committee (i.e. IEP candidate that has best strides at a HS level, teacher designates a student at the end of the year)
8. Discussion on upcoming Public Forum Exchange, to occur on scheduled date of Feb. 21, 2019 at 6:30pm, location TBD. A follow up discussion with Dr. Lazovick is necessary to identify the best way to obtain essential feedback for upcoming forum (use a Google form for a brief survey to be sent to all IEP parents vs. provide an email address to express general concerns to address at forum). The forums purpose is to allow valuable feedback and generate ideas to help address concerns or offer improvement suggestions. Consensus agreement was made to define the forum's purpose. Importance was expressed when discussing the Forum's purpose and should include words such as constructive, transparent, general/global concerns vs. individual for the better of the group purpose, create takeaway action items, mission, and provide a general prepared statement to be prepared for the meeting along with a brief agenda of 2-3 items, stating forum ground rules (ideas of reading general questions/concerns at the meeting vs. open for questions to be asked), address what was done previously to address recent concerns, and state re-establishment of parent representatives as each designated B-R school building. Discussion to generate a flyer to get the word out will be necessary.
9. Open discussion and feedback as to the of importance of previous parent experiences in having their child as a student with IEP's struggle on a social level with peer connections and beginning forming foundations particularly at the primary level and how it has impacted them.

4. Action Items

| Action | Assigned to | Due Date | Additional Information |
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| Reach out to initial 1/9/2019 SEA meeting attendees if continued interest to be a parent representative for school building and liaison SEA advisory | Jaime Kupperman | ongoing | Copy of attendance sheet from initial meeting with contact information provided |

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| group due to low 1/22/2019 attendance | | | |
| Reach out to school of councils to see if there is a protocol to go through PTO and how best to communicate more consistently | Sharon Gasmen | As soon as possible | Sharon mentioned she has a contact that may be able to better clarify and provide direction |
| Create Meeting Minutes | Holly Diglio | Monday, 1/28/2019 | Type and send to Alice Steinhimer for SEA meeting minutes' approval and distribution |
| Getting word out of Forum Exchange to Distribute | Mandy Stowe | As soon as possible | Generate flyer to send out |
| Meet with Dr. Lazovick | Alice Steinhimer | 1/23/2019 | Identify most effective method of obtaining feedback from IEP parent group to identify topics/concerns for forum |

5. Next Meeting (if applicable)

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| Date: | [Date] | Time: | Location: |
| (02/21/2019) | | 6:30pm | TDB |
| Objective: | SEA - Public Forum Exchange | | |

Respectfully Submitted by,

Holly Diglio