



MassPAC

FEDERATION FOR CHILDREN
WITH SPECIAL NEEDS

SEPAC Summer School

Session 2- SEPAC Toolbox

Presented by:

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www.fcsn.org/masspac/sepac-basic-toolkit/

MA Law and Regulation states:

...The parent advisory council shall establish by-laws regarding officers and operational procedures.

Takeaway:

Every SEPAC establishes their own set of rules – all local and all different.

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71B/Section3>



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What's in Your SEPAC Toolbox?

- Mission Statement
- By-laws
- Description of Roles/Officers
- Communication Tools
- Meeting Logistics
- Membership List/Records
- Partnerships

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Takeaways:

People
understand a
CLEAR mission.

Set REALISTIC
Goals.

Why do you exist?

Mission Statement

- Concise Statement of
- What you do, defining
- Goals and Values
- For Whom
- And Why

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Takeaways:

Follow the rules.

Keep them
simple.

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How will you operate?

By-Laws

- Written rules
- Framework for operation
- Define powers and duties
- Must be formally adopted
- Provide Stability



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Takeaway:

Recruit people
to do small tasks
at first – get
them involved.

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Who does What?

Roles of Officers/Committee

- Clear definitions
- Leadership Team
- Committees
- Support Group Leaders
- Create jobs!



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Takeaways:

SEPACs need to
build their own
contacts list.

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How to Get the Word Out?

Communication Tools

- SEPAC Brochure
- Meeting Flyers
- Website
- Social Media – Facebook, Twitter
- District Tools
- Mainstream Media
- Other?



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Takeaways:

Have a plan.

Use people's
time wisely.

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How to Make the SEPAC Visible?

Meeting Logistics

- Establish regular meetings/calendar
- Follow Open Meeting Law - agendas
- Open invitation to all
- Meet Public Record requirements
- Welcome diverse families



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Takeaways:

Use school data to identify who is NOT at the table.

Strive to be inclusive.

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Who Can Belong?

Membership List/Records

- Open to all
- Voting Restrictions
- Creating Lists
- Confidentiality



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Takeaway:

There is strength in numbers.

Different voices/Different Perspectives.

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Why Make Connections?

Partnerships

- Building Relationships
- Collaboration
- Opportunities
- Sharing Resources



sepac bylaws

[SEPAC Bylaws - Brockton Public Schools](https://www.bpsma.org/learning-teaching/sepac/sepac-bylaws)
<https://www.bpsma.org/learning-teaching/sepac/sepac-bylaws>
 SEPAC Bylaws. The Name of this self-governed organization shall be the Brockton Special Education Parent Advisory Council, also known as SEPAC. The purpose of the Special Education Parent Advisory Council is to provide information and support to parents of children with disabilities.

[Student Services / SEPAC Bylaws - Falmouth Public Schools](https://www.falmouth.k12.ma.us/Page)
<https://www.falmouth.k12.ma.us/Page>
 Nov 21, 2018 - Falmouth Special Education Parent Advisory Council (SEPAC) Bylaws. Article I: Name of Organization. The name of this self-governed ...

[PDF]
[SEPAC Bylaws - Hanover Public Schools](https://www.hanoverschools.org/district/sepac/files/sepac-bylaws)
<https://www.hanoverschools.org/district/sepac/files/sepac-bylaws>
 BYLAWS. Article I. Hanover Special Education Parent Advisory Council ... The Hanover SEPAC is formed pursuant to the provisions of Section 3 of Chapter 71B ...

[By-Laws | Concord Public/Concord-Carlisle Regional](https://concordsepac.org/about-sepac/by-laws)
<https://concordsepac.org/about-sepac/by-laws>
 Parents/guardians of children receiving Special Education services may opt into the SEPAC's direct mailing list by contacting the SEPAC at concordsepac@gmail.

[PDF]
[By-laws for Marlborough Special Education Parent Advisory ...](https://www.mps-edu.org/lib/Centricity/Domain/SEPACBylaws)
<https://www.mps-edu.org/lib/Centricity/Domain/SEPACBylaws>
 By-Laws for Marlborough Special Education Parent Advisory Council (M-SEPAC). Article I: Name and Type of Organization. The name of this organization shall ...

[Mission Statement and By Laws - LSRHS SEPAC](https://www.lssepac.org/new-page)
<https://www.lssepac.org/new-page>
 Catherine Picciotto, Co-Chair. The Lincoln-Sudbury Special Education Parent Advisory Council (LS SEPAC) is ...

[Medfield SEPAC - Bylaws - Google Sites](https://sites.google.com/mail.medfield.k12.ma.us/sepac-bylaws)
<https://sites.google.com/mail.medfield.k12.ma.us/sepac-bylaws>
 MEDFIELD SEPAC By-Laws. Please click to view the Medfield Special Education Parent Advisory Council (SEPAC) Bylaws, as adopted on May 15, 2018.

[Wachusett SEPAC - ByLaws - Google Sites](https://sites.google.com/wrsd.net/sepac/about-us/bylaws)
<https://sites.google.com/wrsd.net/sepac/about-us/bylaws>
 The name of this organization shall be the Wachusett Regional School District Special Education Parent Advisory Council, also known as WRSD SEPAC.



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Providing information, training, and networking opportunities to SEPACs and the professionals who collaborate with them.

- Phone/Email/On-site Support
- Statewide Listserve/Facebook Group
- Leadership Training
- Website/Fact Sheets
- Online Presentations/Webinars
- Networking Meetings
- APPLE Institute