



June 5, 2017

Dear Milton Special Education Parents,

As the 2016-2017 school year comes to a close, we look back on all that we have accomplished together and we thank you for your interest, support and participation in the SEPAC. Our goal in the coming year is to grow our base of parents and community members and continue to foster an environment of support, education and empowerment through parent meetings; informational sessions on topics such as IEPs and special education rights; and a speaker series on topics of interest to our community, such as executive function and anxiety, among others. We encourage all of you to spread the word about what the SEPAC has to offer, particularly among our special education community, and to encourage participation in our meetings and events.

To that end, we are reaching out to inquire about your interest in being more involved with the SEPAC in the coming year, either by joining our board as an Officer or participating as a Member-at-Large. A description of the responsibilities of each role is attached.

The SEPAC will hold elections on Thursday, June 15 at 7pm at the Glover Library and nominations are now open. The 2016-2017 Milton SEPAC Board positions to be filled include: Chairperson, Vice Chairperson, Secretary, Treasurer and Member(s)-at-Large. If you are interested in nominating someone or being nominated for a board position, **please complete the attached nomination ballot** and return it by Tuesday, June 13 by email to the Election Coordinator Jessica Raider at [jessica.raider@gmail.com](mailto:jessica.raider@gmail.com)

Or by mail to:

Milton Special Education Parent Advisory Council  
25 Gile Road  
Milton, MA 02186

For those that are nominated, we will make every effort to contact you to confirm that you are interested in running for that position prior to the election on June 15.

Thank you for your time and we look forward to seeing you.

All the best,  
The Milton SEPAC



## SEPAC BOARD NOMINATIONS:

Please write in your nominations below. You do not have to provide a nominee for each position.

| Position                                    | First and Last name | Contact Information |
|---|---------------------|---------------------|
| Chairperson                                 | 1.                  |                     |
|   | 2.                  |                     |
| Vice Chairperson                            | 1.                  |                     |
|   | 2.                  |                     |
| Secretary                                   | 1.                  |                     |
|   | 2.                  |                     |
| Treasurer                                   | 1.                  |                     |
|   | 2.                  |                     |
| Member(s)-At-Large<br>Collicot Elementary   | 1                   |                     |
|   | 2                   |                     |
| Member(s)-At-Large<br>Cunningham Elementary | 1                   |                     |
|   | 2                   |                     |
| Member(s)-At-Large<br>Tucker Elementary     | 1                   |                     |
|   | 2                   |                     |
| Member(s)-At-Large<br>Glover Elementary     | 1                   |                     |
|   | 2                   |                     |
| Member(s)-At-Large<br>Pierce Middle School  | 1                   |                     |
|   | 2                   |                     |
| Member(s)-At-Large<br>Milton High School    | 1                   |                     |
|   | 2                   |                     |
|   |                     |                     |



Office and Officer responsibilities of the PAC are:

#### Chairperson

- Set the agenda for each general meeting
- Preside at all meetings of the PAC
- Recommend the organization and monitor the function of any sub-committees and officers
- Act as liaison with the Director of Special Education
- Advise the Vice Chairperson on matters of external communication

#### Vice\_Chairperson

- Preside at the meeting in the absence of the Chairperson or at the request of the Chairperson
- Coordinate public communications
- Assist the Chairperson as appropriate and perform those responsibilities of the Chairperson at his/her request

#### Secretary

- Co-ordinate all communication between the PAC and its membership
- Coordinate the recording and filing of minutes of the PAC
- Collect and review all PAC correspondence

#### Treasurer

- Manage and account for funds collected or donated for the PAC
- Manage and account for funds spent by the PAC
- Coordinate any fund raising activities for the PAC
- Coordinate any efforts to apply for grants, donations, reimbursements or other funds for which the PAC may be eligible

#### Member-At-Large

- Attend board meetings as a representative of your home school and share the issues and concerns of parents, guardians and the PTO.