

Clayton SEPAG Action Sheet – Minutes from 11/1/2018

Members Present: Beth Sosnoski, Frank Reiss, Renee Seabrook-Hart, Michelle Pampel, Maria Riggio, Greg Esposito

Today's Date: 11/01/2018

Recorder: Greg Esposito Date/Time/Place of Next Meeting: 12/6/18, 6:00 pm, Clayton HS Media Center

Agenda Item	Person Initiating	Summary of Discussion/Task List	Action Decision	Person to Follow Up	Target Date Completion
Develop Mission Statement	Greg Esposito	Collaborate as a group to establish a mission statement for the SEPAG	-Clayton SEPAG will adopt sample mission statement #4	Greg	12/6
Set Annual Goals	Greg Esposito	Collaborate as a group to establish the goals of the SEPAG to be completed during the 2018-19 school year	-Annual goals discussed include: increase membership, learn more about various topics, have someone present what to expect at a CST meeting, and increase communication between CST and parents	SEPAG	12/6
Discuss Types of Meetings	Greg Esposito	Collaborate as a group to establish what types of meetings the SEPAG would like to conduct throughout the 2018-19 school year	-Meeting types include: informative, TBD as needed	SEPAG	12/6
Develop Meeting Schedule for Year	Greg Esposito	Collaborate as a group and establish a meeting schedule for the 2018-19 school year	-Meeting schedule will be the first Thursday of every month as follows: 12/6, 1/3, 2/7, 3/7, 4/4, 5/2, 6/6	SEPAG	11/1
Establish Group Rules	Greg Esposito	Collaborate as a group to establish SEPAG group rules for all members to follow	-Group rules discussed include: confidentiality, focusing on the system and not individual needs, and maintain respect	Greg	12/6
Determine Roles and Responsibilities	Greg Esposito	Collaborate and assign roles and responsibilities for each SEPAG need	-Roles discussed include: Greg as facilitator, Remind Me,	Greg, SEPAG	12/6

			Minutes; Frank Reiss as technology		
<b>Possible Agenda Items for Next Meeting:</b>			<b>Odds and Ends List Next Meeting Date:</b>		
<ol style="list-style-type: none"> <li>1. Remind – Group will be provided number and link in email</li> <li>2. Mail out SEPAG flyer with progress reports</li> <li>3. Survey for goals for group</li> <li>4. New Town Press for advertising group</li> <li>5.</li> </ol>			<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>		