

**Waltham SPED PAC**  
**Team Action Plan**

May 13 – 15, 2009  
Dedham, Massachusetts

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

Team Members in Attendance:

- Oahn Bui
- Amy Dimatteo
- Edward McCormack, Special Education Director
- Susan Saulnier
- Sue Sutherland

**Step 1: Vision for 2011 for Waltham School District**

***What do we dream will be true of family participation in our PAC by May of 2011?***

<b>Increased Membership Diversity</b>	<b>Clear PAC Mission and Purpose</b>	<b>Shared, Inclusive Philosophy</b>	<b>Expanded Information Dissemination</b>
<p>Ensure diversity on PAC board</p> <p>Members from all schools &amp; programs in &amp; out of district</p> <p>Teachers &amp; administrators make up 50% of PAC</p> <p>200 members at meeting</p> <p>Build trust and understanding between parents and staff</p> <p>Strengthen partnership between school staff and PAC</p>	<p>PAC understands all of its roles</p> <p>The PAC advises school committee</p> <p>Subcommittee formation within the group</p> <p>Substantial fund raising ability for sped staff "wish list"</p>	<p>Inclusive practices are systemic</p> <p>Unite the schools to have the same inclusion goals</p>	<p>Help parents make their own "road map"</p> <p>Road map is adopted by district</p> <p>Relevant resources proactively shared</p> <p>Empower parents</p> <p>Improved (timely and precise) parent knowledge about changes in SPED programs</p> <p>Speakers &amp; education for parents &amp; teachers</p> <p>All out of district students are in database</p>

**2A) Current Realities of our District & PAC**

**A-Current Challenges**

**B-Current Assets**

**C-Out of our Control**

PAC is new	We offer child care	Budget cuts*
Difficulty with & Ineffective outreach	Increased use of technology	High %age of SPED students*
Low membership	We have a wish list for SPED staff	Support of Mayor & SPED Director* (we're just lucky)
PAC membership is heavily weighted by disability type	Enthusiastic members	

**2B) What kind of team do we need to be to ensure that the racial, ethnic diversity and unique cultural perspectives of all families in our school district are represented?**

Develop a membership drive	Advertise in Health/Fitness Centers
Cable interview on WE-TV	Advertise in Laundromats, Hair & Nail Salons
Increase staff ratio at PAC meetings	Advertise in Latino Bodegas on Moody Street
Provide PAC notices in native languages	Information packet for new sped parents
Need more dads involved	Provide PAC info with ESL Programs
Need disability diversity in PAC membership	Offer translators & ASL interpreters for PAC meetings
Ensure diversity on PAC Board	Teachers/Administrators make up 50% of PAC members

**Step 3: Possible Actions Brainstorm**

*What possible actions might we take as a team to reach our Vision, given the realities in our district, PAC and our current knowledge and membership?*

<b>PAC has Clear Mission and Purpose</b>	<b>Develop A Media Plan</b>	<b>Increase Membership &amp; Diversity</b>	<b>Expanded Information Dissemination</b>	<b>A Shared, Inclusive Philosophy</b>
<p>Develop a clear mission statement</p> <p>Redefine PAC Board Roles</p> <p>Define Standard "Rules of Engagement"</p> <p>Assign tasks to every member</p> <p>PAC understands all of its roles</p> <p>The PAC advises the school committee</p> <p>Empower Parents</p> <p>Develop a PAC brochure</p>	<p>Develop a technology plan</p> <p>Post/publish monthly or biannual PAC newsletters</p> <p>Send PAC flyers home in kid's backpacks</p> <p>Ask Ed to talk to Superintendent about robo-phone calls to Special Ed parents</p> <p>Develop a PAC Brochure</p>	<p>Build on the past survey to conduct a needs assessment &amp; learn expectations of diverse families</p> <p>Learn why culturally diverse families rarely attend</p> <p>Share relevant resources</p> <p>Improve parent knowledge about changes in Special Ed law &amp; programs</p> <p>Meaningful speakers/education for parents &amp; teachers</p> <p>Bring culturally diverse parents to meetings with Ed</p> <p>Partner with community organizations who serve diverse families</p> <p>Plan themed events to entice diverse cultural participation</p>	<p>Continue to provide information to the P.I.C.</p> <p>Reverse 911</p> <p>Use Public TV &amp; newspaper</p> <p>Ask School Committee to announce PAC meetings/events</p> <p>Build relationships w/PTO Presidents</p> <p>Distribute information to each school</p> <p>Distribute a PAC Brochure</p>	<p>Inclusive practice is systemic (naturally)</p> <p>Schools united in their inclusion goals</p>

**Step 4: Prioritizing and Following Through**  
***What specific actions will we take, as a team, over the next 6 – 8 months?***

<b>1. Specific Actions We Will Take</b>	<b>3. Who</b>	<b>4. By When</b>	<b>2. Victory Statement</b> (our desired outcomes)
<p>1. <b>Define PAC Mission and Board Roles.</b> Utilize other successful PAC examples, i.e. Cambridge &amp; Belmont. Develop rules of engagement to define appropriate behaviors to support effective meetings. Rules provide a platform for the group to be able to halt or deter aggressive or negative individual behaviors.</p>	<p>PAC Board &amp; Ed's staff</p>	<p>Throughout 09/10 school year</p>	<p>The PAC's brochure and website are developed and parents understand our purpose.</p>
<p>2. <b>Determine 09/10 PAC calendar, plan the year's agendas and events.</b> List meetings locations, dates &amp; times and include amenities (childcare &amp; food). Identify some topics and events; use the Cambridge Model of clarity &amp; perhaps the Belmont model of snazzy description. Contact Amanda Green at FCSN about MASSPAC's value and obtain organizing and funding source tips.</p>	<p>Susan</p>	<p>Begin on May 28, 09</p>	<p>The PAC resembles the Belmont PAC's participation and activities and the Wellesley PAC's website and every Waltham PAC parent receives a PAC calendar via e-mail.</p>
<p>3. <b>Develop a Membership Drive.</b> Engage in outreach to school focused groups and community organizations. Collaborate with school administrators, join individual school PTO's to integrate PAC members into other important school groups. Make use of the ideas listed in Step 3, Possible Actions Brainstorm.</p>	<p>PAC Board &amp; Ed's staff</p>	<p>Begin in early August 09</p>	<p>The PAC has 50 active members and 100 or more occasional members who support and value the PAC and brag about how great it is to their state legislators.</p>