**Holyoke Community Charter School**

**SPED-PAC General Meeting Minutes**

**October 12, 2021**

**Microsoft Teams (Virtual Platform)**

HCCS’ SPED-PAC meeting was held on October 12, 2021 through a virtual platform (Microsoft Teams) accessed through a published link.

HCCS’ school administrators as well as other interested parents/individuals were in attendance. Approximate total of 5 individuals.

* Meeting called to order at 5:35 pm by Jennifer Gonzalez
* Dr. Pope introduced the Special Education Parent Advisory Council and reviewed the Agenda
* Parent’s Guide to Special Education – Dr. Pope described the guide and the procedural safeguards and their availability on the school’s website
* Bylaws – Dr. Pope presented the SPED-PAC bylaws, discussed the main goals of the bylaws, developed the mission of the SPED-PAC, explained the roles of the members of the Executive Board
* Election
  + Chair
    - Jennifer Gonzalez Morales was elected
* Mrs. O’Connor reviewed the rights and responsibilities of parents (procedural safeguards)
* Working together
  + Dr. Pope discussed AY21-22 academic policies, accessing exams, accommodations, and extended time
  + Dr. Pope presented lines of communication between parents, teachers, and Academic Quality Controllers
  + Dr. Pope presented the WIN (What I Need) period and schedule
* Meeting ended at 5:58 pm

*As prepared by Elizabeth Pawlowski*

Respectfully submitted,

Lizette Brito, Secretary

Holyoke Community Charter School Special Education Parent Advisory Council