



*Haverhill, Massachusetts*

**Special Education Parent Advisory Council**

### **Meeting Minutes – Basic Rights: Understanding the IEP Workshop**

- Date | time:** November 4, 2024 / 6:00 PM
- Location:** Online - Zoom
- Meeting called by:** Called by Haverhill SEPAC
- In attendance:** Chairperson: Amanda LaClair, Secretary: Zwadita Morrison, Presenter: Michele Sanphy, M.Ed., Special Education Advocate, the Federation for Children with Special Needs and (15) additional attendees.
- Details:** Meeting started at 6:08 pm.

Michele Sanphy, M.Ed. and Special Education Advocate introduced herself to the attendees. Ms. Sanphy presented a parent training and information workshop on 'Basic Rights and Understanding the Individual Education Program (IEP)' document. She presented the workshop on behalf of the Federation for Children with Special Needs (FCSN). The workshop was free and virtual for attendees. A registration link was provided by the (FCSN) to attend the virtual workshop. Ms. Sanphy covered each of the following sections of the IEP:

- Student/Parent Concerns
- Student/Team Vision and Student Profile
- Present Levels of Academic Achievement and Functional Performance
- Postsecondary Transition Planning
- Accommodations and Modifications
- Goals & Service Delivery
- Response, Placement, and Procedural Safeguards

Ms. Sanphy discussed and detailed the significance of the IEP and the eligibility process. She explained the structure and development of the IEP, guiding attendees on how the IEP supports the student. She answered questions from attendees. Some attendees expressed concerns about students dealing with bullying in schools.

Amanda LaClair, Haverhill SEPAC Chairperson, introduced herself to the attendees and answered general questions.

Meeting adjourned at 8:35 pm.

Minutes submitted by Secretary, Zwadita Morrison.

**Next Meeting:** PPAL Crisis Planning: Preparing for a Mental Health Crisis

**Date | time:** Monday, January 27, 2025

**Location:** Online - Zoom