

# Special Education Advisory Council Guidelines

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## **SEAC Purpose**

The Eden Prairie Schools Special Education Advisory Council is a group of parents and school staff who work with the Student Support Services Department on advising and sharing information specific to special education in the district. Members of SEAC make themselves available to the school's community of special education families as a resource for support.

## **Mission Statement**

The mission of the Eden Prairie Schools Special Education Advisory Council (SEAC) is to act as an advisory body to the District on behalf of students receiving special education services. SEAC will work towards the district mission of: *Inspiring each student, every day.*

## **Membership**

Under Minnesota rule, at least half of the SEAC membership must be parents of students with a disability. Parents should plan to commit to SEAC membership for a minimum of 2 years. The Executive Director of Student Support Services and a parent designated as the SEAC Chair will meet prior to each SEAC meeting to plan the meeting agenda, with input from parents and staff.

## **Responsibility of Membership:**

- Be an effective SEAC participant by asking questions about anything you don't understand. Be willing to listen first.
- Learn about the people, the issues, the programs, and background information before offering advice or opinions.
- Be willing to say "I don't know yet" or "I need more information in order to comment about that issue".
- Learn all you can about the District structure, policy, and administration.
- Come prepared to contribute.
- Develop an understanding of the "big picture" issues facing the district, beyond those of your own child/student.

~Adapted from [www.pacer.org/parent/SEACBooklet.pdf](http://www.pacer.org/parent/SEACBooklet.pdf)

## **Meeting norms:**

- Be present. Stay on task to the business at hand.
- Honor each voice in the room. Ensure all voices are heard. Listen to one another. Give space and wait time.
- Speak honestly and with honorable intent. Speak your truth.
- Stay true to our mission and vision. Work toward what is best for the group, vs. a personal goal.
- Create and sustain a collaborative environment. Be accountable to the objectives and roles of the Council.
- Work toward the best outcome. If you take on a task and cannot complete it by the agreed on date, bring it back to the group for more time or help so we collectively reach our outcome.

## **Decision Making Process**

A consensus process is utilized when making decisions within this group. However, the Executive Director of Student Support Services and Parent Chair will guide the group in this process and have final determination if necessary.