

SPECIAL EDUCATION ADVISORY COUNCIL (SEAC) BYLAWS

I. SEAC Mission:

To advocate for high quality educational programs for all learners and assure that the School Board and District Administration are informed of special education successes, issues, and concerns.

To increase the involvement and add the informed perspective of parents and families of children with disabilities in the making and implementation of District policies.

To fulfill the requirements of Minnesota Statute 125A.24.

II. Operational Procedures:

The SEAC shall be advisory in nature to the Director of Special Services regarding recommendations for current or proposed special education policy, programs, or services at the district level. The Director of Special Services will have final authority on how to proceed with recommendations.

Information may be brought to SEAC by the members of SEAC, parents, the special education department, and the community at large. Topics shall be submitted to the chairperson of SEAC and approved items will be added to future agendas.

The SEAC shall have access to the School Board and the Superintendent through the Director of Special Services.

The SEAC shall establish and implement annual goals for the continuous improvement of special education services.

III. Membership:

The SEAC shall be comprised of up to ten members appointed by the Director of Special Services. Members will include parents of students with special needs, community members, and district staff members. Parents will represent at least fifty percent of the SEAC membership. Every effort will be made to ensure that the SEAC membership reflects a wide range of disabilities.

IV. Terms of Membership:

SEAC members shall serve an initial two-year term. The term in office shall begin with the first meeting in October. Those who are appointed to the council during the course of the school year will start their two-year term the following October. Members in good standing may be reappointed on a yearly basis at the discretion of the Director of Special Services.

V. Meetings:

Meetings shall be held from monthly from October through May for a one hour session each month. The SEAC shall determine if and when longer meeting times may be necessary. All meetings are open to the public.

The meeting in April or May will be an annual meeting at which time priorities for the year ahead will be discussed and election of officers will take place.

1. Meeting Procedures: Discussion, leading toward a consensus of the members present, will be the prevailing procedure in SEAC meetings.
2. Agenda: Topics shall be submitted to the Chairperson of SEAC and approved items will be added to the agenda. Agendas will be sent to SEAC members at least one week prior to the monthly meeting.
3. Minutes: Minutes will be distributed to SEAC members at least one week prior to the next SEAC meeting.
4. Officers: The officers elected for a two-year term will be the Chairperson and Secretary. Nominations for officers will be made by council representatives. See Appendix A regarding officer's responsibilities.
5. Consultants: The SEAC may request consultation from professionals within and outside the Austin Public School System on a volunteer basis. All requests for consultants to share information with the SEAC need to be approved by the Director of Special Services.

VI. Attendance Requirements:

Members who acquire three absences during a one-year term will be asked to resign from the council. The SEAC will consider waving attendance requirements given extenuating circumstances.