



Special Education Advisory Council (SEAC) Guidelines and Procedures

Statement of Committee Operations Under the Superintendent of Schools:

All District Administration Advisory Committees are advisory in nature. These committees have the power to make recommendations to the Superintendent of Schools but not to take action on initiatives especially if the initiatives require a fiscal commitment or a change in the procedural objectives of the School District. After consideration, the Superintendent of Schools will advise the committee as to the proposed action on their recommendations and will follow up with any necessary feedback.

The Special Education Advisory Council (SEAC) shall provide input to the Director of Special Education regarding recommendations for current or proposed special education policy, programs, or services at the district level. The Director of Special Education will have final authority on how to proceed with recommendations.

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

Information may be brought to SEAC by the members of SEAC, parents, guardians, the special education department, and the community at large. Topics shall be submitted to the Co-facilitator(s) of SEAC and approved items will be added to future agendas.

This council fulfills the requirements of Minnesota Statute of 125A.24.

Committee Purpose, Mission and Vision:

A. Core Values.

- a. All Committee Members are committed to:
 - i. Excellence: Be our best and expect the best of others;
 - ii. Kindness: Concern, compassion, and advocacy for others;
 - iii. Respect: Acceptance of self and others as we work together;
 - iv. Honesty: Say and do the right thing, even if no one is watching;
 - v. Responsibility: Do our part and be accountable for what we say and do.

B. Mission.

- a. To advocate for high quality, inclusive education programs.
- b. To provide informational programming and networking opportunities for parents, guardians, and the community-at-large.
- c. To promote the successes of the WAPS special education program.
- d. To inform the WAPS School Board and District Administration of special education successes, issues, and concerns.

Membership:

- A. Membership Number and Make-Up.
 - a. The SEAC shall be comprised of at least seven voting committee members.
 - i. Parents of students with special needs;
 - ii. Community member(s);
 - iii. A parent of a child with a disability enrolled in a nonpublic school; and
 - iv. District staff member(s).
 - b. There will be three SEAC Officers: two Co-facilitators and a Secretary, making up three of the seven voting members.
 - c. Parents will represent at least fifty percent of the SEAC membership.
 - d. Every effort will be made to ensure that the SEAC membership reflects a wide range of disabilities, ages, and grade levels.
 - e. The Director of Special Education will be considered ex-officio, not included in the seven minimum voting members.
- B. Subcommittees.
 - a. Membership/Recruitment/Marketing.
 - i. Staff: Communications Coordinator (ad hoc).
 - ii. Community members: (consider current high school student, former student, college student, WSU College of Education faculty representative).
 - b. Communication.
 - i. Staff: Communications Coordinator (ad hoc).
 - ii. Other members:
 - c. Programming.
 - i. Staff:
 - ii. Other members:
- C. Membership Application.
 - a. Google "Interest Form" requests the following information:
 - i. School building or community member.
 - ii. Age of student.
 - iii. Interest in being on the committee.
 - iv. Commitments to being a voting/non-voting member.
- D. Membership Appointment.
 - a. The length of a SEAC voting membership will be two years in length.
 - i. For the 2021-22 year only: half of the voting membership will rotate off after the first year, and half will rotate off after the full two-year membership.
 - b. If there is more interest in a voting membership than positions available, a vote will be conducted.
- E. Membership Officers.
 - a. The officers will be elected for a two-year term and will be the Co-facilitators and Recorder. Committee members will volunteer for offices and be appointed by Committee consensus.
 - i. For the 2021-22 year only: half of the voting membership will rotate off after the first year, and half will rotate off after the full two-year membership.
- F. Membership Resignation, Termination, and Absences.
 - a. Due to the parent-driven nature of this committee, we respectfully ask if an individual is unable to fulfill his or her responsibilities, to resign by notifying the Director of Special Education Services or a Co-facilitator(s).

G. Membership Vacancy.

- a. When there is a membership vacancy, members will actively recruit a replacement and encourage those individuals to complete the Interest Form.

Meetings:

The SEAC Co-facilitators will work with the Director of Special Education to post meetings at least one week in advance, when possible. Meeting details will be posted on the District Website. Modifications to meeting dates, times, or locations will be communicated to the *Director of Special Education* as soon as possible for adjustment on the District Website. Emergency Meetings should be held only if at least two (2) days of advance notice are provided.

Meeting locations, including virtual meetings, will be organized and scheduled by the *Director of Special Education*.

Meetings shall be held at least once a year. Meeting(s) may be called by a Co-facilitator(s) of the committee. All meetings are open to any parent of a child with a disability and to the public. Efforts will be made to notify committee members of the scheduled meeting at least one month in advance.

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.

Discussion, leading toward a consensus of the members present, will be the prevailing procedure in SEAC meetings.

Agendas:

Topics shall be submitted to the Co-facilitator(s) 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 meeting. At the beginning of each meeting, additional agenda items will be added at the request of the SEAC and at the discretion of a Co-facilitator.

Rules of Order:

The agenda will be followed. Co-facilitator(s) will lead the discussion according to the agenda item. Roll-call voting will be used when a vote is required.

Minutes and Records:

Minutes will be taken by the Secretary.

Minutes will be reviewed by the Co-facilitator and Director of Special Education prior to posting.

Minutes will be posted on the Winona Area Public Schools website two weeks following the meeting.

Data Privacy:

In alignment with the school board policies, regulations, and applicable laws that govern public and private data, committee members agree that private or confidential data will not be shared in a public committee meeting. As outlined in policy, private data may not be disclosed to parties without written informed consent from the data subject and/or the parent or guardian of the data subject. This prohibition of disclosure of private data applies to both verbal and written communication. Committee members must be mindful of any documentation or active links that are shared with committee members to ensure the protection of any data held within the documentation or active links. Committee members in violation of this prohibition will be subject to progressive disciplinary action and/or removal from the committee membership.

Other Operating Procedures:

- A. Consultants: The SEAC may request a consultation from professionals within and outside the Winona Area 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 Education.