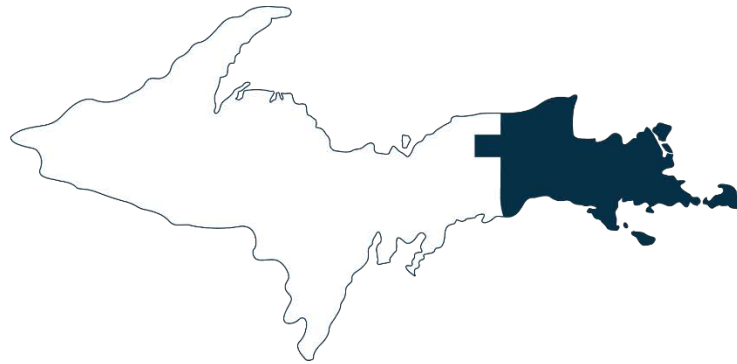

EASTERN UPPER PENINSULA PARENT ADVISORY COMMITTEE (PAC)

By Laws



EASTERN UPPER PENINSULA INTERMEDIATE SCHOOL DISTRICT

Adopted 3-17-2018
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Authorization:

The purpose of the Special Education Parent Advisory Committee (SEPAC) is to participate in the development of the Eastern Upper Peninsula Intermediate School District (EUPISD) plan or any modification of the plan for the delivery of special education programs and services as required by R 340.1833. The PAC may provide advisory input on any matters that the committee deems appropriate to the improvement of special education services within the EUPISD. The PAC is authorized by and functions under administrative rule R340.1383 of the Michigan Administrative Rules for Special Education.

Vision Statement

The Eastern Upper Peninsula Parent Advisory Committee is a pro-active alliance, designed to empower and educate parents, students, and professionals in a mutually beneficial partnership.

Mission Statement

We are a committee dedicated to promoting and ensuring a partnership between families and professionals in the education of students with disabilities.

Article I – Purpose

Purpose of the PAC Member:

1. The Parent Advisory Committee Chairperson will receive notification when the constituent school district or the ISD is considering a deviation request. The PAC Chairperson, in turn, will notify the PAC representative from the district. The PAC will review all deviation requests. The PAC may elect to take a position relative to the deviation.
2. The PAC will review a report from the Coordinator of Monitoring & Compliance regarding the monitoring process.
3. The PAC shall facilitate communication, awareness, and collaboration between parents, the community, local school districts and the ISD. The PAC will do this by:
 - A. Becoming aware of special education programs and services in the EUPISD.
 - B. In cooperation with the ISD, developing and updating as needed Parent Handbook for Special Education. This handbook will contain information to assist parents of disabled children in understanding their education rights and privileges and basic special education procedures. This handbook will contain resource personnel and agencies available to assist parents.
 - C. Supporting the needs of students with disabilities and their families, through collaboration.
 - D. Actively promoting the welfare of students with disabilities through parent and public education. This includes:
 - Publishing a brochure with a description of the PAC, including representative names and email addresses.
 - Informational in-services for students with disabilities and their families, and/or other public relations activities as decided on by the PAC.
 - Hosting events to increase public awareness related to special education programs and services in the Eastern Upper Peninsula.
 - E. Current PAC members may attend conferences, workshops, seminars and special events with prior written approval from PAC and ISD Director of Special Education
 - The request will follow the ISD policy for travel (i.e. mileage, cost of meals, and lodging).
 - Documentation must be submitted with reimbursement forms, per ISD policy.
 - The information gathered at the conference will be brought back to PAC and presented to support and enhance the mission and goals of PAC.
 - While in attendance, the PAC member shall act as a representative of the goals and purpose of PAC.

Article II – Appointment

Appointment/Role Statement:

The EUPISD Board of Education will appoint the Special Education Parent Advisory Committee whose members; one from each local school district (18) and at-large members (6) will serve a three-year term.

Members are:

- One district board/EUPISD board approved appointment from each school district (19 voting members)
- An additional one third of total PAC members will serve at-large, through EUPISD appointment
- Parent (legal guardian/mother/father) must be of a student that is disabled (has an IEP/IFSP/504 plan) and 0-26 years of age.
- The PAC encourages all interested parties come to a PAC meeting prior to appointment to learn about the work that we do.
- Parties interested in becoming PAC members should submit a letter of interest to their local district superintendent. The nomination will be submitted to the local school board, and after approval, will be submitted to the EUPISD Board for approval. School district may also nominate an alternate member. Alternate members may attend all meetings without voting privileges.
- If the member seat becomes available before the term expires, the PAC will notify the district.
- The Director of Special Education is responsible for assuring that a recommendation is made available to the EUPISD Board.
- Membership terminates before the expiration of the three-year term if the member is no longer a parent of a student with a disability.
- The three-year term will start from the date the EUPISD approves/appoints until the term expires (three years from the date of appointment).
- When the membership term expires, and if the member wants to stay in that position, he/she will have to go back to the district board for approval. The member will have to submit to the local district a letter requesting them to be re-appointed, and the nominating process will have to follow through.
- In the event that two EUPISD PAC meetings take place in which the EUPISD PAC member is not present, within a particular school calendar, the EUPISD PAC member will be contacted, in writing, by the EUPISD PAC Board, to advise the EUPISD PAC membership commitment.
- In the event that three EUPISD PAC meetings take place in which the EUPISD PAC member is not present, within a particular school calendar year, it may be deemed necessary to recommend to the EUPISD in writing by the EUPISD PAC executive board and request the EUPISD PAC member be replaced.

Article III – Operational Procedures

PAC Officers shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer.

Duties of the PAC Chairperson:

1. Principal executive officer of the committee and shall exercise general supervision over the business and affairs of the committee.
2. Appoint sub-committees, as needed, to deal with specific issues affecting the responsibilities of the PAC.
3. Work with the EUPISD Special Education Director/PAC Liaison in the development of an agenda for the PAC meeting.
4. Sign documents relating to official committee functions, such as the EUPISD Plan, objections to the Plan, and other business.
5. Have charge of all the books, documents, and papers as the PAC determined to be necessary to do their business. Submit public documents and statements prior to media release.
6. Determine at the start of each meeting who will act as recorder if the Secretary is not present.

Duties of the PAC Vice-Chairperson:

1. Act in the absence of the Chairperson.
2. In the event that the office of the chairperson is vacated prior to expiration of his/her term of office, the Vice-Chairperson shall succeed the Chairperson.

Duties of the PAC Secretary:

1. Responsible for the recording and submitting meeting minutes to the PAC Chairperson.
2. Maintain all PAC non-fiscal records and documents.
3. Maintain an up-to-date register of all PAC members, with a monthly review to update information. If there are changes, the Secretary will send out a new register to all PAC members.

Duties of the PAC Treasurer:

1. Responsible for the accounting of all fiscal matters relating to the operations of the committee including:
 - Current revenues on hand
 - Current receivables
 - Current payables
2. Serve on financial/budget committee.
3. Collection and distribution of the PAC funds at the direction of the chairperson, as approved by the membership.
4. Management of the PAC fiscal records and documents, bank statements and reconciliation of checking and/or savings account.
5. The treasurer will provide the PAC/EUPISD PAC Liaison with monthly bank statements, copies of all receipts and checkbook registers (at the next regular monthly meeting), and documents all deposits and donations made to the PAC in a written report.

Article IV – Elections

Election of Officers:

1. Elections should be held at the September business meeting.
2. Nominations will be accepted from the floor and will be voted on in the following order: Chairperson, Vice-Chairperson, Secretary, and Treasurer.
3. Voting will be done by show of hands and counted by the Chairperson and the vote for the Chairperson will be counted by the EUPISD Liaison.
4. Election of officers will be performed by a two-thirds majority.
5. Officer vacancies shall be filled by election at the next meeting following the resignation of officers.
6. The term of office is to begin upon the election and continue for two years. Newly elected officers will assume their positions immediately following the election.
7. The Vice-Chairperson shall be given the vacancy of the Chair if it became vacant.

Article V – Duties of Membership

Membership:

1. Because the PAC is a representative of the community, all members must conduct themselves in a positive, professional manner. Discussions at the PAC Meeting should pertain to the mission of the PAC. Personal concerns should be discussed privately with concerned parties at another more appropriate time. If this conduct is not adhered to, there will be a "closed session" meeting to address the possibility of dismissal of that committee member.
2. There are four committees that the EUPISD PAC must have:
 - a. Financial
 - b. Social Media and Outreach
 - c. Nomination/Membership
 - d. Awards/Presenters
3. Appointments will be made from nominations from the local district board of education.
4. When the membership term expires, and if the member wants to stay in that position, he/she will have to go back to the district board for approval.
5. If a committee member is unable to attend a regular scheduled meeting, he/she will have to notify the committee chairperson by phone, email, text or personal message.
6. In the event that two EUPISD PAC Meetings take place in which the EUPISD PAC member is not present, within a particular school calendar, the EUPISD PAC member may be contacted, in writing, by the EUPISD executive board, to advise the EUPISD PAC membership commitment.
7. In the event three unexcused absences take place in which the EUPISD PAC member is not present, within a particular school calendar year, it may be deemed necessary to recommend to EUPISD, in writing by the EUPISD PAC executive board, and request the EUPISD PAC member be replaced.
8. The PAC will provide a “New Member Orientation” binder and training for all new PAC members.
9. The PAC will maintain an information network, including but not limited to: ISD website, local districts, and social media. The Social Media/Outreach Committee will work with the EUPISD to monitor this network information.

Article VI – Meetings

Regular Meeting Schedule:

The PAC shall meet regularly between the months of September and June. The June meeting may be an all-day planning session for the upcoming year.

- Special meetings shall be called by the chairperson, when the need arises.
- At the initial organizational meeting of each school year, the committee members will establish goals and objectives. A calendar of target dates for the completion of the objectives will be established.

PAC Meeting Procedures:

1. “Robert’s Rules of Order” shall reference conduct of all regular and special PAC meetings.
2. A quorum shall consist of not less than three PAC members.
3. Only EUPISD Board-appointed PAC Members present shall exercise voting privileges on motions brought before the committee. When a quorum is present, all supported motions shall carry with a majority vote.
4. All meetings are open to the public.
5. Members can participate in person, by phone, or via the internet. Member must notify Chairperson and/or Vice Chair in advance.

Article VII – EUPISD

Support

The EUPISD Director of Special Education or the PAC Liaison shall act as advisors to the EUPISD PAC. At request of the PAC, the advisors shall provide assistance with:

1. Arranging presentations (EUPISD professional staff and other agencies), visitations to area schools and other awareness activities to familiarize PAC Members with special education programs and services.
2. Updates about plans, changes, and rules/laws in special education, the EUPISD, the State of Michigan, and the federal government.
3. Superintendent of each district shall solicit at least one nomination from each district in the EUPISD.
4. The EUPISD support staff will help with the arrangements of the room, equipment and any accommodations for the preparation of the meeting (copying, preparing documents for the meeting) or program presented by the EUPISD. The EUPISD PAC Liaison shall assist the Chairperson with agenda creation.