



Hoosac Valley Regional School District  
Special Education Parent Advisory Council By-Laws

Article I: Name

The name of this organization shall be known as the Hoosac Valley Regional School District Special Education Parent Advisory Council (HVRSD SEPAC).

Article II: Purpose

The purpose of this council will be the following: provide information to parents, guardians, and other interested persons, to facilitate communication and cooperation among parents, guardians, students, teachers, paraprofessionals, school officials and other members of the school community and provide opportunities for participation in activities regarding special education services in the Hoosac Valley Regional School District.

In compliance with state and federal regulations, the council shall:

- 2.1. Advise the School District on matters that pertain to the education, health, and safety of students with special needs.
- 2.2. Meet regularly with school officials to participate in the planning, development, and evaluation of the School District's special education program, including the Tiered focus monitoring.
- 2.3. In cooperation with the School District, the SEPAC should participate in at least one workshop annually within the School District on the rights of students and their parents/guardians under the state and federal education laws.

Article III: Policies

Section 1. Hoosac Valley Regional School District SEPAC will be non-commercial, non-sectarian, and nonpartisan. The name of this organization or the name of any members in their official capacities shall not be used in any connection with a commercial concern or any partisan interest, or for any purpose other than the regular work of the council.

Section 2. This council shall endeavor to support the special education department in the administrative activities established to conduct the policies of the Hoosac Valley Regional School District, the Massachusetts Department of Education, and state/federal guidelines.

Section 3. This council will serve in an advisory capacity for the delivery of service.

Section 4. Annually, written goals shall be determined to guide the council.



Hoosac Valley Regional School District  
Special Education Parent Advisory Council By-Laws

Section 5. An annual report shall be prepared and kept by the council. Standing committees will submit written reports as needed and outcomes of goals will be evaluated quarterly.

Article IV: Membership

Section 1. Members of the council shall include parents, guardians, students, members of the school community and interested parties. Added members are accepted at any time.

Section 2. Voting membership will be open to any member who is a parent or guardian of a student receiving special education supports and who attend a school in the Hoosac Valley Regional School District.

Article V: Officers

The officers of the council shall include three (3) co-chairpersons, with each co-chair having a designated duty ( 1. Co-Chair/Secretary, 2. Co-Chair/Treasurer, 3. Co-Chair/Events and Outreach Coordinator).

Section 1. The officers will be elected annually by ballot in May. Each term shall be served for one (1) year.

A. Co-Chairpersons:

1. Chairperson(s) shall preside at the meeting.
2. Chairperson(s) shall appoint and coordinate the work of committees.
3. Chairperson(s) has the authority to continue discussion of any issue to the next regular meeting if further discussion and/or more information is required.

B. Secretary:

1. Secretary shall record meeting minutes and maintain an accurate record of voting members.
2. Secretary shall be responsible for responding to SEPAC emails and managing social media accounts.
3. Secretary shall be responsible for submitting meeting notice to each school in the Hoosac Valley Regional School District, along with posting on social media accounts.
4. Secretary shall be responsible for making fliers/ notices for events and meetings being held by the HVRSD SEPAC.



Hoosac Valley Regional School District  
Special Education Parent Advisory Council By-Laws

C. Treasurer:

1. Treasurer shall be responsible for balancing budget, including funds from fundraising.
2. Treasurer shall supply a copy of current account/ budget to each meeting.
3. Treasurer shall be responsible for creating budget plan to present to school committee for approval.
4. Treasurer shall be responsible for the dispensing of funds.

D. Events/Outreach Coordinator:

1. Events/Outreach Coordinator shall be responsible for the planning and scheduling of events and/or trainings that would benefit the families of students with special needs.
2. Events/Outreach Coordinator shall coordinate meetings between school officials and SEPAC.
3. Events/Outreach Coordinator is responsible for reporting to the HVRSD School Committee, with any discussions or concerns deemed necessary by the SEPAC.

F. School Representative:

1. Will report on issues at HVRSD that may be of interest to the SEPAC.
2. Provide input to the planning of activities relevant to the age group at the schools.
3. Serve as a contact person for the SEPAC within their school, serve as a representative of SEPAC at the other Parent Advisory Committee meetings, raise awareness of SEPAC's mission and activities.

Article VI: Meetings

The council shall hold regularly scheduled monthly meetings each school year on the second Wednesday of each month at 5:30am. The schedule will follow the HVRSD calendar, and an alternative day will be coordinated if there are conflicts with scheduled holidays or school vacations.

Section 1: Special meetings can/will be called by a Chairperson(s) with five (5) days notice having been given.



Hoosac Valley Regional School District  
Special Education Parent Advisory Council By-Laws

Section 2. Meetings shall comply to the open meeting laws MA Open Meeting Law regulations.

Section 3. A quorum of no less than 3 voting members must be present to constitute a meeting.

Article VII: Committees

Standing committees shall be created to promote the purpose and interest of the organization.

Section 1. Committee involvement will be on a volunteer basis.

Section 2. Chairperson(s) of the committee will present plans and goals to the SEPAC body. Written reports for documentation will be submitted as needed.

Article IX: Amendments

Section 1. These by-laws may be amended at any regular meeting of the council by a quorum.

Section 2. Annual review of the by-laws will occur at the first regular meeting.