



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

5/17/22

St. Michael-Albertville Special Education Advisory Council (SEAC) By-Laws

I. PHILOSOPHY

The philosophy of the Special Education Advisory Council (SEAC) is to ensure that members of the public and educators can work together in a positive way to improve the quality of special education for children in the community.

II. PURPOSE

In accordance with MN State Statute [125A.24](#) the basic purpose of the SEAC is to advise the special education department regarding current issues, program development, parental concerns and involvement. Specifically, SEAC will:

- serve as an advocate for high-quality special education programs;
- promote communication between family, school, and community.

III. MEMBERSHIP

- A. The council consists of approximately 12 people, including parents, community representatives, and school staff. At least 50 percent of the members must be parents of students from diverse disability areas. A parent or staff member of a private school within the district boundary must also be a designated member.
- B. Initial membership is through appointment by the special services director, and thereafter through an application process. Applications for SEAC membership are accepted on an ongoing basis to fulfill membership requirements outlined in Part III, subsection A of these bylaws. Applications can be obtained from the special services department, and all applications are submitted to the director of special services for appointment to membership.
- C. Members of the SEAC are appointed by the special services director to voluntarily serve as representatives for a two-year term, with the opportunity to reapply for additional terms as described in the SEAC bylaws (Part III, subsection B).
- D. The SEAC shall elect a chairperson and co-chairperson who shall each serve a two-year term. The co-chairperson will run meetings in the absence of the chairperson and will assume the responsibilities of the chairperson after his or her term has ended. Both will be parents of children with disabilities who will work cooperatively with the special education supervisor to set the agenda for each meeting.

IV. MEMBER RESPONSIBILITIES AND EXPECTATIONS

- A. Attendance and Preparation for Meetings
 - a. Members must attend meetings regularly or notify the special education supervisor/SEAC chair if personal schedules do not permit continuance.
 - b. Serve on related SEAC subcommittees or task forces as needed.
 - c. Prepare for meetings by reviewing agendas, minutes, reports and related materials.
 - d. Provide requested input prior to meetings.
- B. Conduct and Participation in Meetings

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