



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

5/17/22

- a. Review and abide by the SEAC bylaws, including confidentiality of person-specific information shared or in SEAC-related activities.
- b. Members will operate in a positive manner during discussions, keeping in mind that the SEAC represents the entire community and students with special needs. The goal is to work toward meeting the needs of all students in our community.
- c. Participate in meetings by:
  - i. contributing ideas for solutions and asking clarifying questions
  - ii. identifying barriers or challenges experienced by other families
  - iii. representing family concerns
  - iv. focusing on student needs as a group, rather than on individual student concerns
  - v. sharing personal experiences as they relate to decisions regarding policies and procedures

## C. Collaboration and Community Connection

- a. Encourage parent involvement and participation; participate in community awareness activities and information sharing with families in the district.
- b. Work collaboratively with the school district's special services director, fellow SEAC members, other school personnel, and other parent and community members, to fulfill the district SEAC's purpose and mission.

## V. MEETING PROCEDURES

- A. Three meetings will be held each year.
- B. Complete minutes will be recorded and sent out by e-mail to each SEAC member.
- C. The special education supervisor, in consultation with the SEAC chair/co-chairs, will set meeting agendas and email to members prior to each meeting.
- D. Chairpersons will be elected by a simple majority of secret ballots cast by designated members. If a chairperson cannot complete his or her term, another election will be held.

## VI. BY-LAWS AND METHOD OF CHANGE

- A. All recommendations for change in the by-laws shall be made by consensus of members present. If consensus cannot be reached, polling of members shall take place at the meeting. Simple majority will rule provided at least half of the members are present.

- B. Any change in the by-laws must have final approval by the director of special services.