

## **Special Education Advisory Council (SEAC)**

### **I. Purpose**

The purpose of the Special Education Advisory Council (SEAC) is to:

1. Advocate for high quality educational programs for all learners
2. Promote collaboration between families, schools, and community agencies.
3. Advise the special education director and member district leadership on current issues, program development and parental concerns.
4. To fulfill the requirements of Minnesota Statute 125A.24.

### **II. Operational Procedures:**

The SEAC shall be advisory in nature to the Director of Special Education regarding recommendations for current and proposed special education policy, programs, and services at the district level. The Director of Special Education will have the final authority on how to proceed with recommendations.

Information may be brought to the SEAC by the members of the SEAC, parents, the special education department of member districts, and the community at large. Topics shall be submitted to the Special Education Director and approved items will be added to future agendas.

The committee shall have access to the MVCC Board and the Superintendents of member districts through the Special Education Director.

### III. Membership

The SEAC shall be comprised of up to 10 members appointed by the Special Education Director. Parents will make up at least 50% of the SEAC membership.

Potential areas of representation include:

- Parents representing children from various ages/grades and disability areas
- MVCC or member district special education staff
- Member district administrators

Initial membership is through appointment by the Special Education Director and thereafter through an application process. Applications for SEAC membership are accepted on an ongoing basis to fulfill membership requirements described above. Applications can be obtained from each member districts' website or by directly contacting the Special Education Director. All applications are submitted to the MVCC/MRVED Special Education Director.

### IV. Member Qualifications

- Members must reside within one of the MVCC/MRVED member districts.
  - Yellow Medicine East (MVCC)
  - Renville County West (MVCC)
  - Lakeview (MRVED)
  - Lac qui Parle Valley (MRVED)
  - Dawson-Boyd (MRVED)
- Members must demonstrate a commitment to improving special education services.
- Members are expected to serve a **two-year term** with the option for renewal.
- Members should strive to maintain regular attendance and active participation.

## **V. Terms of Membership**

SEAC members shall serve an initial two-year term. The official term shall begin with the first meeting in the fall. New members will be appointed by the Special Education Director and will begin their term at the following fall meeting.

## **VI. Meetings**

The SEAC will meet two times per year in the fall and spring with special meetings called at the discretion of the Special Education Director.

A majority of the council's current membership shall constitute a quorum.

The Special Education Director shall set agendas in consultation with the district administration, lead teachers, and parent members. Agendas and previous meeting minutes will be provided to SEAC members at least one week prior to the meeting.

Meetings shall be limited to 90 minutes in length and will be open to the public.

All meetings will be held virtually to ensure equal participation from SEAC members in each member district. Meeting information will be emailed to SEAC members and made available on all member district websites at least one week prior to the next meeting.

The council will operate collaboratively and will be facilitated by the Special Education Director or, in their absence, an assigned designee. The council may designate a note-taker and spokesperson as needed, but will not elect formal officers.

## **VII. Attendance Requirements**

SEAC members who acquire two absences during a two-year term will be asked to resign from the council. The SEAC will consider waiving attendance requirements given extenuating circumstances.

## **VIII. Confidentiality**

All SEAC members must adhere to state and federal privacy laws including the Family Education Rights and Privacy Act (FERPA) and Minnesota Data Practices when discussing student-specific issues.

## **IX. Staff**

The Special Education Director will serve as an ex-officio member of the SEAC and shall ensure that minutes are recorded and distributed to council members along with meeting notices and agendas.

## **X. Public Participation**

Meetings of the SEAC are open to the public in accordance with Minnesota open meeting guidelines.

Non-council members, including parents, staff, students, and community members, are welcome to attend and observe.

A portion of the SEAC meeting agenda will be designated for public comment.

- Individuals wishing to speak during public comment will be allowed up to 3 minutes to address the council
- The total time allocated for public comment at each meeting shall be limited to 15 minutes, unless extended by a majority vote of the council members present.
- Public comment must adhere to confidentiality and privacy laws, including the Family Educational Rights and Privacy Act (FERPA) and Minnesota Data Practices Act.
  - Individual students or staff may not be discussed during public comment
- Public participants are expected to maintain a respectful tone and focus on issues rather than individuals.

*Non-members do not hold voting rights on council matters but their feedback will be documented and considered.*