

SPECIAL EDUCATION CITIZEN'S ADVISORY COMMITTEE
CARROLL COUNTY, MARYLAND

The Code of Maryland Regulation (COMAR) citation regarding SECAC is 13A.05.02.13I:

I. Local Special Education Citizens Advisory Committee.

(1) Each local school system shall establish a special education citizen's advisory committee to advise the local school system on the needs of students with disabilities within the jurisdiction.

(2) The Department shall annually allocate federal funds to each local school system to support the activities of the local special education citizen advisory committee.

(3) Each local school system shall submit a budget for the use of federal funds, consistent with §C(1)(a) of this regulation.

Article I: Name

The name of the committee shall be the CARROLL COUNTY SPECIAL EDUCATION CITIZEN'S ADVISORY COMMITTEE. "Carroll County SECAC"

Article II: Purpose

"The mission of the Carroll County SECAC ~~if is~~ is to advise and make recommendations to the Office of Special Education, Director of Special Education, and the CCPS Board of Education ~~of concerns relating to the unmet needs in the education of students with disabilities~~ regarding the education of students with disabilities in Carroll County Public Schools.

This includes **identifying and highlighting successes, recognizing ongoing challenges, and providing input regarding areas of need** related to ~~policy changes~~ policies, implementation of **research-based best practices in special education, professional learning, programming** ~~ideas~~ development, partnership opportunities, and parent and family outreach ~~plans~~ efforts."

Article III: Function of Committee

The committee shall:

Ensure that stakeholders ~~to~~ (i.e.,) parents, caregivers, educators, administrators, community residents, **advocates**, non-profit organizations, **and** business **representatives** have a forum to engage in sharing special education systemic barriers, concerns, and **successes related to the education of students with disabilities**.

Educate stakeholders about the unique, multifaceted needs of CCPS students with disabilities **and the services and supports available within Carroll County Public Schools**, in conjunction with the Office of Special Education and the Family Support Network.

~~Achieve a working relationship with the Director of Special Education by making recommendations in the formulation and development of plans for improving the performance and achievement of children with disabilities; participating in the development, revision and review of the Carroll County Public~~

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~~School's special education staffing plan; reviewing new policies and procedures for the provision of special education and related services and providing input prior to submission to the superintendent and/or Board of Education.~~

Work collaboratively with the Director of Special Education to identify priorities and goals designed to improve the achievement, outcomes, and educational experiences of students with disabilities. This collaboration may include making recommendations in the formulation and development of plans to improve student performance, participating in the development, revision, and review of the Carroll County Public Schools Special Education Staffing Plan, and reviewing policies and procedures related to the provision of special education and related services prior to submission to the Superintendent and/or Board of Education when appropriate.

~~SECAC members should reflect the population and diversity of the community; with regards to gender, race, ethnicity, geography, age span, socioeconomic status, special education placement and disability.~~

Encourage participation and membership that reflects the diversity of the Carroll County community, including representation across gender, race, ethnicity, geography, age span, socioeconomic status, disability categories, and special education placements.

~~Assure SECAC Parent and Stakeholder Involvement using CCPS Countywide Outreach tools available through the countywide email alert system and Family Support Network. Assign and implore the assistance of each CCPS's SECAC Parent and Staff representative to engage teachers, administrators and families with SECAC information. Examples: Notifications of upcoming meetings, SECAC Resource Bank Information of trainings (for parents and teachers), distribution of surveys. Participation in the Carroll County SECAC is open to all stakeholders~~

Promote parent and stakeholder involvement through outreach efforts using available communication tools, including the CCPS countywide email alert system, Family Support Network, and other outreach strategies. Outreach efforts may include sharing information about SECAC meetings, training opportunities for families and educators, surveys, and other resources. Participation in the Carroll County SECAC shall be open to all stakeholders.

Participate in the development and/or review of SECAC grant submissions when applicable.

Advise the local school system of identified unmet needs, emerging challenges, and opportunities to improve services, supports, and outcomes for students with disabilities and their families.

Submit general meeting reports and a year-end report summarizing activities and recommendations to the Office of Special Education, the Superintendent, and the Board of Education.

Article IV. Membership

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- Membership shall be composed of:
 - Parents and caregivers of CCPS students with disabilities. Parents and caregivers shall compose a majority of the Carroll County SECAC.
 - Students with disabilities.
 - Stakeholders from the community including educators, administrators, community residents, non-profit organizations, businesses.
 - Director of Special Education
 - Family Support Network representative
 - A CCPS parent representative from each school in CCPS.
 - An educator representative from each school level i.e. Birth to Five, elementary, middle, high, and post secondary.
- Voting Members
 - The CCPS Board of Education shall approve membership and bylaws in accordance with Board policy.
 - No member of the Carroll County SECAC shall cast a vote on any manner, which would provide direct financial benefit or otherwise give the appearance of a conflict of interest. In any case in which the appearance of a conflict of interest is uncertain, a Carroll County SECAC member can request clarification and determination of conflict of interest status from the Carroll County SECAC.
 - Any stakeholder who has attended a minimum of two meetings.

Article V. Officers

The officers of the Carroll County SECAC shall be the ~~Chairperson, Vice Chairperson, Secretary, and Assistant Secretary~~ **Chair and three (3) Executive Committee Members**. Each shall be elected by the Carroll County SECAC membership annually by **a majority vote of members present**.

~~It is recommended that all of the officers be a parent member of the organization.~~

Whenever possible, the Executive Committee should include parent or caregiver representatives to ensure family voice is reflected in leadership.

A member of the Carroll County SECAC shall not be elected to more than two consecutive terms in ~~any one role~~ **the same position** unless the position is uncontested.

The officers shall collectively serve as the **SECAC Executive Committee**, responsible for supporting the functioning and work of the Carroll County SECAC.

Duties of Officers

Chair

The Carroll County SECAC Chair shall:

- **Meet with designated CCPS representatives, including the Office of Special Education, to collaboratively develop meeting agendas.**

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- Preside over Carroll County SECAC meetings.
- **Serve as the primary liaison between the SECAC and Carroll County Public Schools, including the Director of Special Education.**
- Advise, seek feedback, and follow up with the Director of Special Education Services regarding concerns, recommendations, and priorities raised by the Carroll County SECAC.
- **Coordinate the work of the Executive Committee to support the goals and initiatives of the SECAC.**
- Serve as an ex-officio member of all committees and work groups.
- Prepare or coordinate preparation of reports for the CCPS Board of Education and Maryland State Department of Education as required.
- Delegate roles and responsibilities to members of the Executive Committee as appropriate.
- ~~Oversee and provide the SECAC membership with information regarding the budget~~
Work collaboratively with CCPS representatives regarding any SECAC grant funds or budget-related matters and communicate relevant information to the SECAC membership.

Executive Committee Members (3)

The Carroll County SECAC shall elect **three Executive Committee Members** who will support the work of the Chair and the functioning of the committee.

Executive Committee Members shall:

- **Collaborate with the Chair and CCPS representatives to support agenda development and meeting planning.**
- **Preside over meetings in the absence of the Chair on a rotating or designated basis.**
- Assist with coordinating speakers, presentations, and community partnerships related to issues raised by the SECAC membership.
- Support communication and outreach to stakeholders, including families, educators, and community partners.
- Assist with documentation and dissemination of meeting materials, including minutes, reports, announcements, and the annual calendar of meetings. **Ensure that accurate meeting minutes are recorded for each SECAC meeting. The responsibility for recording minutes may be assigned to**

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an Executive Committee member or a designated SECAC member. Meeting minutes shall be shared with SECAC membership and the Office of Special Education in a timely manner.

- Serve as ex-officio members of SECAC committees or work groups.
- Gather information and reports from committees and work groups for presentation to the SECAC Executive Committee and general membership.
- Assist in the preparation of the **annual report and recommendations** submitted to the Office of Special Education, Superintendent, and Board of Education.

Article VI. Meetings

The Carroll County SECAC shall meet as often as necessary but at least quarterly and in such places as it deems necessary. The meetings shall be publicly announced, and to the extent possible, open and accessible to the general public. Meetings will provide time for public comment and advisory unless doing so violates **Family Educational Rights and Privacy Act** (FERPA) or CCPS confidentiality policies and procedures.

Minutes will be kept of all Carroll County SECAC meetings and will be reviewed and approved by the membership at a subsequent meeting. Minutes shall be made available to the public.

- Carroll County SECAC ~~Executive Committee~~ Chair shall meet:
 - In advance of the Carroll County SECAC general membership meeting in order to prepare the agenda, plan for the upcoming meeting, review the budget, and to address any issues that have arisen.
 - Provide recommendations to the Director of Special Education from the Carroll County SECAC general membership meeting or from the Carroll County SECAC Executive Committee.
- Committees shall:
 - Work under the direction of the Carroll County SECAC Executive Committee on such issues as Membership, Bylaws, Events, and any other needs identified by the group.
 - ~~Present a report in advance of each meeting outlining their work during the previous time period as well as plans for the future.~~
 - Consist of both Carroll County SECAC general members and members of the community interested in the topic.

Article VII. Elections

- Elections of Officers shall:
 - Take place at the last scheduled meeting of the school year via ballot unless only one name is presented for a leadership role. If there is only one person nominated for a position, the vote will be taken via affirmation. If there are two or more nominations for a leadership roll, ballots will be cast. In the event of a tie, a run-off election will be held between the two people with the highest number of ballots.
 - A nominating committee will be formed at the meeting previous to the last scheduled meeting of the school year. The nominating committee chairperson will

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be a person who is not seeking a leadership role and thereby does not constitute a conflict of interest.

- The nominating committee will present the nominations to the Carroll County SECAC. Nominations may be taken from the floor. Persons nominated for a leadership role must have fulfilled the minimum two meeting requirement.
- Special Elections shall be held if a Carroll County SECAC Executive Board member is unable to complete their term. Members shall be notified at least five days prior to the regular meeting that a special election is being held. Nominations may come from the floor.

Article VII: Committees

Committees shall be formed by the Carroll County SECAC Executive Board to address such issues as membership, events, or bylaws. Each committee shall present a report at the next Carroll County SECAC meeting related to any work completed since the last meeting or regarding upcoming events. Committees may make recommendations to the Carroll County SECAC Executive Board for consideration.

Article IX: Bylaws

- Upon ratification of Bylaws:
 - Bylaws will be in effect for ~~three~~ **four** years unless otherwise stated. All Carroll County SECAC bylaws will be filed with the CCPS Office of Special Education and the CCPS Board of Education.
 - A review of by-laws will take effect every ~~three~~ four years.
 - The Carroll County SECAC Chairperson will submit the bylaws with or without changes to the general member for final approval by the voting membership.
 - Bylaws will be available to the Carroll County SECAC membership two weeks prior to the meeting in which a vote will be taken.
 - Amendments can be made at any time with:
 - Proposed amendments to the bylaws must be submitted in writing to the Carroll County SECAC at least two weeks prior to a general meeting.
 - Approval by a majority of voting members at the meeting.
 - An immediate start date unless otherwise noted.

These by laws of the Carroll County Special Education Citizen's Advisory Committee were approved in ~~May of 2023.~~ **March of 2026**
