



Special Education Advisory Council (SEAC)

By-Laws for Eastern Carver County Schools SEAC

Purpose

SEAC will provide input on special education issue to the district and advise the district on the development of programs and services to meet the special education needs of children and families. To that end, SEAC will work to:

1. Promote collaboration within the district and between the district and parent.
2. Advise and advocate for students with disabilities and their parents.
3. Inform, support and advise district staff, parents, students and community to promote school success for students with disabilities.
4. Collaborate with parents and district staff to promote best practice models district wide for students in special education.

Membership

- A. SEAC will strive towards membership from at least one parent or legal guardian representative from each of the public schools in Eastern Carver Counties.
- B. Eastern Carver Counties shall be represented by the Director of Special Education and seek a minimum of five district staff members, which may include non-special education staff, representing a variety of disabilities as defined by the State of Minnesota.
- C. Optimum group size shall be 15 members (excluding school staff).

Membership Selection

- A. SEAC will strive to have a diverse membership.
- B. In the event of a vacancy, a cover letter and an application form will be sent to all families receiving special education services in the school where the opening occurs. Special education staff at the school will be contacted in an effort to recruit possible new members.
- C. Selection for membership will be reviewed by the Director for purposes of assuring diverse membership.
- D. Membership will be considered based on the following criteria: representation of diverse disabilities; representative school and; interest and commitment in working toward the purpose of SEAC.
- E. Applications will be reviewed by the entire council. Members will be selected based on consensus of SEAC. Consensus is defined as 80% majority.
- F. There shall be no discrimination with regard to applicants for membership.

Term of Membership

- A. Member of SEAC shall serve an initial two year term.
- B. Those appointed to the council during the course of the school year, will start their two-year term in the following September. Membership, thereafter, may continue on a yearly basis.

Membership Responsibilities

- A. Strive to attend all SEAC meetings. The Chair should be notified if you are unable to attend a meeting.
- B. Participate in setting and meeting goals and objectives of SEAC, as well as carrying out necessary tasks to meet these goals, for each school year.
- C. Facilitate communication between the Special Education Department and your respective school communities. Examples include: meeting with building principals and/or PTO, write articles for school newsletter and holding meetings for parents.
- D. Officers, Terms and Responsibilities:
 - A. *Chairperson*
 - 1. Term: one year (plus the previous year as vice-chair).
 - 2. Responsibilities:
 - a) Work collaboratively with the Vice-Chairperson and Director of Special education to plan meetings.
 - b) Work with the Vice-chairperson and the Director of Special Education to see that the goals and objectives of SEAC are met.
 - c) Establish a sub-council for membership and officer nominations, as needed.
 - B. *Vice-Chairperson*
 - 1. Term: two years with the first year as Vice-Chairperson and the second as Chair.
 - 2. Responsibilities:
 - A) Work collaboratively with the Chairperson to plan and conduct meetings.
 - b) Work with the Chairperson and Director of Special Education to see that the goals and objectives of SEAC are met.
 - c) Be responsible for recruitment and new member orientation
 - e) Assist the Chairperson in any other matters as determined to be necessary.
 - f) Perform the duties of the Chairperson in the absence of the Chairperson.
 - C. *Secretary*
 - 1. Term: one year
 - 2. Responsibilities:
 - A) Record and distribute the minutes of the meeting
 - B) Provide any necessary written correspondence for SEAC.

Meetings

- A. Meetings will be held at a minimum of four times per year.
- B. Special meetings may be called as necessary.
- C. Elections shall be held for Vice-Chairperson and Secretary
- D. A special election will be held in the event an elected officer is unable to complete his/her term of office.
- E. All meetings are open to the public.