

SPECIAL EDUCATION ADVISORY COUNCIL (SEAC) BYLAWS

I. Purpose of the Council

The purpose of the Special Education Advisory Council shall be to assist the district in its mission of Lifelong Learning for All by providing a collaborative forum in which parents of children receiving special education and the district can work together for the continuous improvement of special education services. SEAC is subject to the advisory committee guidelines as published by Minnesota State Statute 124A.24 and School Board Policy 213.1.

- The purpose of the council is to advise the GCED Director.
- SEAC provides a forum for discussion of district, local, state, and national programs and policies which affect special education services.
- SEAC provides input and recommendations regarding special education services.
- SEAC establishes and implements annual goals.

II. Membership of the Council

A. Members will consist of family members of current special education students from a variety of disability areas; representatives from community agencies serving special need students; and school district staff. See Appendix A.

NOTE: One-half of the members of SEAC must be parents of children with disabilities.

1. Terms. Length of term varies according to area of representation. See Appendix A for specific areas and respective length of terms.
2. Attendance. Each SEAC member is expected to inform the GCED Director, the chair, or another member of the Executive Committee in advance if they will be absent. Three unexcused absences within the school year will result in loss of membership. Loss of membership will be considered for any member with three excused absences during the school year.
3. Vacancies. When a vacancy occurs, SEAC will participate in recruitment along with district administration. Interested candidates will submit an application to the GCED Director.

III. Operation of the Council

A. Matters brought before SEAC shall include but not be limited to:

1. Recommendations for current or proposed special education practice, guidelines, policy, progress or services at the district, state, and federal level. A special education status report will be presented periodically by the GCED Director. The report may include topics requested by SEAC.
2. SEAC will be advisory in nature to the GCED Director regarding recommendations for current or proposed special education policy,

- programs, or services at the district level. The GCED Director will have final authority on how to proceed with recommendations.
- a. Disputes: Every attempt will be made to resolve disputes at the SEAC level; if unresolved the dispute may be brought to the superintendent; if still unresolved, then to a school board member.
3. Information may be brought to SEAC by the members of SEAC, parents, the special education department, and the community at large. Information items will be submitted to the chair or chair elect of SEAC for consideration. Approved items will be added to future agendas.
- B. Protocol
1. Meetings:
 - a. Six meetings shall be held from September through May. Special meetings may be called or regular meetings cancelled, by a vote of majority of members present at regular meetings, or by the Executive Committee. SEAC shall determine its meeting times and meeting length. All meetings are open to the public.
 - b. The meeting in April or May will be an annual meeting at which time priorities for the year ahead will be discussed and election of officers will take place.
 2. Meeting Procedures: Discussion, leading toward a consensus of the members, will be the prevailing procedure in SEAC meetings.
 3. Agenda: Each meeting agenda will be developed by the chair in consultation with the GCED Director. Agenda items need to be submitted (for agenda consideration) to the chair or GCED Director. Agendas will be sent to SEAC members at least one week prior to the monthly meeting.
 4. Minutes: Minutes will be distributed to the SEAC at least one week prior to the next SEAC meeting.
 5. Officers: The officers elected for a one year term will be the chair, chair elect and secretary. The previous year's chair will serve as past chair. These officers will constitute the Executive Committee. Nominations for officers will be made by council representatives. See Appendix B regarding officers' responsibilities.
 6. Committees: SEAC may appoint special or continuing subcommittees as needed. These will be composed of SEAC members and maybe supplemented with other lay citizens, staff members and students.
 7. Consultants: SEAC or any of its subcommittees may request consultation from professionals within and outside the Goodhue County Education District and member districts on a volunteer basis. All requests for consultants to share information with SEAC need to be approved by the GCED Director.