**Fillmore Central and Kingsland School Districts**

**Community Transition Interagency Committee (CTIC)**

**COMMITTEE OPERATING PROCEDURES**

**Article I**

Section 1

Authority: The Fillmore Central and Kingsland Community Transition Interagency Committees (CTIC) are established in order to fulfill the requirements of Minnesota Statute Chapter 120.17, Subdivision 16. The responsibility for the establishment rests with a District or group of Districts or a Special Education Cooperative in cooperation with the County or Counties in which the District or Districts are located.

Fillmore Central is located in Fillmore County

Kingsland is located in Fillmore County

Section 2

Mission: The mission of the Fillmore Central and Kingsland CTIC is to connect youth/ young adults with disabilities and their families to community resources and to empower them to strengthen their advocacy skills in order to navigate their life plan.

Section 3

Responsibilities: As specified in Minnesota Statutes, Chapter 120.17, Subdivision 16, the responsibilities of the committee are as follows:

(1) identify current services, programs, and funding sources provided within the community for secondary and postsecondary aged youth with disabilities and their families;

(2) facilitate the development of multiagency teams to address present and future transition needs of individual students on their individualized education programs;

(3) develop a community plan to include mission, goals, and objectives, and an implementation plan to assure that transition needs of individuals with disabilities are met;

(4) recommend changes or improvements in the community system of transition services;

(5) exchange agency information such as appropriate data, effectiveness studies, special projects, exemplary programs, and creative funding of programs; and

(6) following procedures determined by the commissioner, prepare a yearly summary assessing the progress of transition services in the community including follow-up of individuals with disabilities who were provided transition services to determine post school outcomes. The summary must be disseminated to all adult services agencies involved in the planning and to the commissioner by October 1 of each year.

**Article II**

Section 1

Structure of Membership: A district, group of districts, or special education cooperative, in cooperation with the county or counties in which the district or cooperative is located, must establish a community transition interagency committee for youth with disabilities, beginning at grade 9 or age equivalent, and their families. Members of the committee must consist of representatives from special education, vocational and regular education, community education, postsecondary education and training institutions, mental health, adults with disabilities who have received transition services if such persons are available, parents of youth with disabilities, local business or industry, rehabilitation services, county social services, health agencies, and additional public or private adult service providers as appropriate.

* 1. Representatives from Special Education
		1. Micki Breitsprecher/ Director of Special Education
		2. Marsha Dowe/ Special Education Teacher
	2. Representative from vocational and regular education
		1. Amanda Harms
	3. Community Education
		1. Fillmore Central School: Angi Kaase/ Community Education Coordnator
		2. Kingsland School: Becky Bicknese/Community Education Coordnator
	4. Postsecondary Education & Training
		1. TBA
		2. TBA
	5. Mental Health
		1. Fillmore Central School: Melissa Simonson/ LPCC
		2. Kingsland School: Kay Haugerud/ LCSW
	6. Adults with disabilities who have received transition services
		1. Paul Snell
	7. Parents of youth with disabilities
		1. Fillmore Central School
		2. Kingsland Public School
	8. Local business or industry
		1. Workforce Development, Inc- Tammy Stahl
	9. Rehabilitation Services
		1. Positively MN- Heather Grummons
	10. County Social Services
		1. Barbara Zoelle-Johnson
	11. Health Agencies
		1. Paula Melver
	12. Additional public/ private adult service providers
		1. DAC Lori Wiess
		2. Southeast Minnesota Center of Independent Living (SEMCIL)
		3. Probation Officer- Grant Smith
		4. Residential Living Maple Leaf- Lu Ommen

Section 2

Team members will notify the committee if they are unable to continue serving on the Governing CTIC and a replacement will be appointed from their respective constituent group. Efforts will be made to provide a two-year rotation of constituent group members as appropriate.

Section 3

Communication: The Governing CTIC members and all sub-committee members agree to communicate with the constituents they represent and will in turn provide feedback to the CTIC committee from those same groups. Communication efforts may include written reports, newsletters, surveys, verbal reports and e-mail.

**ARTICLE III**

Section 1

Meetings: The Fillmore Central and Kingsland District Governing CTIC shall meet on a regular (at least four each year) basis. Work groups and subcommittees will meet as needed or as directed by the Governing CTIC. All meetings will be open to others who have an interest in the CTIC. Officers are elected during the fourth meeting of the year.

Section 2

Notification: Committee members will be notified of all meetings. Members are expected to attend and participate in all meetings. Members who cannot attend a meeting are encouraged to send a representative, who may participate in discussion, but may not vote.

Section 3

Voting: Each member of the Governing CTIC committee will be entitled to one vote on each matter submitted. A simple majority of the membership shall constitute a quorum. A quorum shall be necessary to take action. Decisions are determined by consensus whenever possible or by a vote of a simple majority.

**ARTICLE IV**

Section 1

Officers/ Governing Board: The officers will be elected by the members and serve a one year term.

Section 2

Duties: The **Chairperson** will work with the committee to develop the agenda, convene/ facilitate the CTIC meetings and assume the role of spokesperson for the CTIC. The **Vice-chairperson** will assist the chair when appropriate and preside at the meetings in the absence of the Chair. The **Facilitator** will prepare the agenda and minutes, maintain membership roster, complete all communications, submit required reports, collect data, assist in development of work plan, and assist subcommittees as needed and other duties as assigned.

**ARTICLE V**

These bylaws may be altered, by a vote of two thirds of the membership CTIC listed to meet a quorum providing that written notice of the proposed action is provided to all members at least five days in advance of the meeting.

Bylaws approved: