**Fillmore Central Public School District's**

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

**Revised 2/19/2014**

**SEAC Purpose:**

• To advocate for high quality educational programs for all learners and assure that the Fillmore Central Board and district administration are informed of special education successes, issues, and concerns.

• To support Fillmore Central's vision: *All students will graduate as life-long learners with the knowledge, skills, and character needed to succeed in our communities and global society*; and mission: *In partnership with our parents, our communities, and our staff, Fillmore Central Schools will inspire students to reach high standards through academics, arts, activities, and leadership opportunities.*

• To increase the involvement and add the informed perspective of parents and families of children with disabilities in the making and implementation of district policies.

• To fulfill the requirements of MN Statute 125A.24.

**Operating Procedures:**

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

Information may be brought to SEAC by members of SEAC, parents, the special education department, Fillmore Central personnel, and the community at large. Topics will be submitted to the chairperson of the SEAC and approved items will be added to future agendas.

The SEAC shall establish and implement annual goals for continuous improvement of special education services.

**Membership:**

The SEAC shall be comprised of up to 10 members appointed by the Director of Special Education. Appointments to the SEAC will be staggered to ensure that there are always some ongoing members involved. Members will include parents of students with special needs (at least 1 parent from every level – pre-school, elementary and middle school level, high school, the Root River Program and 1 from home schooling), a community member, a board member, the director of special education and a district staff member. Parents will represent at least 50% of the SEAC membership. Every effort will be made to ensure that the SEAC membership reflects a wide range of disabilities.

**Terms of Membership**:

SEAC members will serve an initial 2 year term. The term in office will begin with the first meeting in October. (The initial planning team created during School Year 2013-2014 will serve at their first meeting in winter of 2013, and their term will run through spring 2014.) Members in good standing may be reappointed at the end of their term at the discretion of the Director of Special Education.

**Meetings:**

Meetings shall be held, October, December, February and April of each school year and will be limited to a one hour session. The SEAC shall determine if and when longer meeting times may be necessary. Additional meetings may also be called as deemed necessary by the SEAC members. All meetings are open to the public.

The meeting in April will be an annual meeting at which time priorities for the year ahead will be discussed and the election of officers will take place.

* **Meeting procedures**: Discussion, leading toward a consensus of members present, will be the prevailing procedure at SEAC meetings.
* **Agenda**: Topics shall be submitted to the Chairperson of SEAC and approved items will be added to the agenda. Agenda items will be sent to SEAC members at least one week prior to the scheduled meeting.
* **Minutes**: Minutes will be distributed to SEAC members at least 1 week prior to the next SEAC meeting.
* **Officers**: Members shall elect a chair and a secretary at the annual spring meeting for the upcoming school year. Each office shall be held for a one year term.
* **Compensation**: Members of SEAC shall serve without compensation but be reimbursed for reasonable and actual expenses incurred in attending meetings within the limits provided in State rules.