

NORTHLAND LEARNING CENTER SPECIAL EDUCATION ADVISORY COUNCIL

Member Districts: Cook County, Chisholm, Ely, International Falls, Mesabi East, Mountain Iron-Buhl, Nett Lake, Northland Learning Center, Rock Ridge, St. Louis County, non-public schools: Marquette Catholic School (Virginia), St. Thomas Aquinas School (International Falls)

Minnesota Statute 125A.24 Parent Advisory Councils

In order to increase the involvement of parents of children with disabilities in district policy making and decision making, school districts must have a special education advisory council that is incorporated into the district's special education system plan.

- (1) This advisory council may be established either for individual districts or in cooperation with other districts who are members of the same special education cooperative.
- (2) A district may set up this council as a subgroup of an existing board, council, or committee.
- (3) At least half of the designated council members must be parents of students with a disability. When a nonpublic school is located in the district, the council must include at least one member who is a parent of a nonpublic school student with a disability, or an employee of a nonpublic school if no parent of a nonpublic school student with a disability is available to serve. Each local council must meet no less than once each year. The number of members, frequency of meetings, and operational procedures are to be locally determined.

Purpose:

- Build collaborative relationships between the Special Education team, which includes parents, general education and special education professionals, and the community.
- Offer advice to the Northland Learning Center Board

By-laws:

Membership: Voting Membership will consist of 6 parents of students with disabilities, two member district staff members which may be either an administrator or a teacher, three community members, and one non-voting member from the Northland Learning Center, which may be the Director of Special Education, Assistant Director of Special Education, or Special Education Coordinator. Interested persons can apply for membership appointments. The Director of Special Education shall select members.

Terms:

Length of term will be two years on a rotating basis with ½ of the parent membership rotating every two years.

The term will start September 1 and run through August 31 of the second year. Members may serve no more than two consecutive terms.

The applications will be accepted in April prior to the term starting in September, or as needed to fill vacancies.

Non-parent members will serve a two year term which may be renewed at the discretion of the Director of Special Education beginning in odd years.

Members in good standing may reapply and be re-appointed at the discretion of the Director of Special Education who may extend the length of term of a current member.

Officers and Duties:

Chairperson

- Develop a meeting agenda with the approval of the Director of Special Education.
- Send Agenda to committee members at least one week prior to a SEAC meeting.
- Arrange for consultants and/or speakers with approval of the Director of Special Education.
- Facilitate the SEAC meeting.
- Appoint a member to take and distribute minutes in the absence of the Secretary.
- Contact potential new members and invite them to participate in SEAC.

Secretary

- Take minutes during the SEAC meeting.
- Send minutes to the Director of Special Education for approval within one week of meetings.
- Send approved minutes to SEAC members one week prior to the next SEAC meeting.
- Facilitate the SEAC meeting in the absence of the Chairperson.

Meetings: Meetings will be held a minimum of two times per year at the Northland Learning Center. Tentative meetings will be the third Tuesday of November, January, March, and May (may be changed if there is a conflict). Additional meetings may be called as needed. Meetings will be in-person and/or virtually.