

Jeffco Public Schools
Special Education Advisory Committee
Standards of Operations

What is the role and purpose of the Special Education Advisory Committee (SEAC)?

Special Education Advisory Committee provides the Executive Director and Directors of the Special Education Department with a parental and community perspective regarding needs of students receiving special education. The Special Education Advisory Committee shall have no administrative or decision making authority over programs.

Purpose:

- Advise the special education department on services and programs
- Educate stakeholders and community on special education topics
- Connect and Collaborate with various school and community groups
- Communicate with families, schools, and community
- Advocate for communication, operation, and partnership among families, schools, and community

Operations:

Decision Making: The Special Education Advisory Committee function and that of its subcommittees shall be advisory. When the group needs to make a decision (examples: training to offer, change to by-laws, consensus on advice requested by special education) SEAC will use a decision making process that begins with advisement and uses the Collaborative Decision Making Model (CDM) with consensus as the goal. Robert's Rules of Order will be used only when needed due to lack of consensus at the chairs request.

Communication: Information related to activities of the group will be shared with parents of students receiving special education and with staff through:

- presentations at Special Education Department meetings
- fliers sent home with students receiving special education
- school and district newsletters and school communications as appropriate

SEAC Membership:

Membership shall consist of Members (who are the voting members) and Membership-at-Large. SEAC membership needs to be maintained at 51% parent/youth members. Voting members shall consist of 45 members with a balanced representation as follows:

Parent or Guardian is defined as a parent or Guardian of a student receiving special education services from Jeffco Public Schools.

- Six parent/guardian representatives per the four geographical areas of the district, which is defined by articulation areas, under the Community Superintendents' Office (North, North-Central, South-Central, South-Mountains) for a total of **24**
- The six geographical representatives are comprised of two parent/guardians per school levels
 - 2 Preschool or Transition
 - 2 Elementary
 - 2 Secondary (middle/high school)
- Two SEAC Co-Chairs, who must be a parent /guardian of a student receiving special education services from Jeffco Public Schools will be elected from the membership

Youth is defined as an individual between the **ages of 15 and 21** who is or has received special education in Jeffco Public Schools

- Shall be comprised of up to **two youths**

Jeffco Staff Representative is defined as a teacher, special education teacher, related services staff, special education area coordinator

- Jeffco Staff representatives from the four **geographical** areas of the district, which is defined by articulation areas, under the Community Superintendents' Offices (North, North-Central, South-Central, South-Mountains) for a total of **four education representatives**
- Jeffco Staff representatives from the **school levels** as defined as **preschool, elementary, secondary (middle/high school), and transition for a total of four education representatives=eight**

Jeffco District/Administrator Representative is defined as principal, director, community superintendent, or other district administration

- Shall be comprised of up to **six** preferably representing a cross section of articulation areas and school levels.
- The six District/Administrator representatives shall be determined by Special Education and Community Superintendents' Office

Community Representative is defined as a person from an agency, or organization that resides or has business within Jefferson County.

- Shall be comprised of up to **five** community representatives

Membership-at-Large is defined as any interested party

- Non-voting members
- No size limit

SEAC Member Terms:

- Members of SEAC are appointed for two year terms with a two term limit. A member who has served a two term limit must wait at least 1 additional year before reapplying for a committee position.
- Terms shall be staggered so that approximately half of the membership will turn over each year in order to preserve continuity of work while keeping representation intact
- Terms shall commence at the September meeting and shall run for a period of two years immediately thereafter
- January 2010 - May 2010 shall be considered the first year of the two year term
- During the subsequent school years (beginning in 2010-2011 school year) selection for membership will be held in May for terms to be held for duration of two school years.
- A parent representative shall no longer represent SEAC should his/her student no longer receive special education services, cease to be a resident or becomes employed by Jeffco Public Schools
- A district representative shall no longer represent SEAC should he/she cease to be employed by Jeffco Public Schools
- A community representative shall no longer represent SEAC should he/she cease to be employed by the agency represented
- Membership shall be reevaluated for a member who fails to attend two consecutive or three regular meetings per year without notification, unless excused
- Any member may resign by filing a written resignation to the Steering Committee
- Jeffco Public Schools liaison to SEAC will be the official District spokesperson

Selection of Membership:

Each Parent, Youth, Jeffco Staff, and agency interested in becoming a member shall submit a SEAC Membership Application to the Membership Subcommittee, by April of each year. Application forms are available from the Department of Diverse Learners, Jeffco Public Schools, 1829 Denver West Drive #27, Golden, CO, 80401

- The Membership and Steering Subcommittees shall select names to be presented for approval of appointees at the May SEAC meeting.
- A vacancy because of resignation, removal, disqualification, death or otherwise may be filled by a Steering Committee appointment for the unexpired portion of the term.

SEAC Meetings:

- All SEAC meetings shall be open to the public and guests are welcome to attend
- SEAC shall meet Eight times during the school year, once per month during the following months: **September, October, November, January, February, March, April, and May.** Meetings may be rescheduled or canceled by the members present in attendance at a given meeting
- Special meetings may be called by the Steering Committee
- Regular and special meetings shall be held at a facility provided by Jeffco Public Schools
- Members shall be notified of changes in meeting location, time or established date
- The construction of an agenda for meetings shall be the responsibility of the Steering Committee with input provided by committee members
- A secretary shall be assigned to prepare, keep, and submit official minutes of each meeting to be distributed to SEAC members prior to or at the next meeting. Official minutes shall be available in the Special Education Office. Minutes will be prepared for approval of the committee at the following meeting.
- Guests may contact the Steering Committee and request a topic for the agenda at an upcoming meeting; the decision is at the chair person's discretion.
- As appropriate, agenda item(s) will have opportunities for discussion with members and non-members

SEAC Steering Committee:

The Steering Committee shall be comprised of two Co-Chairs, Executive Director and/or Designee, and Secretary. The Co-Chairs shall be elected by the SEAC members and shall be a parent(s) of a student receiving special education services from Jeffco Public Schools. The election of the Co-Chairs shall occur at the SEAC's May Meeting with the Co-Chair assuming the/their position at the first Committee Meeting the following year. -A model to consider is for the Co-Chair to have alternating terms.

Steering committee duties include:

- Schedule SEAC meetings
- Develop meeting agendas
- Direct the distribution of meeting minutes and agenda
- Chair SEAC Meetings and Steering Committee Meetings
- Coordinate all SEAC activities with Executive Director and/or designee
- Appoint sub-committee chairpersons, as necessary
- Review and revise by-laws as proposed by SEAC
- Facilitate group norming
- Provide annual orientation for new members

Subcommittees:

SEAC shall have the following standing subcommittees:

- Membership: Review SEAC membership letters of application and recruit additional members, when necessary. Submit nominations for Co-Chair to membership
- Resources: Develop trainings and parent networking as needed
- Communication: Increase communications among parents, community, and Jeffco Public Schools using a variety of methods.

The roles of the subcommittees are as follows:

- Membership shall be determined by the Steering Committee and the interest of the members
- Subcommittees will meet as needed under the direction of the Co-Chairs
- Each subcommittee will record minutes for its meetings and these minutes will remain with the subcommittee
- Active subcommittees will report on current and proposed activities at SEAC meetings
- Ad Hoc Committees will be convened when necessary