

**Special Education Advisory Council (SEAC)  
Mission Statement and By-laws**



Woodbury Leadership Academy  
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## **Woodbury Leadership Academy**

### **SPECIAL EDUCATION ADVISORY COUNCIL (SEAC) BYLAWS**

#### **I. SEAC Mission:**

**To advocate for high quality educational programs for all learners and assure that the School Board and District Administration are informed of special education successes, issues, and concerns.**

**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 Minnesota Statute 125A.24. II.**

#### **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**

#### **Appendix C Special Education Advisory Council**

**than once each year. The number of members, frequency of meetings, and operational procedures are to be locally determined.**

#### **II. Operational Procedures:**

**The SEAC shall be advisory in nature to the Director of Special Education regarding recommendations for current or proposed special education policy, programs, or services**

at the district level. The Director of Special Services will have final authority on how to proceed with recommendations.

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

The SEAC shall have access to the School Board and the Executive Director through the Director of Special Education.

### **III. Membership:**

The SEAC shall be comprised of up to six (6) members appointed by the Executive Director, Director of Special Education and/or Community/Parent Liaison. Members will include parents of students with special needs, community members, and district staff members. Parents will represent at least fifty percent of the SEAC membership. Every effort will be made to ensure that the SEAC membership reflects a wide range of disabilities.

### **IV. Terms of Membership:**

SEAC members shall serve an initial two-year term. Members in good standing may be reappointed on a yearly basis at the discretion of the Director of Special Services.

## **Appendix C Special Education Advisory Council**

### **V. Meetings:**

Meetings shall be held at least once per year or more often as needed. The SEAC shall determine if and when longer meeting times may be necessary. All meetings are open to the public.

- 1. Meeting Procedures:** Discussion, leading toward a consensus of the members present, will be the prevailing procedure in SEAC meetings.
  - 2. Agenda:** Topics shall be submitted to the Chairperson of SEAC, Director of Special Education, Executive Director or Community Liaison. Approved items will be added to the agenda.
  - 3. Minutes:** Minutes will be distributed to SEAC members at least one week following the meeting.
  - 4. Officers:** The Chairperson may determine other officers are necessary for SEAC to be a viable Council.
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- 1. Consultants:** The SEAC may request consultation from professionals within and outside the Cedar Riverside Community School on a volunteer basis. All requests

**for consultants to share information with the SEAC need to be approved by the Director of Special Services.**