



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

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Updated:

SEAC Mission Statement:

Woodbury Leadership Academy Special Education Advisory Council (SEAC) is designed to foster inclusion of all students to meet Woodbury Leadership Academy's high expectations in partnership with parents, teacher, and community.

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Adoption of Bylaws

These By-laws are intended to comply with Minnesota Statute 125A.24 Parent Advisory Councils, Woodbury Leadership Academy School Board By-laws, and IDEA.

Adopted by the Special Education Advisory Council Executive Board by resolution and vote of all members on the date below:

_____ Date: _____

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Chapter 1 - FUNCTIONS OF SEAC

A. MINNESOTA STATUTES

Minnesota law requires each school district in the state to have a special education advisory council (SEAC).

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.

B. THE WLA SPECIAL EDUCATION ADVISORY COUNCIL (SEAC) SHALL:

1. Advise the WLA School Board of needs within the school in the education of children with disabilities.
2. Assist WLA Charter School in the formulation and development of plans for improving the performance of children with disabilities.
3. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities.
4. Submit recommendations regarding the education of children with disabilities to the Director for communication to the WLA School Board.
5. Assist WLA Charter School in communicating plans to the school community for meeting the special needs of children with disabilities for educational services.

C. PERMISSIVE FUNCTIONS

1. The WLA Special Education Advisory Council shall submit recommendations to the WLA School Board.
2. The WLA Special Education Advisory Council may concern itself with such matters that pertain special education in accordance with the Individuals with Disabilities Educational Act (IDEA).

D. UNDERSTANDINGS

1. In order for the SEAC to fulfill its responsibilities as set forth herein, Woodbury Leadership Academy shall provide support and resources to assist it to do so.
2. The SEAC is one source of direct advice to the Woodbury Leadership Academy School Board with respect to the education of students with disabilities at WLA.
3. The term “special education” includes all matters pertaining to educational programs and services designed to serve students with disabilities.

Chapter 2 - Officers and Members

A. MEMBERSHIP

1. MEMBERSHIP RESPONSIBILITIES

The SEAC is a strategic council advising the WLA School Board, the Director of Special Education, and the Director of WLA with regard to special education issues. To be effective, members are expected to:

- i. Respond in a timely manner with regard to their attendance at upcoming SEAC meetings.
- ii. Participate and regularly attend SEAC meetings.
- iii. Be sensitive to other members of the SEAC and the diversity of issues and other members around the table.
- iv. Represent WLA special education students as a whole versus personal perspective.
- v. Remain updated on the activities and issues before the SEAC.

2. TERMS

- i. All terms of service on the SEAC are for 3 years.
- ii. Individuals may serve on the SEAC Executive Committee for consecutive terms.
- iii. Should a member be unable to fulfill their 3 year term appointment, the SEAC Executive Committee Chairperson shall notify the WLA Director who will seek nominations to replace that appointment per nomination/election process outlined in these By-laws for the remainder of the original term.

3. COMPOSITION OF SEAC

- i. The SEAC consists of an Executive Committee and “ex-officio members”.
- ii. The SEAC Executive Committee consists of 3 elected members.
- iii. “Ex-officio” members on SEAC include the WLA Director and the lead Special Education Teacher at WLA.
- iv. IDEA requires that a majority (51%) of the members be individuals with disabilities or parents of children with disabilities under the age of 26 years who currently receive special education services under the Individuals with Disabilities Education Act. Members who meet this requirement are referred to as “defined members”.
- v. WLA SEAC members will all meet the requirements of “defined members” to participate in meetings.

4. DUAL REPRESENTATION

- i. A member of the SEAC cannot serve in more than one capacity on the SEAC Executive Committee.
- ii. A member of the SEAC Executive Committee may not hold positions concurrently on the SEAC Executive Committee and the WLA School Board.

5. ANNUAL REVIEW OF ORGANIZATIONAL REPRESENTATION

- i. The SEAC members may annually review its organizational composition, including, but not limited to requests it receives, and make recommendations to the SEAC Executive Committee regarding composition, terms, dual representation, and membership roles.

B. APPOINTMENT OF MEMBERS

1. WLA DIRECTOR RESPONSIBILITY

- i. The WLA Director shall appoint members to the SEAC Executive Committee initially based on special education experience, qualification as a “defined member”, and ability

to meet Executive Committee member role responsibilities (see Chapter 2, section C).

- ii. Initial SEAC Executive Committee members shall develop and adopt Woodbury Leadership Academy SEAC By-laws.

2. NOMINATION

Subsequent terms on the Executive Committee shall follow the following nomination process.

- i. “Defined members” of the WLA community shall submit in writing to SEAC Executive Committee Chairperson a nomination of an individual for election to the SEAC Executive Committee.
- ii. The proposed nominee must meet the “defined member” criteria and be a member of the WLA community.

3. ATTENDANCE

- i. In order to maintain your status as a SEAC Executive Committee Member attendance is required at 80% of meetings during a 12 month period.
- ii. A RSVP is required for each scheduled SEAC Meeting from the Executive Committee Members.

C. EXECUTIVE COMMITTEE OF THE SEAC

1. SELECTION OF THE OFFICERS

By May of each 3rd year, the SEAC shall elect from its membership the Executive Committee following the established procedures (See Nomination Process Chapter 2, section B)

i. DUTIES

The Chairperson shall:

- Preside regularly at meetings of the SEAC.

- Organize information for the Director of WLA to bring to the WLA School Board as deemed necessary by SEAC.
- Facilitate the generation of annual priorities.
- Assign issues and activities to members.
- Serve as official spokesperson.
- Establish preliminary agenda.

The Secretary shall:

- Take notes during each scheduled SEAC meeting.
- Distribute a written copy of each meetings notes to the SEAC Executive Committee via email.
- Provide electronic copies of meeting notes to the WLA Administrative Assistant for public distribution.
- Act in the absence of the Chairperson.

The Timekeeper shall:

- Monitor the SEAC action calendar to make sure deadlines are met.

E. VACANCIES

1. In the case of a vacancy of one of the Executive Committee Members on the SEAC, the Chairperson shall appoint a person from the SEAC membership to fill the vacancy for the remainder of the term.
2. In the event the Chairperson cannot preside regularly at meetings, Director of Special Education has the power to evaluate and determine necessary action.
3. In case of a vacancy of the Chairperson, an election will be held at the meeting following the meeting at which the official notice of the vacancy is made.

Chapter 3 - Executive Committee of SEAC and Representation

A. EXECUTIVE COMMITTEE

1. Composition:

The SEAC Executive Committee consists of 5 members: Chairperson, Secretary, Timekeeper, WLA Director, Lead WLA Special Education Teacher.

2. Function:

i. SEAC Voting Members:

- a) The SEAC Chairperson, Secretary, and Timekeepers serve as elected members to the SEAC.
- b) Elected Members holding the above referenced offices on the SEAC Executive Committee hold voting rights in all deliberations pertaining to the SEAC.

ii. Ex-officio Members:

- a) The WLA Director and Lead Special Education Teacher are ex-officio members of the WLA SEAC.
- b) Ex-officio members may participate in the deliberations but shall have no vote.
- c) Their primary responsibilities shall be to:
 - Inform the SEAC of issues that impact special education at WLA.
 - Advise the WLA Director of Special Education of the activities of the SEAC.

B. REPRESENTATION

1. If it is necessary for the SEAC to be represented before the WLA School Board, the SEAC Chairperson shall appoint such representation.

C. COMMITTEE RESOURCE PERSONS

1. Resource persons may be asked to participate in meetings at the invitation of the SEAC Chairperson and may participate in deliberations but shall have no voting rights.

D. REIMBURSEMENT

1. The SEAC Executive Committee shall serve without compensation.

Chapter 4 - MEETINGS

A. QUOROM

1. A majority of the SEAC Executive Committee shall constitute a quorum. Members who attend a meeting from a remote location through audiovisual means shall be counted as part of the quorum.
2. If a quorum is lacking, a meeting shall be conducted as a meeting of the whole, without voting action.

B. PARLIAMENTARY PROCEDURE

1. Parliamentary procedures shall be observed by the SEAC in the conduct of its business.

C. NOTICE OF MEETING

1. All SEAC meetings must be publicly announced 2 weeks prior to the meeting.
2. The SEAC Secretary shall provide written notice in accordance with the Robert's Law Open Meeting Act.

D. TYPES OF MEETINGS

1. Executive Committee Meetings
 - i. The SEAC Executive Committee may meet as often as is necessary to conduct business.
 - ii. Minutes from the Executive Session Meetings will be recorded by the Executive Committee Secretary and available for review by the WLA public community on the WLA website.
2. Special Meetings
 - i. Upon the request of the Director of Special Education or the Director of WLA with concurrence of the SEAC Chairperson, special meetings may be called.
3. Public Meetings
 - i. Quarterly Meeting of the SEAC shall be open to the WLA Public.

- ii. Notice of Participation to Present:
 - a) All persons wishing to address the SEAC Executive Committee must declare their intent in writing to the WLA Administrative Assistant a minimum of 1 week prior to the scheduled meeting date.
 - b) Persons wishing to address the SEAC Executive Committee will be asked to identify themselves by name.
 - c) The public participation portion of the meeting will have a limitation of one hour. Each presentation will be limited to 10 minutes. The SEAC Chairperson has discretionary power to adjust the time as the situation warrants.
 - d) Presenters at the public meetings should provide written statement to the SEAC Secretary in order that be made available to the SEAC Executive Committee for future discussions as deemed necessary by the Executive Committee.
 - e) Items identified during the Public participation portion of the meeting will be reviewed at the end of the meeting when the Executive Committee discusses future agenda considerations.

- iii. Presenter Participation:
 - a) All documents distributed during the meetings are part of the public meeting, and therefore, shall be considered public documents.
 - b) The presentations made by participants during the public participation should take in to consideration the rules of common courtesy.
 - c) The participants shall keep in mind that all statements made at a public meeting become a matter of public record.
 - d) It is the responsibility of the presenter that all statements made are accurate and based on facts.

E. FREQUENCY OF MEETINGS

1. The Executive Committee shall meet monthly or as often as necessary to conduct its business.
2. Open Meetings shall be held quarterly.

F. LOCATION OF MEETINGS

1. Meetings of the SEAC shall be held at Woodbury Leadership Academy and shall be held at an accessible location in accordance with ADA guidelines.

G. INTERPRETERS AT MEETINGS

1. Interpreters and other necessary services to accommodate people with disabilities shall be provided at meetings of the SEAC members if requested in advance.

Chapter 5 - AGENDAS, MEETING SUMMARIES, AND VOTING PROCEDURES

A. AGENDA

1. Notice of SEAC Meetings
 - i. SEAC Meeting Dates and agenda items shall be publically announced on the WLA website.
2. Proposed Agendas, Additions/Modifications
 - i. The SEAC Chairperson shall present to the Executive Committee Secretary the proposed agenda for publication prior to each scheduled SEAC meeting.
 - ii. Any SEAC member may request in writing an addition or modification to the agenda no less than 1 week prior to the scheduled meeting. All requests received after that point, will be considered for the following scheduled meeting agenda.
 - iii. Written requests can be delivered to the SEAC Chairperson via email or addressed to the SEAC Chairperson and dropped off in the WLA main office.

B. MEETING SUMMARY AND PROCEEDINGS

1. Official Meeting Summary:
 - i. Official meeting summary shall be kept of all SEAC meetings.
2. Public Availability:
 - i. Meeting summaries shall be made available to the WLA community on the WLA website or can be printed by request at no charge. Requests should be directed to Becky Kuhlman in the WLA main office.
 - ii. If accommodations are needed to access these summaries (ie. Large print, interpreter services, etc.) please include these in your request.

C. VOTING PROCEDURES

- i. Voting will follow appropriate parliamentary procedures.

Chapter 6 - AMENDMENT OF BY-LAWS

A. PROCEDURE

These By-laws may be amended in the following manner:

1. Proposed amendment(s) shall be presented to an Executive Committee member in writing for consideration.
2. The proposed amendment(s) shall be voted on as an action item at the next scheduled SEAC Meeting.

B. AUTOMATIC AMENDMENT

1. Any state or federal legislation and/or regulations, or any policies of the Minnesota State Board of Education regarding advisory committees shall automatically modify the SEAC By-laws.

C. ANNUAL REVIEW

1. The SEAC Executive Committee will ensure that an annual review of the SEAC By-laws is conducted.