

MARQUETTE-ALGER REGIONAL EDUCATIONAL SERVICE AGENCY

SPECIAL EDUCATION PARENT ADVISORY COMMITTEE BY-LAWS

ARTICLE I

NAME

The name of this organization shall be the "Marquette-Alger Regional Educational Service Agency Special Education Parent Advisory Committee (SEPAC)."

ARTICLE II

MISSION STATEMENT

Support and assist children in special education to reach their full potential.

ARTICLE III

PURPOSE AND RESPONSIBILITIES

Section I – Purposes

The purposes for which this Committee is formed are:

- 1) To comply with the Michigan Special Education Rules and Regulations.
- 2) To be an independent liaison between the Marquette-Alger Regional Educational Service Agency, its constituent school districts and the community.
- 3) To advise the Special Education administration concerning policies and procedures –
 - a) That will assure the development of comprehensive programs and services for all students with disabilities.
 - b) That will protect the civil and human rights of students with disabilities and their parents.

Section II – Responsibilities

The responsibilities of this Committee will include, but are not limited to the following:

Provide Special Education administration with public concerns regarding the delivery of Special Education programs and services.

- 1) Participate in the cooperative development of the Marquette-Alger Regional Educational Service Agency Special Education Plan.

- 2) Annually review the updated Special Education Parent Handbook to be distributed throughout the Regional Educational Service Agency school district.
- 3) Establish a communication network between the Special Education Parent Advisory Committee and all parents of students with disabilities within the Marquette-Alger Regional Educational Service Agency school district.

ARTICLE IV

MEMBERSHIP

SECTION I - Membership

- 1) The Marquette-Alger Regional Educational Service Agency in cooperation with local school districts and the SEPAC will jointly seek and recommend parents for membership on SEPAC.
- 2) The MARESA Board of Education will make every attempt to assure that all types of disabilities and all local school districts are represented on the SEPAC.
- 3) The MARESA Board of Education approves SEPAC members upon approval of candidates from the local school district Board of Education. (Reference Michigan Administrative Rules for Special Education R340.1838, Rule 138)
 - a. The parent advisory committee and its officers shall consist only of parents of students with disabilities with at least 1 parent from each constituent local school district and public school academy unless no parent agrees to serve on the parent advisory committee to represent the constituent local school district or public school academy.
 - b. Each constituent local school district board of education and each public school academy board of directors shall nominate at least 1 parent.
 - c. The intermediate school district board of education may nominate additional members not to exceed 33.3% of the total parent advisory committee membership.

SECTION II - Meetings/Election of Officers

- 1) The Special Education Parent Advisory Committee will meet monthly except for July unless otherwise voted upon by the membership. Special meetings may be called as necessary by the SEPAC Chairperson. When voting, a quorum for meetings will consist of 51% of the voting members.

- 2) At the June meeting each year, the Special Education Parent Advisory Committee will hold the annual election of officers to determine the Chairperson, Vice-Chairperson, Secretary and Treasurer. Officers will serve a one-year term.
- 3) Election of Officers – At the June meeting, there will be an election of officers, which shall be the Chairperson, Vice-Chairperson, Secretary and Treasurer. Officers must be a constituent district representative. Vacancies shall be filled by election at a regular meeting with the exception that the Vice-Chairperson shall replace the Chairperson in the event that the position of Chairperson is vacated.
- 4) At the August meeting, the SEPAC will focus on the annual review of SEPAC goals, goal-setting for the following year, establishment of the SEPAC calendar of meetings and establish the following committees for the year.

SECTION III - Conditions of Membership

- 1) SEPAC members who miss three consecutive meetings without a valid excuse or without contacting an officer will be officially taken off the SEPAC membership roster; SEPAC will recommend that a replacement be nominated. Members are expected to attend at least 66% of the meetings each year.
- 2) Resignations shall be submitted in writing to the SEPAC Chairperson.
- 3) A SEPAC member may request a leave of absence when circumstances warrant such a need. Such a request shall be submitted in writing to the SEPAC Chairperson, which will be reviewed annually.

SECTION IV - Officer Responsibilities

- 1) The responsibilities of the Chairperson shall include:
 - a. Preside at all SEPAC meetings.
 - b. Appoint, when necessary, sub-committees to carry out committee functions.
 - c. Develop the agenda for each SEPAC meeting.
 - d. Sign documents relating to official committee functions.
 - e. Maintain all books, documents and papers as SEPAC determines to be necessary to their business and maintain an official record of SEPAC activities.
- 2) The responsibilities of the Vice-Chairperson shall include:

- a. Act in the absence of the Chairperson.
 - b. Perform all the duties as assigned by the Chairperson.
- 3) The responsibilities of the Secretary shall include:
- a. Acting as recorder at each SEPAC meeting.
 - b. Work in cooperation with the MARESA Special Education Director to assure that notices and other communications are sent out for SEPAC meetings/activities.
- 4) The responsibilities of the Treasurer shall include:
- a. Have charge and custody of and be responsible for all funds and securities of SEPAC and receive/give receipts for monies in the name of SEPAC in such banks or accounts as shall be selected by the committee.
 - b. Submit an annual financial report to SEPAC at the January meeting.

ARTICLE V

FISCAL SUPPORT

- 1) Fiscal support available to SEPAC from MARESA shall be outlined in the special education budget submitted to the MARESA Board of Education for approval.
- 2) MARESA will provide clerical support services as follows:
- a. Postage/mailings for SEPAC activities.
 - b. Reproduction of appropriate SEPAC materials and/or informational material.
 - c. Secretarial services as appropriate.
 - d. Incidental supplies.

ARTICLE VI

MARESA BOARD LIAISON

The Board Liaison will coordinate the monthly report to be presented to the MARESA Board of Education at its regular meetings. This report will include a review of the SEPAC activities during the preceding month.