

Independent School District 271
Services Education Department
Bloomington, MN
Revised: October 2015

Special Education Community Advisory Council Guidelines

MISSION: The mission of the Special Education Community Advisory Council (SECAC) is to:

1. Provide input into the decision-making process of the Bloomington Public Schools Department of Special Education
2. Provide a communication link with the Bloomington Community at large.
3. Advocate for high quality educational programs for all learners.
4. Support the implementation of the District Mission for all students in the Bloomington Public Schools.
5. Support the implementation of the District Strategic Plan.

OPERATIONAL PROCEDURES:

1. SECAC shall advise the Director of Special Education regarding current issues, program development, parental concerns and involvement and departmental priorities.
2. SECAC shall have access the District Superintendent through the Director of Special Education.
3. SECAC members may serve, as Council representative, on district-wide task forces and committees.
4. The Director of Special Education will keep the Superintendent and School Board updated on the activities of SECAC throughout the year.

MEMBERSHIP:

SECAC membership will not exceed 24 members and shall include parents of students with special education needs, community members and district staff. Parental representation shall be at least 51% of membership and, to the extent possible represent the district percentages of various disability areas.

Meetings:

SECAC shall meet monthly, September through May, on the Tuesday of each month at 6:30. One-third of council membership shall constitute a quorum. Meetings shall be limited to two hours in length and will be open to the public.

TERMS OF MEMBERSHIP:

SECAC members will serve an initial two-year term. The term in office shall start with the first meeting in September. Those appointed during the year shall start their two-year term the following September. Membership, thereafter, may continue on a yearly basis. Subcommittees shall meet as needs based on the yearly goals of SECAC. A facilitator shall be selected for each subcommittee, whose responsibilities will include: arranging subcommittee meetings and reporting back to SECAC.

ATTENDANCE REQUIREMENTS:

Members who acquire two consecutive absences during a one-year term will be asked to renew their commitment to SECAC.

OFFICERS:

SECAC shall elect a chairperson and a vice-chairperson who shall serve a one-year term. SECAC will select these positions at the first meeting of the school year. The chairperson will conduct the monthly meetings and with the Director of Special Education to see that the goals of SECAC are met. The chair will contact new members. The vice-chair shall conduct the monthly meetings in the absence of the chairperson. The chairperson will work with the Director of Student Services to set the agenda for monthly meetings, recruit new members and coordinate continuing membership.

AMENDMENTS TO SECAC GUIDELINES:

Amendments to SECAC guidelines may be proposed by members and approved for distribution in draft form to the full membership by a majority vote. Amendments shall require an affirmative vote by a majority of SECAC members present at a designated subsequent SECAC meeting.

STAFF:

The Director of Special Education shall serve as an ex-officio member of SECAC and shall assure that a secretary shall be available to record and distribute minutes of the meeting, arrange for appropriate meeting space and mail/email out meeting notices and agendas.