

SEPAC MISSION STATEMENT

The purpose of the Council will be to create collaboration with Special Services, administration, teachers, and parents through an advisory council which parents of children receiving special education and the District will work together for the continuous improvement of special education services.

SEPAC BYLAWS (established 8/9/2009)

Purpose/Mission:

The purpose of the Council will be to create collaboration with Special Services, administration, teachers, and parents through an advisory council which parents of children receiving special education and the District will work together for the continuous improvement of special education services.

Some of the specific objectives from the mission statement are the following:

- Work collaboratively with the school district to improve education outcomes for students with disabilities
- Advocate for children with disabilities and, on behalf of those children, and for parents of children with disabilities
- Promote a network of parents of children and a forum for sharing ideas and information
- Promote communication and programs within the community to encourage understanding, acceptance, and inclusion of children with special needs
- Provide education opportunities for parents to learn about additional ways to support their child and to advocate more effectively

Terms of Membership:

Members of the council shall be parent/guardians of children receiving special education, the District's director of special services, District special education Staff members, and a representative from the non-public schools. At least half of the designated members of the council must be parent/guardians of children receiving special education. To the maximum extent possible, membership shall be representative of the different age groups, disabilities, gender, and ethnic diversity reflective of the District's special education program.

Organizational Structure:

Officers of the Shakopee SEPA are elected by the membership and hold office for one year. If any office becomes vacant, an election for that office shall be held immediately, with term to expire at the May meeting.

Chair

- Presiding at all meetings of the SEPAC
- Agenda will be prepared by chair in collaboration with council members
- Recommending the organization and monitoring of sub-committees
- Preparing periodic reports for Special Education Administration regarding SEPAC activities as needed

Vice-Chair

- Presides in meetings in the absence of the Chair, or at the request of the Chair
- Coordinate public communications (if needed), not including those communications that are the Secretary's
- Assist the Chair as appropriate and perform those responsibilities of the Chair at his/her request

Secretary

- Attendance
- Record the minutes of the meeting
- Communicate the minutes and agenda to the council members
- Gather new member information

Elections:

Elections shall be the first order of business during the May meeting. Elections shall be decided by a simple majority vote of the voting membership. New officers shall take office immediately following their election. Officers may be allowed to serve back to back terms if re-elected.

Meetings:

General meetings shall be held regularly, from September through May. Notice of all general meeting dates shall be published on the District web site, through emails, and on flyers distributed through the schools.

Subcommittees:

Subcommittees will be created as needed. Each subcommittee shall elect a leader to report to the Chair. Members on the subcommittees shall be voluntary members.

Amendments:

These bylaws may be amended as needed during a council meeting notifying council members.