

MISSION STATEMENT AND BYLAWS
SPECIAL EDUCATION ADVISORY COMMITTEE
EAGLE RIDGE ACADEMY

Drafted: March 11, 2014

Revised: January 20, 2016

Adopted:

Mission Statement:

The mission of the Eagle Ridge Academy Special Education Advisory Committee (SEAC) is to act as an advisory body to the Academy through the Special Education Department on behalf of students receiving special education services. SEAC will work towards the Academy's mission of each student attaining their highest potential.

Eagle Ridge Academy Mission:

The mission of Eagle Ridge Academy is to provide our students with a traditional, classical education that demands their best in academic achievement, behavior, and attitude and challenges them to attain their highest potential.

Eagle Ridge Academy Vision:

Eagle Ridge Academy will offer an academically rigorous, time-tested classical, liberal arts curriculum that:

- prepares students to be exemplary and knowledgeable citizens;
- instills a life-long passion for learning;
- values self-discipline, respect, perseverance, and achievement;
- teaches truth, beauty and goodness; and
- fosters an appreciation for the United States of America and her unique role in the world.

Bylaws:

1. Membership

- a. Membership will strive towards at least three parent or legal guardian representatives from each school represented at Eagle Ridge Academy: School of Grammar, School of Logic, and School of Rhetoric.
- b. Eagle Ridge Academy shall be represented by the Special Education Administrator, at least one special education teacher, and at least one general education teacher.
- c. Optimum representation of staff would be from a variety of positions.
- d. Membership will strive to include at least one current School Board member.
- e. Membership will strive towards at least one at large community member coming from any of the three schools. This committee member will not be a parent of a child receiving special services at Eagle Ridge Academy.

2. Member Characteristics

- a. SEAC membership is voluntary. The Special Education Administrator may recruit community members to SEAC with the purpose of ensuring that membership meets the conditions identified in section 1, part A.
- b. SEAC will strive for diversity in membership. Parents, both men and women, will come from various communities of color, alternative family styles, varying socio-economic groups. The students from these families will be of various ages and disabilities.
- c. In the event of a vacancy, a message will be sent to all families with children receiving special education services in the school where the opening occurs. Special education staff at that school will be contacted personally by the membership subcommittee in an effort to recruit possible new members.

3. Term of Membership

- a. Membership on the Advisory Committee shall be a minimum of one year.
- b. A member may choose to continue their membership after the first year if the membership is judged by the committee to be rotating effectively. If the membership is judged to be static, the membership selection process will be started. If a member anticipates leaving, they will notify the co-chairs in writing of their planned departure, and the selection process will occur.

c. While maintaining a balance of representational concerns, members who no longer have a child being served at Eagle Ridge Academy may have an opportunity to continue as an at large community representative.

4. Membership Responsibilities

a. Attend all committee meetings. Notify co-chairs if you are unable to attend a meeting. If a member misses more than three meetings, one of the co-chairs will contact the member to discuss the situation and whether the member desires to continue.

b. A minimal amount of time outside the quarterly meeting participating in designated subcommittee work may be asked of members.

5. Officers, Terms and Responsibilities

a. Co-chairs

i. Term: minimum of two years or until the committee completes given task.

ii. Responsibilities:

1. Lead role in providing group direction of SEAC and working collaboratively with the Special Education Coordinator and/or Director of Special Services.

2. Facilitate group discussion of annual goals and take leadership in assuring the committee goals are accomplished.

3. Develop and distribute the quarterly agenda. Conduct quarterly meetings.

4. Set up meeting schedule for the year prior to the start of the school year with the assistance of the Special Education Coordinator and/or Director of Special Services.

5. Co-chairs or designee are responsible for new member orientation.

6. The co-chairs will biannually appoint the chair of the Nominating Subcommittee who will select two additional committee members and

coordinate the nomination of candidates for co-chairs and secretary to the SEAC group.

7. Establish subcommittees as needed to meet SEAC's goals and objectives.

b. A *Special Education Administrator* and at least one co-chair will also serve on the Nominating Subcommittee.

i. Nominating Committee will call for nominations at the March meeting.

ii. Nominating committee will announce nominations at the May meeting.

iii. Election of candidates will occur at the August meeting.

c. Secretary

i. Term: two years.

ii. Responsibilities:

1. Record the minutes of the quarterly meetings.

2. Distribute minutes by email to membership within two weeks of meeting.

3. Write and distribute reports for School Board members and others as appropriate.

4. Notify the co-chairs prior to the quarterly meeting if unable to attend allowing time to appoint a replacement.

6. *Meetings*

a. Meetings will be held once a quarter for the length of the calendar year.

b. Special meetings may be called as necessary.

c. Elections shall be held in May bi-annually for co-chairs and secretary.

d. A special election will be held in the event an elected official is unable to complete their term of office. All guidelines shall be the same as a regular

election.

7. Amendments

- a. Amendments may be made to any item in the Bylaws by a majority vote.
- b. Amendments to the Mission Statement requires a 2/3 vote of the membership.

Resources:

Hopkins School District:

<http://www.hopkinsschools.org/servicesdepartments/special-services/special-education-advisory-committee>

PACER CENTER:

SPECIAL EDUCATION ADVISORY COUNCIL (SEAC) STRATEGIES FOR SUCCESS:

A Guide for Minnesota Local Special Education Advisory Councils
<http://www.pacer.org/parent/fape/fape-36.pdf>