**Benton-Stearns Education District 6383**

**Special Education Advisory Council (SEAC)**

**Guidelines and Operating Procedures**

**Guiding 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.*

**Suggested Purpose:**

1. Gather parental feedback regarding special education services.
2. Improve communication between school district and parents
3. Seek parental feedback regarding general education and special education program collaboration.

**Suggested Membership:**

Thecommittee will be limited to members and will include representatives from parents and or district staff. Multiple disability areas will be represented when possible. Membership will be renewed annually. The Executive Director of Special Education will serve as an ex-officio member of the SEAC and assure meeting minutes, meeting space and notices or agendas are prepared.

**Suggested Meeting Schedule:**

The committee will meet three times a year (fall, winter and spring). During the fall meeting the committee will determine any training needs, recommend areas of communication to focus on and resources families are requesting and needing. Based on the recommendation of the committee a training opportunity may be coordinated in the spring.

**Operational Procedures:**

The committee will advise the Executive Director of Special Education regarding current issues, program developments, parental concerns and involvement, ed-district-wide guidelines and procedures.

Report of the committee activities will be presented to the BSED Board of Directors on going.