

## **By Laws**

### Fauquier County Public Schools Special Education Advisory Committee

#### **Article I – Name**

The name of this body shall be the Special Education Advisory Committee (SEAC) for Fauquier County Public Schools (herein referred to as the “SEAC”).

#### **Article II – Purpose**

Responsibilities of the SEAC are addressed in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia (effective January 27, 2010: page 120, 8VAC20-81-230-D) are as follows:

1. Advise the Fauquier County School Division of needs in the education of children with disabilities;
2. Participate in the development of priorities and strategies for meeting the identified needs of children with disabilities;
3. Submit periodic reports and recommendations regarding the education of children with disabilities to the Division Superintendent for transmission to the Fauquier County School Board;
4. Assist the Fauquier County School Division in interpreting plans to the community for meeting the special needs of children with disabilities for educational services;
5. Review the policies and procedures for the provision of special education and related services prior to submission to the Fauquier County School Board; and
6. Participate in the review of the Fauquier County School Division’s annual plan.

#### **Article III – Membership**

Membership shall reflect the ethnic and geographical composition of Fauquier County Public Schools as well as diversity in the area of disability, gender and age of the represented children.

1. Appointment of members: All members of the SEAC shall be appointed in August and September by the Fauquier County School Board. Membership applications can be submitted to the SEAC, the Director of Special Education or to the Clerk of the School Board. Following School Board action all applicants, appointed and not appointed will be notified by the Clerk of the School Board. Applications will remain on file for the remainder of the school year.

2. Active Members: Per (8VAC 20-81-230 D), a majority of the Committee shall be parents of children with disabilities, or individuals with disabilities. Members of the Committee shall include, but are not limited to, the following persons or representatives of groups, with the possibility that a member may be representative of more than one type of person or group:

- a. Persons with disabilities;
- b. Parents/guardians of persons with disabilities; and
- c. One teacher.

Additional membership may include:

- d. Community civic organizations;
- e. Business or industry; and
- f. Public agencies concerned with the care of persons with disabilities.

3. Consultants: An appointed School Board administrative liaison and the Director of Special Education, or their designees, shall serve as consultants to the SEAC. Note: State regulations stipulate that local school division personnel shall only serve as consultants to the SEAC (except for one teacher who serves as a member of the Committee).

4. Liaison: The School Board shall appoint an administrative liaison to the SEAC.

5. Term of Active Members: Active members shall be appointed by the Fauquier County School Board in August and September. Terms will be for one year beginning October 1 and end September 30. Members can re-submit their name for consideration each year.

6. Vacancies: Vacancies will be filled as soon as possible. Known vacancies will be advertised on the Fauquier County School website. Deadlines and procedures for applicants will be publicized. Vacancies occurring during the school year (mid-term) will be filled as soon as practicable after candidates are identified and applications received and voted on in the affirmative by the Fauquier County School Board.

7. Absences: Members are required to attend all meetings in a school year with no more than three unexcused absences. With the fourth unexcused absence, the person will no longer be a member of the SEAC. A record of attendance shall be kept by the Secretary who shall report periodically to the Chair of the SEAC.

#### **Article IV – Officers**

The officers of the SEAC shall consist of a Chair, a vice Chair, and a Secretary. SEAC Officers shall be elected by a quorum and selections reported to the Fauquier County School Board. Officers may succeed themselves. Any vacancy occurring during the school year shall be filled by the SEAC committee.

The duties of the Officers shall be as follows:

### **Chair**

1. Serve as chief executive of the SEAC with the powers and duties usually belonging to such a position;
2. Call and preside at meetings of the SEAC;
3. Ensure that the annual report is submitted to the School Board;
4. Communicate SEAC decisions, recommendations, comments, concerns and questions to the appropriate person(s), department(s) or organization(s);
5. Coordinate the establishment of subcommittees and the designation of subcommittee Chairs as needed;
6. Assure representation of the SEAC at functions as requested by the SEAC or others;
7. Publicize SEAC meetings to the community;
8. Maintain a record of public comment and the status of the response; and
9. Report to the School Board during monthly School Board meetings.

### **Vice Chair**

1. Serve in the place of, and with the authority of, the Chair in case of the Chair's absence;
2. Discharge any duties delegated to him/her by the Chair;
3. Determine if a quorum exists and inform the Chair;
4. Solicit applications from the public/private sector; and
5. Set calendar and arrange programs, presentations and meeting topics.

### **Secretary**

1. Prepare the SEAC meeting agenda under the direction of the Chair;
2. Keep minutes of the SEAC meetings;
3. Post minutes within two weeks after SEAC meeting;
4. Prepare and post action items within two weeks after SEAC meeting; and
5. Maintain membership and attendance records.

### **Article V – Subcommittees**

Subcommittees, standing or special, shall be appointed by the Chair as deemed necessary to carry out the work of the SEAC. Standing subcommittees shall consist of three or more members, one of whom may be an ex-officio staff person.

### **Article VI – Meetings**

1. Meetings shall occur monthly during the school year. Meeting dates and times shall be posted in the FCPS website and included on the SEAC Brochure;
2. A quorum is required to conduct all business. A quorum is defined as a simple majority of all appointed, voting members. Meetings can be conducted without a quorum but no motions can be considered in the absence of a quorum;
3. All meetings shall follow Robert's Rule of Order;

4. If any adaptive communication tools or services are required (e.g. translations, interpreters etc.) the Chair needs to be notified two (2) weeks in advance;
5. Notice of regular meetings, along with the minutes from the previous meeting and any information necessary for member review before the meeting, shall be sent to each member at least one week prior to the scheduled meeting date except in unforeseen circumstances; and
6. Approved meeting minutes will be submitted via email to the designated School Board member and to the Assistant Superintendent for Student and Special Education Services.

### **Public Comment**

A 15-minute public comment period shall begin each of the regular meetings. The public comment period will be designated to allow members of the community the opportunity to voice global concerns and matters of interest before the SEAC and staff members.

1. Public comments will be limited to three minutes; time cannot be yielded to other speakers and speakers shall identify themselves and their magisterial district;
2. Public comment may be made in person or forwarded to a SEAC member to read at the meeting;
3. Public comments shall not be addressed at the SEAC meeting but shall be forwarded to the Director of Special Education and the designated School Board Member;
4. The Chair shall maintain a list of issues raised during public comment periods for use in future planning activities and include this list in the SEAC Annual Report; and
5. The Director of Special Education shall be asked for confirmation of receipt of public comment.

### **Article VII – Annual Report**

At least annually the SEAC shall compile an executive summary of committee actions. This summary will describe SEAC activities and identify areas of accomplishments and recommendations. The summary shall be written, reviewed and approved by the SEAC. The summary shall be reviewed by the Director of Special Education and submitted through the Superintendent to the School Board.

### **Article VIII – Amendments**

1. The terms of these By-laws, which are within the control and direction of the SEAC, may be amended at any regular meeting of the SEAC by a two-thirds vote of the total active membership of the SEAC.

2. Notice of any proposed amendments must be submitted to all members two (2) weeks prior to the meeting. Those terms and provisions which are mandated by State or local laws or regulations are beyond the control and discretion of the SEAC and may not be modified.