

**Wynne School District**  
**Special Education Advisory Council**  
**Operating Guidelines**

The Wynne Public Schools Special Education Advisory Council, SEAC, is a partnership between the school district and parents/legal guardians of Wynne students with disabilities. The SEAC is an informational resource to promote positive collaboration between family and school with regards to the educational welfare of students with special needs.

**SEAC Vision Statement**

All children, regardless of their abilities, will achieve an academic, functional and social education in the Wynne Public Schools from age three through transition, to promote their life choices and opportunities.

**SEAC Mission Statement**

The mission of the Wynne SEAC is to facilitate a collaborative relationship between school and parents in an effort to increase involvement and add the informed perspective of parents and families of children with disabilities, and to identify and promote the common concerns of special education children by fostering this collaborative effort.

## **A. Function**

The Wynne Special Education Advisory Council for families of students receiving Special Education Services functions in an advisory capacity to the Director of Special Education and Superintendent or Superintendent's designee. The role of the SEAC shall be strictly advisory in nature. It should be made clear from the outset that its role is not to include policy making.

The SEAC can provide a service by addressing itself primarily to educating the public and educators by promoting awareness, disseminating information and advocating for quality education. The advisory council shall refrain at all times from considering or discussing individual school and personnel problems. These matters must be addressed only through appropriate administrative channels.

## **B. Membership and Responsibilities**

The SEAC shall consist of two parent representatives from each school who will be appointed by the Director of Special Education upon recommendations made by the four building principals. Other members will include the special education designee from each building, a general education teacher, a special education teacher, an administrator, the Superintendent and Director of Special Education. Members of the SEAC will serve for a term of two years.

Responsibilities of members include:

- Educating family, school and community members on special education issues
- Advising the director regarding special education issues
- Encouraging and facilitating communication and mutual support among family, school and community
- Researching and presenting information on topics related to specific disabilities
- Disseminating information to parents of students with disabilities regarding services and how to access those services
- Attending meetings
- Participating in committee work
- Staying informed on issues
- Being able to focus on the common concerns for all special education children in the district

While members are chosen on the basis of their child participating in special services or being an educator, as members of the group they represent, they participate as individuals whose sole interest is the quality of services provided to the students with disabilities in the district.

### **C. Organization**

Meetings will be held in the high school conference room on a bi-monthly basis excluding the summer months with the first meeting in September. Meetings will be open to the public and minutes will be recorded. A chairman and vice-chairman will be elected to serve a term of one year.

Meetings will be conducted in an orderly fashion with Robert's Rules of Order being followed.

An agenda will be followed at each meeting. The chairman will be responsible for coordinating the agenda with the Special Education Director prior to preparation for each meeting. Agenda items should result from goals established by the council annually but may include other subjects as needed. Requests for agenda items may be submitted to the Special Education Director or chairman for consideration. Committees may be established to research and prepare presentations to the council.