



Ingham Intermediate  
School District

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Special Education  
Parent Advisory Committee

Ingham Intermediate School District

# Special Education Parent Advisory Committee By-Laws

Revised: January 20, 2021

## **STRUCTURE OF THE PARENT ADVISORY COMMITTEE**

### **Name of the Organization**

The organization shall be known as the Ingham Intermediate School District Special Education Parent Advisory Committee.

### **Legal Authority for the Parent Advisory Committee (PAC)**

The Parent Advisory Committee is mandated under the revised administrative rules for special education as required by R340.1838 in order to provide a formal mechanism for parent participation in the development of the Intermediate School District Plan for the delivery of special education programs and services as required by R340.1833. The parent advisory committee may also provide advisory input on matters appropriate to the improvement of special education programs and services within the intermediate school district as required by R340.1838.

### **Membership**

Parent Advisory Committee membership is determined through an appointment process. Representatives of the Ingham Intermediate School District (ISD) Parent Advisory Committee shall consist of at least one parent or legally designated guardian of a student with a disability who is enrolled in a public school from each constituent school district or public school academy within Ingham ISD.

Each Local Educational Authority (LEA) and Public School Academy (PSA) will nominate at least one potential representative, unless no parent from the LEA agrees to serve. Nominations from the LEA/PSA and ISD will be submitted to the Ingham Intermediate School District Board of Education for approval. The Intermediate School District (ISD) may also nominate two representatives (not to exceed 1/3 of committee) in an attempt to assure that all disability areas are represented. Ingham ISD nominations to the PAC will be made by the ISD Executive Director of Student Support Services and approved by the Ingham ISD Board. At the regularly scheduled July meeting, the Ingham ISD Board of Education will approve the Special Education Parent Advisory Committee representatives.

It is suggested that local districts nominate an alternate who may represent their district when their PAC representative is unable to attend.

### **Terms of Service**

Representatives are nominated for three-year terms by the local Special Education Director and may be reappointed. No representative shall be appointed to more than

**three consecutive terms** unless they have served as a former ISD representative and at the end of that term are nominated by their own district and approved by the ISD Board of Education. In situation such as this, a representative may serve one additional three-year term; for a total of four consecutive terms.

Alternates are nominated for three-year terms by the local Special Education Director and may be reappointed. No alternate shall be appointed to more than **three** consecutive terms. However, they may serve two consecutive terms as an alternate, followed by two consecutive terms as the district's PAC representative.

Terms of membership run from July 1 through June 30.

### **Vacancies on the PAC**

Representative vacancies will be filled by nomination by the local Special Education Director and approval of the district for which the vacancy occurs, or by the Intermediate School District Board, if the representative represents a specific disability area and was originally nominated by Ingham ISD to ensure that all the areas are represented.

Vacancies may occur under the following circumstances:

1. Representative's term expires.
2. Resignation of representative.
3. Representative's child is no longer eligible for special education.
4. Representative moves and is no longer a resident of the local school district they represent.
5. Representative's child/student with a disability makes an educational placement change through school of choice, public school academy or alternative education options.
6. Non-attendance (Districts must be represented by their representative or alternate for at least 2/3 of the scheduled meetings each year). Representatives will be considered "excused" from the meeting attendance if they will be represented by their district alternate.

When a vacancy occurs and a district/academy has no alternate representative, the vacancy will be filled by the normal appointment process as identified under Membership, see page 2.

## **Election of Officers**

An election will be held each year at the May meeting for the purpose of electing Co-Chairpersons and a Secretary. Officers will be elected by a simple majority of the membership present. Nominations will be taken from the floor.

Terms for new officers will begin July 1<sup>st</sup> immediately following the May election. Terms of officers will be for one year. An officer may serve more than one term and upon leaving office will act as advisor to the incoming officers to the extent necessary for a smooth transition.

## **Duties of the Officers**

The duties of the Co-Chairpersons are as follows:

1. Provide leadership to the PAC.
2. Preside at and conduct PAC meetings.
3. Oversee the annual May election of officers.
4. Plan PAC meeting agendas in cooperation with the other co-chairperson and the ISD Administrator.
5. Determine the need for and appoint ad hoc committees.
6. Sign the ISD Plan for the Delivery of Special Education assurance, signifying the PAC's involvement in the review and revision to the plan.
7. Communicate with the Ingham ISD Administrator and PAC Representative, as necessary.
8. Provide a written communication to PAC Representatives who have missed two meetings and are in danger of being removed from the PAC. The designated Co-Chairperson will also provide that District's Special Education Director and Board of Education with a copy of the correspondence.
  - a. If the PAC representative misses two meetings after the written contact from the Co-Chairpersons, the Co-Chairs will send a communication to the Special Education Director requesting that a new LEA representative be appointed.
  - b. If no response within 30 days by the director, the Co-Chairpersons will request a new representative be appointed for that district.

The duties of the Secretary are as follows:

1. Take minutes of PAC meetings, transcribe and forward them in a timely manner to Ingham ISD for distribution.

2. Arrange for a PAC Representative to take minutes if the Secretary is unable to attend a scheduled meeting.
3. Handle correspondence for the committee.

The duties of the Intermediate School District Administrator (ISD Executive Director of Student Support Services or designee) are as follows:

1. Participate in PAC meeting agenda planning and development of annual meeting schedules.
2. Maintain and update a membership roster.
3. Provide fiscal resources to support expenses incurred by the PAC.
4. Provide clerical support for distribution of PAC information.
5. Arrange for a local district Special Education Administrator to also serve as a PAC liaison for a one-year term or have co-representatives from the local Special Education Directors' group or have Special Education Administrators alternate as the PAC liaison throughout each year.

### **Committees**

All committees of the Parent Advisory Committee will be appointed by the Co-Chairpersons on an ad hoc basis. Each Committee will be given a specific task to perform and a specific time period to exist. Upon completion of its assigned task or the end of the time period, the committee will cease to exist.

### **Meetings**

The Parent Advisory Committee will meet a minimum of six (6) times during the school year from September through May and will have an option for virtual attendance. The frequency of meetings will depend upon the concerns and needs existing during a given year. Meetings are open to the public and visitors are welcome. Visitors must identify themselves (name and address) and if they have a child with an active IEP in the Ingham ISD service area. If these conditions are met, the visitor may continue to attend subsequent meetings.

### **Meeting Procedures**

Meetings will be conducted in accordance with "Robert's Rules of Order."

Voting procedures will be based upon the following: A quorum will consist of a majority of the Representatives\* and represent one-half plus one of the constituent local school districts in attendance.

\*A husband/wife team represents one (1) vote. Ingham ISD parent appointees (combined) represent one (1) vote. Districts with a representative and alternate represent one (1) vote.

### **Objections to the ISD Plan by the PAC**

The Parent Advisory Committee may file objections in whole or in part with the ISD to an approved ISD plan or a plan modification that the ISD has submitted to the Superintendent of Public Instruction for approval in compliance with MARSE R340.1836.

## **ROLE AND RESPONSIBILITY OF THE PARENT ADVISORY COMMITTEE**

### **Purpose of the Parent Advisory Committee**

The purpose(s) of the Parent Advisory Committee is to represent the views of parents who have children receiving special education services. The Parent Advisory Committee gives input to the Ingham ISD which is focused on the ISD Plan for the Delivery of Special Education and improvement of special education programs and services. The PAC also provides information about opportunities in the community to enhance the education of students with disabilities.

### **Required Duties of the Parent Advisory Committee**

1. ISD plans, or any plan modification, must be developed in cooperation with local school districts and the PAC (R340.1833).
2. The Co-Chairpersons of the PAC must sign the ISD Plan, or any Plan modification, signifying that the committee was involved in the development of the Plan (R340.1833).
3. If the PAC determines the Plan, or any part of it is not acceptable, the PAC may file an objection to the plan in whole or in part (R340.1836).
4. If an objection is filed against the Ingham ISD Plan by another party, the PAC may file a response to the objection (R340.1836).
5. The PAC may provide advisory input on any matters which the committee deems appropriate to the improvement of special education services within the ISD (R340.1838).

### **Additional Responsibilities of the Parent Advisory Committee**

1. The Ingham ISD Plan for the Delivery of Special Education sets forth the Parent Advisory Committee's involvement in the deviation process.

Although there is no mandated PAC role, the PAC will review deviation and waiver requests and the supporting rationale and documentation to ensure that

the deviation or waiver serves the best interests of persons with disabilities who may be affected by the deviation (R340.734).

The PAC will also review the deviation or waiver to ensure the intent is not to exclude a person with a disability or to deny a person with a disability from participating in a special education program or service which is required (R340.1734).

The PAC may file a statement of its position on the deviation or waiver request with the Department of Education and have that statement considered along with that of the ISD.

The PAC representative of a district requesting a deviation will monitor the situation and work with their district administration to ensure that the situation which resulted in the deviation or waiver is resolved within established time lines.

2. The Ingham ISD Plan for the Delivery of Special Education sets forth the Parent Advisory Committee's involvement in the cooperative development and review process over two meetings. At the first meeting, the Ingham ISD Administrator will present the Plan for review and document involvement of the Plan consistent with R340.833. The PAC will review and discuss draft modifications to the Plan and provide input for its development. At the second meeting, the PAC Co-Chairpersons will sign the Plan to signify their involvement in the development of the ISD Plan.
3. The ISD Board of Education shall make every attempt to ensure that all types of impairments and all identifiable organizations of parents of students with disabilities within the ISD are represented on the Parent Advisory Committee.
4. The Ingham ISD Parent Advisory Committee gives parent information and assistance a high priority. The PAC will be responsible for preparation, publication, and dissemination of documents for parent and school use. These include, but are not limited to:
  - a. **Parent Guide to Special Education**, which explains the special education process and procedures for guaranteeing the rights of a child with a disability to a Free Appropriate Public Education (FAPE). This handbook will be provided to parents by the ISD, the PAC, or their local district/public school academy. The Parent Guide to Special Education will be prepared by the Parent Advisory Committee and given to the ISD for

review. All editing changes and/or additions must be approved by the Parent Advisory Committee prior to printing and distribution.

- b. An annual **introductory brochure to special education parents** regarding the Parent Advisory Committee with contact information for each local district. This brochure is to be prepared and ready for distribution no later than the October meeting.
  - c. **Communication.** Meeting minutes will be posted on the Ingham ISD website. Events will be advertised on social media.
5. May serve in the capacity of a surrogate parent (as defined by R340.1725) if appointed to the local district/public school academy as per the Ingham ISD Plan for the Delivery of Special Education (R340.1832).
  6. Maintain and provide resource guide to each PAC representative and alternate for use in carrying out their responsibilities. The Ingham ISD Administrator coordinates the distribution of these resource guides in an electronic manner.

### **Release of Parent Advisory Committee Representative Names and Addresses**

The Ingham ISD Parent Advisory Committee and its Representatives will not release or sell Representative names and addresses to any governmental agency, educational institution or any public or private entity or organization.

### **By-Law Revisions**

By-laws may be revised or amended by a motion of the committee with passage from a simple majority of the Representatives of the constituent local school districts in attendance.