STRUCTURE OF THE PARENT ADVISORY COMMITTEE

Name of the Organization

The organization shall be known as the Ingham Intermediate School District 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. Each Local Educational Authority (LEA) and Public School Academy (PSA) will nominate at least one potential member. Nominations from the LEA/PSA and ISD will be submitted to the Ingham Intermediate School District Board of Education for information. The Intermediate School District (ISD) may also nominate two representatives in an attempt to assure that all disability areas are represented. Ingham ISD nominations to the PAC will be made by the ISD Director of Student Support Services and approved by the ISD Board.

The authority to appoint members rests with the Intermediate School District Board of Education. Members of the Ingham Intermediate School District (IISD) 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 the IISD.

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

The Intermediate School District will provide an administrator who will serve as a member of the committee.
Terms of Service

Members are appointed for 3-year terms by the local Special Education Director and may be reappointed. No member 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 situations such as this, a representative may serve one additional 3-year term; for a total of 3 consecutive terms.

Alternates are appointed for 3-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

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

Vacancies may occur under the following circumstances:

1. Member’s term expires
2. Resignation of member
3. Member’s child is no longer eligible for special education
4. Member moves and is no longer a resident of the local school district they represent
5. Member’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).

When a vacancy occurs and a district/academy has an alternate representative, the alternate will automatically be nominated for appointment as the district’s representative.

In circumstances where the district/academy has no alternate representative, the vacancy will be filled by the normal appointment process as identified under Membership, see page 1.
Election of Officers

An election will be held each year at the May meeting for the purpose of electing a 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 1st 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 intermediate school district 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 IISD administrator, and PAC members as necessary.
8. Provide a written communication to PAC members who have missed two meetings and are in danger of being removed from the PAC Committee. 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 the IISD for distribution.
2. Arrange for a PAC member 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 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 eight (8) times during the school year on the third Wednesday of the month. Meetings are open to the public and visitors are welcome.

The Committee may meet more often as the need demands. Meetings may be called or canceled by joint agreement of the Co-Chairpersons and IISD administrator.

Agenda and format for the meetings will be developed cooperatively by the co-chairpersons and the intermediate school district administrator to the PAC. It is the responsibility of the Co-Chairpersons to finalize the agenda and provide to the ISD liaison for publishing.

Members will be considered “excused” from the meeting attendance if they will be represented by their alternate or if they contact the co-chairpersons of the committee or IISD administrator prior to the meeting to report their absence.

Meeting Procedures

Meetings will be conducted in accordance with “Roberts Rules of Order”.

Voting procedures will be based upon the following:

A quorum will consist of a majority of the members* 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 passage of a motion to file an objection to the ISD Plan for Delivery of Special Education in accordance with R340.1836 of the revised Administrative Rules for Special Education shall require a simple majority of the members and represent at least seven (7) of the constituent local school districts.

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 Intermediate School District 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 ISD Plan by another party, the PAC may file a response to the objection. (R340.1836).
5. The Parent Advisory Committee may provide advisory input on any matters which the committee deems appropriate to the improvement of special education services within the intermediate school district. (R340.1838).

Additional Responsibilities of the Parent Advisory Committee

1. The IISD 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 assure that the deviation or waiver serves the best interests of persons with disabilities who may be affected by the deviation (R340.1734).

The PAC will also review the deviation or waiver to insure 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 IISD Plan for the Delivery of Special Education sets forth the Parent Advisory Committee’s involvement in the review and approval process over two meetings. At the first meeting, the PAC will review and discuss draft modifications to the plan and provide input for its development. At the second meeting, approval or objection to the plan will be by simple majority vote of the constituent local school districts in attendance.

3. The PAC will examine its own membership to determine whether all major impairments are represented and whether all groups of parents of children with disabilities within the ISD are represented. When it is determined a major impairment group is not represented, the Co-Chairpersons will advise the ISD administrator and seek a representative from a community organization representing that disability area.

4. The Ingham Intermediate 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. 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 IISD website. Events will be advertised on social media.
5. May serve in the capacity of a surrogate parent (as defined by R.340.1725) if appointed to the local district/public school academy as per the IISD Plan for the Delivery of Special Education (R.340.1832).

6. Maintain and provide resource guide to each PAC representative and alternate for use in carrying out their responsibilities. The IISD administrator coordinates the distribution of these resource guides in a printed or electronic format.

Release of Parent Advisory Committee Member Names and Addresses

The Ingham Intermediate Parent Advisory Committee and it’s members will not release or sell member names and addresses to any governmental agency, educational institution or any other 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 members of the constituent local school districts in attendance.