

Prince William County

Special Education Committee By-laws

Approved 1/18/2022



The Special Education Advisory Committee (SEAC) is organized and functions in accordance with state and federal requirements. The activities of the SEAC are governed by the State of Virginia's Special Education Advisory Committee by-laws and the Prince William County Special Education Advisory Committee by-laws.

Article I – Name

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

Article II – Purpose

Major responsibilities of the Committee which are addressed in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia (Effective January 25, 2010) are as follows:

1. Advise Prince William County Public Schools 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 local school board;
4. Assist the local 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 local school board;
6. Participate in the review of the local school division's annual plan; and
7. Review Annually the updated Annual Special Education Plan and Application for Federal Flow-Through Funds thirty calendar days prior to submission by the Superintendent to the School Board.

Article III – Membership

1. Number

Membership of the committee shall be limited to thirteen members recommended by the Committee to the superintendent and the School Board for appointment by the School Board. The majority of the committee must be parents of children with disabilities or individuals with disabilities. The committee must also include one teacher. Other membership may include representatives from public or private agencies or community members.

The membership shall consist of the following:

- One member-at-large;
- One member selected by each member of the School Board, for a total 7;
- One PWCS teacher appointed by the School Board; and
- Four representatives selected by the Superintendent for appointment.

2. Appointment of Members

There shall be a standing membership subcommittee consisting of appointed active members of the Committee. Membership recommendations may be made by any active member of the committee, or by any resident of Prince William County. Requests for membership of County residents should be in the form of a letter of desire to serve. In making a recommendation, the Membership Subcommittee shall strive to maintain diversity by considering the geographical locations of the prospective members' residence and the people with disabilities they represent.

The membership subcommittee shall forward by August 1 a slate to the superintendent for consideration of appointment by the school board. The superintendent and the school board reserve the right to nominate any candidate they believe to be qualified.

The school board shall appoint new members to the Committee at the first meeting of the board in September. Letters shall be sent by the chair of the Committee in September to all new appointees and those nominated, but not appointed. Recommended names and letters of intent to serve stating a desire to serve and from nominees not appointed shall remain on file for a period of two years.

3. Active Members Members of the Committee shall include, but not be 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 (as detailed below):

- Parents/guardians of persons with disabilities; age 2-22, who are eligible for services in Prince William County Schools. In the case of a parent/guardian of a child in private school, there must be reasonable expectation that the student would receive services from the Division if enrolled; all active members will have experience, knowledge or training critical to service on the committee; this can be documented on the letter of

intent to serve.

- One Currently Employed Prince William County Teacher, with documented training in special education services or support. The teacher is appointed by the school board and is an active member.

Additional membership may include

- Community civic organizations;
- Business or industry;
- Public agencies concerned with the care of persons with disabilities; and
- Other local advisory committees concerned with the education and training of students with disabilities.

4. Consultants

The Associate for Student Services and Special Education and the Director of Special Education, or their designees, shall serve as consultants to the Committee. Consultants can be parents, professionals and other categories approved by The Associate for Student Services and Special Education and the Director of Special Education. Note: State regulations stipulate that local school division personnel shall only serve as consultants to the Committee (except for one teacher who serves as an active member of the committee). Consultants are not voting members.

5. Term of Active Members

Active members shall be appointed by the school board in the summer for a two-year term that can be extended but not exceed the School Board member's term or serve longer than 4 years total before rotating off for a 1 year period. To assure the continuity of the committee a maximum of eight members shall rotate off the committee each year. No member will be allowed to serve more than a total of 12 years in their lifetime.

6. Vacancies

Should vacancies occur because of low application numbers or the withdrawal of an active Committee member, the Chair will notify the School Board or Superintendent that a new appointee is needed. When requested, the Membership Subcommittee shall present a slate of nominees for approval. When vacancies are unfilled, the former committee member will fill the vacancy until the seat is filled.

7. Absences

Members are required to attend all meetings in a school year with no more than two (2) unexcused absences. With the third (3rd) unexcused absence, the person will no longer be a member of the Committee. The Chair will notify the School Board member impacted by this action. A record of attendance shall be kept by the vice chair of membership who shall report periodically to the chair of the Committee.

Article IV – Officers

1. The officers of the Committee shall consist of a chair, a vice-chair of membership, and a secretary;
2. A nominating subcommittee, consisting of three active members appointed by the chair, will present a slate of proposed officers at the April meeting;
3. Officers shall be elected by a majority vote of the Committee at the last meeting prior to the first meeting in September of the School Board, provided a quorum is present. Officers shall serve a one year term. No member shall serve in the same office for more than two consecutive one-year terms;
4. In the event an office becomes vacant, the chair shall appoint a replacement for the unexpired term. Vacancy in the office of chair shall be filled by one of the vice chairs for the unexpired term;
5. The term of officers begins in July of the year they are elected and ends at the end of June of the following year; and
6. The duties of the officers shall be as follows:

Chair

- Serve as chief executive of the Committee with the powers and duties usually belonging to such a position;
- Call and preside at meetings of the Committee;
- Prepare an agenda for each meeting of the committee;
- Serve as ex-officio member of all subcommittees;

- Ensure that the annual report is submitted to the school board;
- Assure representation of the Committee at functions as requested by the Committee or others;
- Participate in orientation activities for new members;
- Appoint committee chairs; and
- Serve on other school advisory committees in order to facilitate collaboration regarding global issues.

Vice Chair

- Shall chair the planning subcommittee (goal setting and programs);
- Serve in the place of, and with the authority of, the chair in case of the chair's absence;
- Maintain a list of issues raised during public comment;
- Maintain records of attendance; and
- Discharge any duties delegated to him/her by the chair.

Secretary

- Keep minutes of the Committee meetings;
- See that the minutes are made available to Committee members at least one week prior to the meeting;
- Maintain PWCS outlook email and serve as the online facilitator for virtual meetings; and
- Designate a co-host for virtual meetings.

Article V – Subcommittees

Subcommittees, standing or special, shall be appointed by the chair as deemed necessary to carry out the work of the Committee. Each active member is required to serve on at least one subcommittee. Each Subcommittee Chair shall notify the Committee Web Page Administrator of the times and locations of all meetings so that the meeting may be properly advertised.

Article VI – Meetings

1. Frequency of regular meetings

Unless otherwise approved by the Committee, the committee shall meet on the third Tuesday evening of each month of the school year (September-June). Committee members may participate in meetings via electronic means in accordance with the Committee's policy on Member Participation in Meetings by Electronic Communication. One meeting annually shall be designated to review the Annual Special Education and Application for Federal Flow-Through Funds. This meeting shall be at least thirty calendar days prior to the

Superintendent's submission of the final document to the school board. There shall be a meeting in June, July or August if desired by the committee, which shall be for the purpose of electing officers, completing unfinished business and the recognition of members rotating off the committee.

2. Notice

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. A copy of the proposed agenda and all agenda packets and all materials, unless exempt, furnished to members of the Committee for a meeting shall be made available to the public on the Committee webpage at the same time as such documents are provided to the Committee members.

3. Open Meetings

All regular meetings of the Committee shall be open to the public. Three (3) working days public notice shall be given of the date, time, and location of the meeting. Notice will be posted on the Committee webpage and through posting at the office of the clerk of the School Board.

4. Public Comment

A 15-minute public comment period will begin each of the meetings (September-May). 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 Committee and staff members. There will be an initial three-minute per person time limit, although this limit may be increased if time remains in the 15-minute public comment period. The vice chair of planning will maintain a list of issues raised during public comment periods for use in future planning activities.

Article VII – Quorum

Fifty percent of active members shall constitute a quorum.

Article VIII – Amendments

These by-laws may be amended at any regular meeting by not less than two-thirds of the total active membership of the Committee. A copy of the proposed amendment(s) shall be submitted in writing at the previous regular meeting of the Committee.

Article IX – Rules of Order

Robert's Rules of Order, revised, shall govern the conduct of the committee's meetings and other procedural matters, to the extent that such rules are applicable and not inconsistent with the provisions of these bylaws.

Adopted: By Committee Vote, October 19, 2021 Chair: Jaime Van Echo

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