



Barnstable Public Schools

Special Education Parent Advisory Council

Motion

Procedure for Reporting to Administration

Voting at March 22, 2018 Meeting

Massachusetts Special Education Law (Section 3 of Chapter 71B) requires every school district to have a SEPAC. This council is charged with:

*"...The parent advisory council duties shall include but not be limited to: advising the school committee on matters that pertain to the education and safety of student with disabilities; meeting regularly with school officials to **participate in the planning, development, and evaluation of school committee's special education programs.** ..."*

1. Barnstable SEPAC leadership will solicit input from SEPAC members on an ongoing basis. As stated in the ByLaws:

General membership shall be open to the public. Voting membership shall be limited to parents/guardians of children with disabilities who reside in the town of Barnstable or who attend Barnstable Public Schools and who have attended at least on general SEPAC meeting annually (academic year). Students with disabilities is defined as those students who receive any special education services (may/may not be on IEP or 504).

- *Voting members' names and contact information will be maintained and retained by SEPAC and will be kept confidential.*
- *Voting membership is required to vote in elections and other business that comes before any SEPAC meeting.*

2. SEPAC leadership will meet to compile input from members and compile items for recommendation to the Director of Special Education, the Superintendent, and the School Committee prior to the November, February, and May SEPAC meetings and at other times as deemed necessary.
3. SEPAC leadership will present to membership items to be communicated to the Director of Special Education, the Superintendent, and the School Committee and actions recommended at the November, February, and May SEPAC meetings and at other times as deemed necessary.
4. SEPAC leadership will send a letter to Director of Special Education, the Superintendent, and the School Committee to communicate recommendations and concerns brought forth and will identify the action that is requested after the November, February, and May SEPAC meetings and at other times as deemed necessary .
5. SEPAC leadership will request a written response to the recommendations within 30 days.
6. SEPAC leadership will communicate the District's response to the membership by posting to the SEPAC website upon receipt and by reporting at the regular SEPAC meetings.