

PARENT ADVISORY PHILOSOPHY AND BY-LAWS

St. Joseph County Intermediate School District

Philosophy

The basic philosophy of the Parent Advisory Committee begins with the premise that every child is special and that every child brings a unique set of educational needs to school every day, and that parents must have a participant role in the educational process of their child. The Intermediate Board . . . shall:

Membership

1. The members of the ISD Special Education Parent Advisory Committee are nominated by each local school Board of Education and are appointed by The St. Joseph County ISD Board members for a two-year term. The term shall be from September 1 to August 31.
2. Membership may not exceed two members of each State approved program or classroom discipline except within geographic representation where choice may be limited. The ISD will make every attempt to assure that the membership is composed of a representative of each impairment and every local school district.
3. Membership will consist of “responsible representation” for all children and all handicapping conditions.

“Responsible representative” shall be defined as one who:

- a. has general knowledge of the handicap they are representing
- b. attend meetings in accordance with the Committee By-Laws
- c. has a child with a disability receiving Special Education programs and/or services from the St. Joseph County ISD or any of its constituent districts
- d. communicates all pertinent information to parents within his representative area to the extent possible
- e. acts as the voice of parents within his representative area when concerns and issues arise

The membership committee consisting of the executive committee will conduct an annual membership review, paying particular attention to handicap geographic areas.

4. The Director of Special Education Services and Special Education Supervisors may sit as ex-officio members of the committee.

Duties of Parent Advisory Committee Members

1. Cooperate in the development of the St. Joseph County ISD Plan. [The PAC as a whole committee may file an objection to the Plan but an individual PAC member may not.

2. Provide input to the Director of Special Education regarding Special Education Programs and Services.
3. Cooperate with the St. Joseph County ISD administration in assessing the needs of impaired children.
4. Cooperate in locating children suspected of having a disability but not receiving services.
5. Assist parents of children with disabilities understand State and Federal laws, special education services and parent rights.
6. Cooperate with the St. Joseph County ISD in conducting in-service programs for parents regarding special education programs and services.

Resignations and Leaves of Absence

1. Resignations should be submitted in writing to the Chairperson two weeks prior to the termination date. The Committee will initiate action to fill a vacancy at its first meeting following receipt of a letter of resignation.
2. Leaves of absence may be granted when circumstances warrant.

By-Laws:

1. The Parent Advisory Committee will hold annual elections of officers for the term of one calendar year. Offices will include: Chairperson, Vice Chairperson, and Secretary/Treasurer.

Officers/Duties

1. Chairperson: The Chairperson of the Committee shall be the principal executive officer of the Committee and shall exercise general supervision and control over business and affairs of the Committee. The Chairperson is responsible for conducting the meetings, signing the ISD Special Education Plan, and communicating with the ISD and the PAC members. He/She may sign, along with the Committee Secretary or other officer of the Committee so authorized, documents, contracts, and other instruments, which the Committee has authorized to be executed. The Chairperson shall act as liaison to the St. Joseph County Intermediate School District Administration. The Chairperson shall be the official voice of the parents, and shall also serve on the St. Joseph County Intermediate School District Special Education Advisory Council. The Chairperson may also appoint subcommittees as the need arises or call special

meetings. In general, the Chairperson shall perform all duties incident to the office of the Chairperson.

2. Vice-Chairperson: In the absence of the Chairperson or in the event of their inability or upon their request not to act, the Vice-Chairperson shall assume the duties of the Chairperson. When acting in this capacity, the Vice-Chairperson shall possess all the powers of the Chairperson and be subject to all responsibilities placed upon the Chairperson. The Vice-Chairperson shall succeed the Chairperson in the event the Chairperson resigns or is removed by the Committee. In general, the Vice-Chairperson shall perform all the duties that are typically associated with the office of Vice-Chairperson.
3. Secretary/Treasurer: The Secretary/Treasurer shall record the minutes of all meetings of the Committee and submits them to the ISD for distribution; shall see that all notices are duly given in accordance with the Committee By Laws; shall see that communications with administration, and parents be kept up-to-date in accordance with Committee By-Laws; shall keep a register of the Post Office address of all members of the Committee; and shall, at the time of an established treasury, have charge and custody of and be responsible for all funds and securities of the Committee.

Meetings of Parent Advisory Committee

1. A minimum of one meeting per quarter will be held, additional meetings may be held as called for by the Chairperson.
2. Notice of the meetings will be given at least seven days in advance.
3. Committee members, who miss three consecutive meetings without an excused absence, may be replaced. The committee will recommend a nomination, for said replacement, to the respective local district Board of Education.
4. The Administrative Liaison in cooperation with the Chairperson shall prepare the agenda and distribute it so that members have it 48 hours in advance of the meeting.

Voting in Parent Advisory Committee

1. Only official Parent Advisory Committee members have voting privileges: meetings are open to guests.
2. A quorum consists of a majority of the membership.
3. A vote of the majority of that quorum shall constitute action of the committee.