

Parent Advisory Committee (PAC) Northwest Education Services

Guidelines for PAC members

Purpose of the Organization

The purpose of the Parent Advisory Committee (PAC) is to participate in the development of the Northwest Education Services (North Ed) Special Education Plan or any modification of the plan for the delivery of special education programs and services as required by R 340.1833. The parent advisory committee may provide advisory input on any matters that the committee deems appropriate to the improvement of special education services within North Ed. The PAC is authorized by and functions under administrative rule R340.1383 of the Michigan PACAdministrative Rules for Special Education.

Roles and Responsibilities

1. Parent Advisory Committee
 - a. The PAC shall participate with the North Ed and its local school districts in the development of the North Ed's special education plan or any modifications to the plan.
 - b. The PAC shall meet, at a minimum, on an annual basis each fiscal year for the purpose of reviewing the plan in whole or in part.
 - c. The PAC Chairperson, or their delegate, is authorized to sign the North Ed's Special Education Plan. The Chair or their designee is authorized to sign for any and all changes in the Special Education Plan. The PAC, by vote of its membership, can have the Chair, or their designee file an objection to the Special Education Plan.
 - d. The PAC Chairperson shall be notified of all deviation requests made by the North Ed, the local districts, or other districts whose requests affect persons with a disability residing within the North Ed region. Other PAC members shall be made aware of all deviation requests either in writing or by presentation at PAC meetings. No specific action is required by the PAC as a result of receiving copies of all deviation requests.
 - e. The PAC shall attempt to be knowledgeable advocates for all persons with disabilities within the North Ed by engaging in activities such as:
 - i. Being a representative of the desires and needs of the persons with disabilities and their families.
 - ii. Become familiar with North Ed's special education programs and services, their purpose, structure, and funding.
 - iii. Become familiar with the mandatory special education law, special education code, regulations and the Northwest Education Services' (North Ed) plan for special education.

- iv. Actively promoting the welfare of the persons with disabilities through parent and public education.
 - v. Being open to hear the concerns expressed by persons with disabilities, the parents of the persons with disabilities, and other concerned individuals.
 - vi. Have contact with local special education supervisors and bring the needs, problems and concerns of parents of students with disabilities to their attention.
 - vii. Regularly reporting PAC activities to the North Ed and the local school districts.
 - viii. Initiate or encourage the organization of parents of students with disabilities in local districts and may invite parents from local districts to any and all PAC functions.
 - ix. Consider attending annual training in Surrogate Parenting and being available to serve as a surrogate parent if needed.
 - f. PAC members will maintain confidentiality and obtain proper permission to exchange information to advocate for specific students.
 - g. PAC members adhere to the member's local board policy and guidelines.
2. Northwest Education Services (North Ed)
- a. North Ed shall provide for the organizational structure of the Parent Advisory committee as required by the administrative rules in the Michigan Special Education Code (MARSE) R 340.1838 Parent Advisory Committee.
 - b. North Ed shall provide administrative assistance to the PAC.
 - c. North Ed shall provide adequate fiscal and staff resources to the PAC in order to make the PAC efficient and effective in operation.
 - d. North Ed's Assistant Superintendent of Special Education shall solicit at least 1 nomination from each Public School and Public School Academy in the region.
 - e. North Ed will share information about local, state and national policy changes affecting students with disabilities at meetings.

Membership

1. Qualification and Selection R340.1838
- a. The Parent Advisory Committee shall be appointed by the Intermediate School District Board.
 - b. The PAC and its officers shall consist only of parents of students with disabilities currently attending a public school within the ISD region with at least 1 parent from each constituent local school district and public school academy unless no parent agrees to serve on the parent advisory committee to represent the constituent local school district or public school academy.
 - c. Each constituent local school district board of education and each public school academy board of directors shall nominate at least 1 parent.
 - d. North Ed may nominate additional members not to exceed 33 1/3 percent of the

- total PAC membership.
 - e. North Ed board of education shall make every attempt to assure that all types of impairments and all identifiable organizations of parents of students with disabilities within the intermediate school district are represented on the PAC.
2. Term
 - a. Each member appointed to the PAC will serve until either the member or the district choose to make a change.

Meetings and Attendance

1. Meetings
 - a. The PAC shall meet , at a minimum, on an annual basis for the purpose of reviewing the North Ed special education plan in whole or in part.
 - b. The PAC shall hold an organizational meeting each year to review guidelines and determine a time and place for its regularly scheduled meeting(s) for the upcoming fiscal year. This may be the same meeting where the ISD plan is reviewed.

Voting

1. Only board appointed PAC members are eligible to vote.
2. A vote will be carried by the majority of those present at a PAC meeting.

Officers

1. Chairperson
 - a. The Chairperson shall be elected by the members of the PAC annually for a one year term.
 - b. The Chairperson shall preside over meetings of the PAC.
 - c. The Chairperson in conjunction with the ISD advisors shall be responsible so that written agendas are prepared and sent to members at least one week in advance of regular meetings.
 - d. The Chairperson may appoint temporary or single use committees as deemed appropriate.
 - e. The Chairperson shall sign the North Ed's special education plan or modifications when authorized to do so by vote of the PAC.
2. Vice-Chairperson (optional)
 - a. The Vice-Chairperson shall be elected by the members of the PAC annually for a one year term.
 - b. The Vice-Chairperson shall assist the Chairperson.
 - c. The Vice-Chairperson shall preside at meetings in the absence of the Chairperson.
 - d. The Vice-Chairperson shall be authorized to act on behalf of the Chairperson when specifically authorized by the vote of the PAC.
3. Other Officers
 - a. The PAC may elect other officers for a one year term as deemed appropriate by the PAC.
4. No person shall hold more than one office at a time.

Elections

1. Each Officer shall be elected annually.
2. New Officers will assume their duties following the election.
3. Vacancy shall be filled by election at the next meeting following the resignation or ineligibility of an Officer.