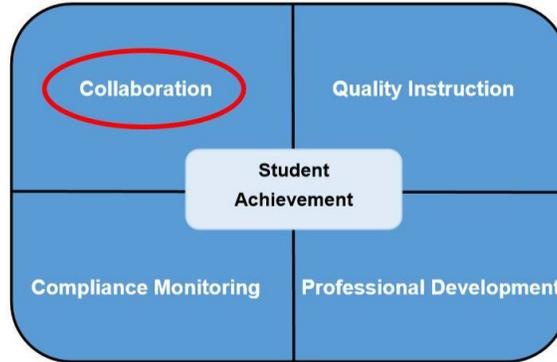




Special Education Parent Advisory Council (SEPAC)



Guiding Principles Support Matrix



Collaboration and teamwork serve as hallmarks for an effective SEPAC. Efficient and successful SEPACs enable parents to offer their unique perspectives to help shape and influence program development at the local level. In an effort to optimize parental engagement and ensure maximum transparency, the SEPAC seeks to leverage the talents of school district personnel, parents and families, and other community stakeholders to improve educational outcomes for students with disabilities enrolled in the San Antonio Independent School District (SAISD).

School Community	Parents/Guardians	School Leaders
<ul style="list-style-type: none"> • How does the district bring a spirit of collaboration to the table? • How does the district respond to and follow up on parent input? • How do staff and parents show respect for the perspectives and opinions of others? • How does the structure and process of the SEPAC allow all stakeholders, especially parents, to obtain and share information with school district leaders? 	<ul style="list-style-type: none"> • How might I look beyond the experiences of my own child and family? • Do I see that, by working to help other children with disabilities, I can help my own child? • Can I see that my participation, large or small, can contribute to a larger vision and shared goals? 	<ul style="list-style-type: none"> • How can I support families as they offer advice and guidance to improve local policy and practices? • What information can I provide to parents to help them look beyond their own family's experiences to see the 'bigger picture?' • How does our district demonstrate that it values parents' perspectives? • How can I encourage and support input from families, even when they feel frustrated, angry, or disgruntled?



		<ul style="list-style-type: none"> • Does the district foster a culture in which parents feel supported and comfortable enough to speak freely? • How can the district provide support and structure to the group, while preserving parent leadership? • How can the district demonstrate that it is responsive to the feedback provided by the SEPAC?
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Bylaws

Mission Statement:

The mission of the SAISD Special Education Parental Advisory Council (SEPAC) is to promote effective and appropriate services for students with disabilities, as well as foster collaboration, effective communication, meaningful feedback, and mutual support for parents, educators, and the community at large.

Purpose:

The SAISD – SEPAC functions to:

- Promote a quality education for each child enrolled in SAISD.
- Provide parent resource information and support
- Communicate concerns and suggested resolutions to District administrative staff such as the Assistant Superintendent of Disability and Learning Support Services and the Executive Director of Disability Services.

SECTION 1 (COUNCIL):

The name of the SAISD Special Education program shall be called the SEPAC. Hereinafter referred to as the “Council”. The Council’s purpose is to advise, advocate, and offer guidance to District leadership. As such, the Council is a voluntary, nonprofit, and unincorporated organization that meets bimonthly. The Council does not have the authority to issue directives or establish policy. A total of 21 parents; three from each Trustee Member District (Elementary, Academy/Middle School, and High School) serve as Parent Representatives on the Council.



Parents interested in serving on the Council must submit an online application on the district website. Parent Representatives shall be selected by random drawing. The Council consists of the following members:

- Council Chair: The Executive Director of Disability Services shall appoint the Chair of the Council. The Council Chair shall preside over meetings, submit Council suggestions to District Leadership; specifically, the Executive Director of Disability Services, and represent the Council at District Parental Advisory Committee (DPAC) meetings.
- Council Co-Chair: The Executive Director of Disability Services shall appoint the Council Co-Chair. The Co-Chair shall coordinate and schedule Council meetings and serve in the absence of the Council Chair.
- District Representatives: The Executive Director of Disability Services shall appoint District staff to serve on the Council. To ensure consistency, District Representatives remain on the Council for a period of two consecutive years while employed in SAISD. Should the representative exit the District, the Executive Director of Disability Services shall appoint a replacement representative to serve out the remainder of the term.
- Parent Representatives (21): Parent Representatives serve on the Council for a period of two consecutive years. If a parent representative's child with a disability exits the District, a replacement representative will be appointed to serve out the remainder of the term.
- Parent-Family Liaison: The Executive Director of Disability Services shall appoint a Parent-Family Liaison to serve on the Council. To ensure consistency, the Parent-Family Liaison shall remain on the council for a period of two consecutive years while employed with SAISD. Should the incumbent exit the District, the Director of Family Support Programs shall appoint a replacement liaison to serve out the remainder of the term.

SECTION 2 (FUNCTION):

It is important to note that the Council is not a Special Education PTO or PTA which functions as a group that focuses on advocating for change from outside the system. Matters for consideration by the Council may be initiated by request of the Disability Services Department or members of the Council. The Council shall communicate the needs, desires, and recommendations to the Executive Director of Disability Services for review and consideration. Items addressed may include the following:

- Educational outcomes and well-being for students with disabilities
- Improvement of programs and services
- Outreach and Parent engagement
- Parent concerns
- Culture and climate



Through a collaborative and consensus-minded approach, the Council will express notable programmatic concerns, systemic issues, potential solutions, and recommendations to District leadership. As mentioned previously, the Council is not authorized to issue directives or establish policy. However, specific recommendations and parent-driven solutions will be given serious consideration to ensure appropriate delivery of services and supports for students with disabilities enrolled in the San Antonio Independent School District.

SECTION 3 (ATTENDANCE):

The Executive Director of Disability Services shall determine whether a meeting will be held in-person or remotely, and Council members shall be expected to attend the meeting in the manner designated by the Executive Director of Disability Services. Meeting attendance is limited to identified members and senior leadership. The first Council meeting of the year shall be held in the month of September. Notice for the first Council meeting of the year will be sent by the Executive Director of Disability Services to Council members via email or telephone at least 3 days prior to the anticipated date of the meeting. Meeting times and locations for all monthly meetings will be determined at the first Council meeting of the school year.

SECTION 4 (AGENDAS):

Agendas shall be created for the next meeting at the end of each Council meeting. Any Council member may make recommendations for the agenda. Additional suggestions may be submitted via email at least 2 business days prior to the scheduled Council meeting.

SECTION 5 (CONSENSUS):

The Council is encouraged to make recommendations and decisions using a consensus approach on items to be presented to the Executive Director of Disability Services and/or the Assistant Superintendent of Disability and Learning Support Services. [Robert's Rules of Order](#) shall be followed to ensure consistency and compliance with Council objectives and parliamentary procedures.

SECTION 6 (REMOVAL OF A COUNCIL MEMBER):

A Council member may be removed for any reason by the Executive Director of Disability Services or Assistant Superintendent of Disability and Learning Support Services if she/he finds that removal is in the best interest of the Council.