

Special Education Parent Advisory Council



How We Work
September 14, 2015

Agenda



- SEPAC Roles and Responsibilities
- SEPAC Rules of the Road
- Tips for Effective Meetings
- Goals and Objectives 2015-2016

Roles and Responsibilities



SEPAC

- Advisory
- Activities
- Community
- Communication

Administration

- Staffing
- Performance Standards
- Program Development
- Curriculum
- Governance
- Communication

SEPAC Roles and Responsibilities



- Expresses the viewpoint of the community you represent
- Communicates the activities of the council back to the community
- Works collectively towards the common goal of improving teaching, learning and student achievement
- Participates in the school development process with the administration
- Participates in and is prepared for council meetings and discussions.
- Board meeting attendance is very important.

SEPAC Rules of the Road



- Responsible to the children and represent the community
- Suggesting and advising on policy, not administration
- Part of a team, abide and support decisions
- Administrator has full responsibility for professional duties, accountable for results
- Council members receive information requests or hear about concerns, refer to the Administration
- Co-Chairs are the official spokespersons for the council
- School wide communications come from the Administration

Tips for Effective Meetings



- Organize and bring everything you need
- Keep objectives in mind
- Work to reach agreement on topics and come to a decision
- Be clear, say what you mean
- Avoid espousing personal experiences at length
- Be aware when it is time to move on
- Broaden your concerns, vote your conscience
- Keep in mind the greater good

Handling Inquiries



Inquiries from concerned parents about their child's academic experience:

- First, direct parent to the child's teacher.
- Secondly, to the child's principal.
- Lastly, to the Director of Student Services.

Inquiries or concerns from parents regarding special education eligibility or services:

- First, direct to the chairperson or special education teacher.
- Secondly, to the Director of Student Services.

Handling Inquiries

Inquiry from an out-of-district parent asking about our services:

- You can direct them to our website and generally explain our services. Student Services does not engage directly with out-of-district parents unless they have a purchase & sale agreement signed for Essex or Manchester.

Inquiries or concerns regarding general special matters such as programming or policy:

- Tell the individual that you will share their concerns with the SEPAC board.
- You can also refer them to the Director of Student Services.

Goals/Objectives for 2015-2016



- Create a work plan and agendas to address topics in a timely manner.
- Be specific in objectives, action plans and results.
- Evaluate council work, fall and spring.
- Ensure each decision is made within the context of the District Vision and Plan.
- Clearly define what needs to be done, who will do it and how it gets done.