

**St. Croix River Education District  
SPECIAL EDUCATION ADVISORY COUNCIL**

**GUIDELINES**

The purpose of the Special Education Advisory Council (SEAC), otherwise known as the St. Croix River Education District's Parent Advisory Council (PAC), is to assure:

1. Parental input into the decision-making process of the St. Croix River Education District, serving Chisago Lakes, North Branch, Rush City, Pine City, Hinckley-Finlayson, East Central, and TRIO Wolf Creek Online Charter School.
2. To provide a communication link with the member districts' parents and special education instructors.
3. To advocate for high quality regular and special education programs.

**Membership:**

The committee shall include representatives from parents and district staff. The following are **suggested** areas of representation:

**I. Seven Parents Representing Children With The Following Disabilities (1**

Representative from each Member District):

Emotional/Behavioral Impairment

Specific Learning Disability

Early Childhood Special Education Mild to

Moderate Mental Impairment Moderate to Severe

Mental Impairment Visual Impaired

Deaf or Hard-of-hearing

Physically Impaired Other Health

Impaired Autism

Traumatic Brain Injured

Speech and Language Impaired

**II. School Staff:**

Seven Special Education Teachers Representing Each Member District from  
Multiple Disability Areas

Two Special Education Students

Special Education Administrator from SCRED

**III. Membership Term**

Each member will serve a two-year term. One new member per district will be added each school year.

### Terms of Membership:

Committee members will serve a two-year term. The term in office shall start with the first meeting. The membership committee shall confirm continuation on a yearly basis for all members. Persons interested in membership should call St. Croix River Education District office (320) 358-3616 or (651) 674-2436 for more information.

### Meetings:

The Parent Advisory Council shall meet 3 times per year in approximately October, January and April, with special meetings called at the discretion of the Special Education Administrator at SCRED responsible for facilitating the Parent Advisory Council. Meetings shall be limited to two hours in length and will be open to the public. The facilitator in consultation with the superintendents, principals, teachers, SCRED staff and parent membership will set agendas.

### Operational Procedures:

The committee shall advise the facilitator regarding current issues, program development, parental concerns and involvement, cooperative-wide policies and procedures.

The committee shall have access to the Superintendent of Schools through the facilitator.

Reports of committee activities and recommendations shall be presented to the additional stakeholder groups as appropriate based on relevance of topic.

### Staff:

The facilitator shall serve as an ex-officio member of the Parent Advisory Council and shall assure that minutes from the meeting are records and distributed, arrange for appropriate meeting space and mail out meeting notices and agendas.