



*The Philosophy of the Burrillville Special Education Advisory Committee is based on the belief that all people are created equal and possess the same human rights. Students with disabilities shall not be excluded. It is the beliefs of this committee that the students with disabilities must be given the same rights and opportunities as any other student, to be allowed to develop to their potential. In order to attain this milestone, the proper environment: age-appropriate and least restrictive, will be the model governing this committee.*

Article I      Name

The committee name shall be the Burrillville Special Education Advisory Committee

Article II      Definition

- All students, by law, who have been determined to be the legal responsibility of the Burrillville School Committee for providing a free appropriate public education
- Students with disabilities between the ages of 3 and 21, who have not graduated from high school, who meet the criteria for special education , as defined in “Regulations Governing the Education of Children with Disabilities 300.900”

Article III      Purpose

- To promote the general welfare of students with disabilities by serving as an advisory and as an advocacy group.
- To safeguard the human and legal rights of all students with disabilities and their parents or legal guardians.
- To advise and aid parents/legal guardians and students towards the solution of problems relating to the education of students with disabilities
- To promote a better system of communication among parents, students with disabilities, the local education agency and all persons concerned with the education of students with disabilities

Article IV      Functions and Responsibilities

- The Advisory Committee shall advise the Local Education Agency (LEA) in matters concerning

- Proper environment for students with disabilities, as stated in our mission.
  - Grant expenditures, in compliance with state and federal law;
3. Any non-compliance issues of state and federal regulations.
- B. The Advisory Committee shall serve as an advocacy group for students with disabilities, which includes parents, guardians, and court appointed educational advocates.
  - C. The committee shall respect the confidentiality of the individuals it represents
  - D. The committee shall provide information to students with disabilities, their parents/legal guardians and to the School Committee

Article V.      Membership

- Must be composed of individuals involved in or concerned with the education of students with disabilities and shall comply with section 300.900 of “Regulations Governing the Education of Children with Disabilities”, adopted September 2013 and amended October 9, 2013.
- The Director of Special Education shall serve as technical advisor to the committee, having no voting privileges.
- A Nomination/Membership Committee will be formed as needed or yearly to solicit new members and to recommend nominations to the Committee.
- Electing members will be held in March of each year
- All new members shall be appointed for a one year term
- The Committee might be composed of:
  - A parent or legal guardian of students with disabilities shall compose a majority of the committee membership.
  - An individual with a disability
  - A special education faculty member
  - A general education teacher
  - Other members of the community at the discretion of the Burrillville Special Education Advisory Committee.
- Termination of Membership:
  - Causes for removal shall be for failure to carry out those responsibilities assumed by acceptance on the committee

- BSEAC, by a two-thirds vote, may request the resignation of, or remove a member upon committee recommendations, if there is just cause.
- Failure of a member to attend two meetings of the committee without prior notice to the Chairperson will result in removal from the committee

Article VI. Meeting and Procedure

Four regularly scheduled business meetings will be held on the third Tuesday of the month, between September and June, excluding December.

The meeting dates and location may be changed with a majority agreement of the committee. All advisory Committee meetings must be publicly announced at least one week prior to the meeting. Meetings must be open to the public and conducted under Robert's Rules of Order.

Meeting Notices

A notice will be drawn up for all meetings and submitted to the local paper and/or Bargain Buyer and posted at community businesses

Meeting Agenda

Shall consist of:

- A. Distribution of attendance sheet
- B. Call to Order by Chairperson
- C. Acceptance of the minutes of the last regular or special meeting for correctors and/or approval
- D. Discuss Correspondence
- E. Old Business
- F. New Business
- G. Report from Special Education Director
- H. Public Comments
- I. Adjournment

### Minutes

Official minutes must be kept of all meetings of the committee and shall be made available to the public upon request and will be posted on the school website once accepted by the committee.

### Quorum

All decisions of the committee shall be valid unless a majority of the members of the committee appointed and holding office concur therein by their votes.

### Special Meeting and Agenda

A special meeting of the committee may be called by the Chairperson, upon two-thirds approval of the rest of the committee members, requesting such a special meeting by way of a letter to the chairperson stating the subject for this meeting. A phone notification of each active member should be considered sufficient notice for such a meeting. Only the special meeting agenda shall be the order.

## Article VII. Advisory Committee Members

The elections will be for the offices of:

- Chairperson
  - Presides at all committee meetings
  - Will sign all letters, reports, and other communication of the committee
  - Responds and forwards e-mails sent into the committee
  - Maintain the contact list upon the e-mail account
  - Send agenda/minutes out prior to meeting
  - Submits all agenda and minutes to School Committee Members
  - Generally responsible for directing and coordinating affairs of the committee.
- Co- Chairperson
  - Take over chairperson roles in the event chairperson , not in position, or absent
  - Assist Chairperson as needed to maintain goals of BSEAC
- Recording Secretary
  - Takes the minutes and attendance of all meetings
  - Provide minutes of the previous month's to the membership for approval

- o Keep membership list consisting of names, addresses, phone numbers and email address of all active members
- o Is responsible for having the meeting published and have agenda available for the next meeting.
- Treasurer

All officers will be elected by the membership in good standing at the annual meeting. The term of office will be for one year or until successors having been elected.

Article VIII. Voting Privileges

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the committee. If the Committee recognizes the need for a vote on an important issue on short notice, then and only then, may a phone poll be used. The results must be recorded by the Recording Secretary.

- Each member must notify a member of the committee or Special Education Office, prior to the meeting if he or she is unable to attend. Voting privileges shall automatically be withheld from any member who has unexcused absences from three consecutive business meetings.
- The Corresponding Secretary shall notify, in writing, any member who has missed two consecutive meetings, that their voting privileges will be suspended if another meeting is missed

Article IX. Resignation

The Burrillville School Committee may request the resignation of a committee member upon advisory committee recommendation. Causes shall be the failure to carry out those responsibilities assumed by his/her appointment to the committee.

- Any member may resign by filing a written resignation statement with the Advisory Committee
- The Corresponding Secretary will notify the Burrillville School Committee of any written resignation and supply them with an amended membership list.

Article X. Amendments to the By-Laws and the Constitution

- An amendment may be made to the By-Laws of the constitution by a majority vote of the membership present

