

Lapeer County Intermediate School District



Parent Advisory Committee Bylaws

Lapeer County Intermediate School District
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Parent Advisory Committee Bylaws

Michigan Administrative Rules for Special Education (MARSE, October 2015) R.340.1831-1839

Article I Name and Mission

Name: The name of this organization shall be **Lapeer County ISD Parent Advisory Committee (PAC)**.

Location: The principle office of this organization will continue to be located at the LCISD. The principle meeting place for the PAC meetings will be the Lapeer County Education and Technology Center.

Mission: The mission of the LCISD Parent Advisory Committee is to promote partnerships among parents and educators that benefit students with disabilities.

Purpose: The LCISD Parent Advisory Committee is to serve in an advisory capacity for the development and updating of the LCISD Special Education Plan. Its purpose is to provide communication, awareness and collaboration between parents, the community, local boards of education, the LCISD and the State Board of Education.

R 340.1831-1839

The Parent Advisory Committee responsibilities are defined in the Michigan Revised Administrative Rules for Special Education.

R 340.1833 Cooperative development and review

Rule 133.

Intermediate school district plans, or any modification thereof, shall be developed in cooperation with constituent local school districts, public school academies, and the parent advisory committee.

R 340.1835 Plan Signatures

Rule 135.

Each intermediate school district plan, or modification thereof, shall be signed by all of the following:

- (a) The intermediate school district superintendent, signifying approval by the intermediate school district board.
- (b) The superintendent of each constituent local school district, the chief executive officer of each public school academy, and the chairperson of the parent advisory committee, signifying their involvement in the development of the intermediate school district plan.

R. 340.1836 Objections to plan; procedures

Rule 136.

See Appendix A

Objections to the LCISD Special Education Plan shall be addressed in accordance with R.340.1836 of the Michigan Revised Administrative Rules for Special Education and in conjunction with the Parent Advisory Committee.

R 340.1838 Parent advisory committee

Rule 138.

(2)

LCISD 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 Parent Advisory Committee.

Article II Representatives

R 340.1838 Parent advisory committee

Rule 138.

(1-7)

Representative: Representation on the PAC Committee:

- A. Shall be in accordance with the Michigan Revised Administration Rules for Special Education requiring that a representative be a resident of the LCISD and that he/she is the parent of a child with a disability between the ages of birth and twenty-six (26) years who is being serviced by Public Act 198, as included in PA 451.
- B. Shall include three (3) parent representatives appointed by each respective local Board of Education, (Lapeer, Almont and Imlay City) with LCISD Center Programs and North Branch having two (2) representatives and Dryden having one (1) representative. Each representative shall serve no more than four (4), three-year terms with reappointment at the recommendation of the Parent Advisory Committee, and with the local school board approval. Tenure shall begin July 1st and terminate June 30th following the completion of the third year. The entire PAC representative membership will be approved by the LCISD Board of Education.
- C. Shall in the event the local Board of Education is unable to make the requisite nomination sixty (60) days after the first meeting of the school year, assume the responsibility for filling the vacancy with presenting nominations to the LEA or ISD Board of Education (R340.1831-1838). These members shall have full membership privileges and be entitled to a full three (3) year term on the Parent Advisory Committee.
- D. Shall have representative privileges including representing local school district's interests at various conferences, workshops, seminars, and special events. Full representative privileges include any reimbursement for expenses incurred in any Parent Advisory Committee capacity with the approval of the LCISD Monitor.

Absences:

- A.** Advanced notice of intention to miss a meeting is required. A PAC representative shall notify a Parent Advisory Chairperson or the LCISD Monitor in advance of the intention to miss a meeting.
- B.** In the event that a representative misses two consecutive meetings without previously notifying a Parent Advisory Committee Chairperson, or the LCISD Monitor, the LCISD PAC secretary will notify the representative in writing of the absences and inform the representative of attendance policies and encourage the representative to attend the next meeting.
- C.** In the event the representative misses three (3) consecutive monthly meetings, the LCISD PAC secretary will notify him/her in writing that membership privileges have been suspended. The LCISD PAC secretary will also notify, in writing, the member's local Board of Education Superintendent and LCISD Monitor, of the representative suspension and request that a replacement is appointed within sixty (60) days (Article II, B). In the event that the local school board fails to make the requisite nomination the Parent Advisory Committee shall assume responsibility for filling the vacancy (Article II, C). This provision may be waived at the discretion of the Parent Advisory Committee upon the view of special circumstances.
- D.** If a member should leave during tenure, the representative must submit a letter of resignation. The LCISD PAC secretary will forward this letter to the representative local Board of Education, Superintendent and LCISD Monitor and request that a replacement be appointed (Article II, B).

Article III Voting

A quorum shall be required for the Parent Advisory Committee to hold elections, to make recommendations on the Special Education Plan, to amend the Bylaws, and to bind the Parent Advisory Committee to any specific action. A quorum shall consist of at least one (1) representative from four (4) of the seven (7) local school district and fifty percent (50%) of the total membership and must include the PAC chairperson. Any other issues may be passed by a majority of the voters in attendance. Each Parent Advisory Committee member has one vote.

Article IV Meetings

The Parent Advisory Committee shall meet at a minimum of four (4) times per year, September through June. Additional meetings for committee work may be scheduled as needed. Members will select meeting times and dates at the June meeting for the next fiscal year (July 1 - June 30). Meetings are open to the public. To appear on the agenda, the Chairperson must be given a two (2) week notice. Notice of regular and special meetings shall be given to members verbally or in writing at least one (1) week prior to the meeting by the chairperson or his/her designee. The notice shall include specific items for discussion.

Article V Amendments

- A.** Any member may propose amendments to the bylaws at a PAC business meeting.
- B.** Proposals must be submitted under New Business on a regular scheduled business meeting.
- C.** Voting on any proposed modifications/clarifications to the LCISD Special Education Plan will not occur until the first meeting after the membership is notified of proposed modification/clarification in writing.

Article VI Officers

The officers of the Parent Advisory Committee shall consist of the chairperson, vice-chairperson, and secretary. This shall be considered the Executive Board of the PAC and shall have full decision-making authority in the absence of a quorum or in the event of an emergency situation of one-hundred percent (100%) of Executive Board approval.

- A.** The chairperson shall preside over all meetings from a prepared agenda. In the absence of the chairperson, the vice-chairperson shall preside over the meeting.
- B.** The vice-chairperson shall share with the chairperson the responsibility of the committee organization.
- C.** The secretary shall keep minutes, take attendance, and notify necessary parties of negligible attendance (as stipulated in Article II). The secretary is responsible for making sure the LCISD PAC secretary receives the meeting minutes.
- D.** The officers shall be selected in June at the organization meeting. The term shall begin on July 1 of the election year and run for the three (3) year term.
- E.** Should any officer leave during tenure, the vacancy shall be filled at the next regular meeting by election.
- F.** No officer shall have the power to bind the Parent Advisory Committee to an action without being so specifically empowered by the PAC.

Appendix A

R340.1836 Right to File an Objection to ISD Plan

R 340.1836 Objections to plan; procedures.

Rule 136.

- (1) Any constituent local school district, public school academy, or the parent advisory committee may file objections with the intermediate school district, in whole or in part, to an approved intermediate school district plan or a plan modification that has been submitted to the superintendent of public instruction for approval. Copies of an objection to the plan shall, within 7 calendar days, be directed to the department by the intermediate school district board of education and to all constituent local school districts, public school academies, and the parent advisory committee by certified mail, return receipt requested. Objections filed shall specify the portions of the intermediate school district plan objected to, contain a specific statement of the reasons for objection, and shall propose alternative provisions.
- (2) A hearing officer shall be designated by the department and shall promptly give reasonable notice of the hearing. The hearing shall begin not later than 30 calendar days from the date the request was filed with the department. The hearing shall be conducted according to procedures established by the department. After the appointment of the hearing officer, the objection may be withdrawn upon written stipulation of the intermediate school district and the objecting party.
- (3) The intermediate school district, a constituent local school district, a public school academy, or the parent advisory committee may file, with the department, a response to the objection before the hearing.
- (4) Within 30 calendar days after the closing of the hearing, the hearing officer shall report findings of fact and conclusions of law and shall recommend to the superintendent of public instruction whether the intermediate school district plan or modification to the plan should be approved as submitted, approved with such other modifications as deemed appropriate by the hearing officer, or the objections granted as submitted. The findings and recommendations shall be immediately mailed by the department to all parties to the intermediate school district plan. Any party may file written exceptions to the findings and recommendations with the superintendent of public instruction within 20 calendar days of receipt of the findings and recommendations and direct copies of the exceptions to all other parties and the department. The findings and recommendations of the hearing officer, including any exceptions, shall be submitted to the superintendent of public instruction with the intermediate school district plan. The superintendent of public instruction shall render a final decision within 30 calendar days from the date the exceptions were to be filed.