## **SECAC Membership Overview & Expectations**

## **Participation Guidelines:**

- ➤ It is highly encouraged that members of SECAC are active participants as topics are addressed.
- Committee members are expected to conduct themselves in a professional and respectful manner at all times.
- Committee members should refrain from discussion any specific personnel issues and focus on any larger systemic concerns as well as positive contributions.
- Meeting attendance is expected. Three consecutive missed meetings may result in request to step down from the committee.
- ➤ Preparedness for all meetings is expecting including reviewing previous meeting notes beforehand, reviewing the agenda, reviewing the budget, and any applicable subcommittee responsibilities or information.

## **Time Commitment:**

- Members are expected to attend the monthly SECAC meeting per month from 6:00-8:00pm, usually the last week of the month. No meetings are held over the summer months or in December.
- Each member also enrolls with a sub-committee that holds separate meetings approximately once per month.
- Some SECAC members hold an office position that require additional time during the month outside of the regular meetings. These are voted upon each spring where nominees are given a clear description of the job duty and time commitment.

## **SECAC Membership Application**

Thank you for your interest in becoming a member of the Special Education Citizens' Advisory Committee! Please complete the following questions below and submit your responses to <a href="mailto:secacinformation@gmail.com">secacinformation@gmail.com</a>. You will receive a confirmation reply within a week of submission.

Conta	<u>ct information</u>	
>	Name:	
>	Address:	
>	Phone Number:	
>	Email:	
<u>Applic</u>	cant Status (check one):	
	☐ FCPS Employee	Title:
	☐ Organization/Community Member	Name:
	☐ Parent of current FCPS student	
	SECAC membership is balanced in accordance with our by-laws. Specifically, 50% parents, 25% FCPS staff, and 25% community members. Positions on SECAC are determined by the status of employment within FCPS, if you have a child enrolle within FCPS, and/or your role in the community.	
<u>Applic</u>	cant Experience	
1)	What is your applicant status? Check one.	
	☐ New Applicant	
	☐ Current Member	
	☐ Previous Applicant	

explain in the space below.
3) In the space provided, please share your school/student/disability experience you have that will support SECAC's mission to advise the Office of Special Education in a collaborative and effective manner?
4) In the space provided, please share two general ideas you are interested in seeing addressed during a SECAC meeting (e.g. expanding the use of technology in classrooms). Please refrain from using any specific staff, school, student names as these will not be accepted.
For additional information about the Special Education Citizens Advisory Committee, contact <a href="mailto:secacinformation@gmail.com">secacinformation@gmail.com</a> and you will receive a response within one week.