

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 discussing 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 expected including reviewing previous meeting notes beforehand, reviewing the agenda, reviewing the budget, and any applicable sub-committee 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 requires 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.

2) Have you been a member of this or any other SECAC group in the past? If so, please 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 secacinformation@gmail.com and you will receive a response within one week.