

BY-LAWS

Francis W. Parker Charter Essential School Special Education Parent Advisory Council Parker PAC (SEPAC)

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ARTICLE I: NAME

The name of this organization shall be the Francis W. Parker Charter Essential School Special Education Parent Advisory Council, also known as the Parker PAC.

ARTICLE II: MISSION STATEMENT

The mission of the Francis W. Parker Charter Essential School Special Education Parent Advisory Council is to work toward the understanding, respect, and support of all students with special needs in the Parker community, and to ensure that students' needs are being met under Massachusetts Special Education Regulations 603 CMR 28.07 (4)*, and other applicable laws.

- Parent Advisory participation. Each school district shall create a districtwide parent advisory council offering membership to all parents of eligible students and other interested parties. The parent advisory council duties shall include but not be limited to advising the district on matters that pertain to the education and safety of students with disabilities; meeting regularly with school officials to participate in the planning, development, and evaluation of the school district's special education programs. The parent advisory council shall establish bylaws regarding officers and operational procedures, and in the course of its duties, the parent advisory council shall receive assistance from the district without charge, upon reasonable notice, and subject to the availability of staff and resources.

ARTICLE III: PURPOSE

To fulfill the Mission of the Parker PAC, the Parker PAC will:

- Promote a network for parents/guardians of children with special needs and provide a forum to share resources and information
- Promote communication between the Parker School and parents/guardians regarding the special education program
- Advise and collaborate with the school administration on the planning, development, and evaluation of special education programs
- Keep current with legislative actions and inform members and community
- Promote and organize educational trainings and workshops
- Promote communication and programs within the community to encourage understanding, acceptance, and inclusion

ARTICLE IV: MEMBERSHIP

General membership shall be open to any interested member of the Parker Community.

- All parents/guardians of children with special needs with an Individual Education Program (IEP) or a 504 Accommodation Plan who attends the Parker School, shall be considered General Members of the Parker PAC and included in Parker PAC mailings.
- General members who do not have children with an Individual Education Program (IEP) or a 504 Accommodation Plan, and who would like to be included in the Parker PAC mailings should contact the Parker PAC at dberger@theparkerschool.org with their request. They will be added to the Parker PAC's direct mailing list and will receive mailings directly from the Parker PAC.

- For the purpose of confidentiality, the school district does not share the email addresses of families receiving special education services with the Parker PAC. Therefore, all Parker PAC mailings will be distributed by the Special Education Coordinator on the Parker Pac's behalf.
- All information will be kept private and used only for Parker PAC purposes.

Voting Membership shall be open to all parents/guardians of children with special needs with an Individual Education Program (IEP) or a 504 Accommodation Plan who attend the Parker School.

- A student with special needs 18 years of age, or older, with an Individual Education Program (IEP) or a 504 Accommodation plan, who attends the Parker School shall have voting privileges.
- The Special Education Coordinator, Special Education staff, and classroom teachers may attend meetings but without voting privileges.

ARTICLE V: Parker PAC Officers

- Officers are elected by a simple majority vote of the voting membership. New officers shall take office immediately following their election.
- Officers hold office for a minimum of one year, with the term ending the last day of the school year.
- All officers have the option for re-election.
- If any officer resigns prior to completion of term, an election for that office shall be held immediately and the new officer will complete the remainder of the term.
- Officers include:
 - Chairperson ~
 - Act as a liaison with the Special Education Coordinator
 - Preside at all meetings of the Parker PAC
 - Secretary ~
 - Maintain list of members
 - Advertise meetings and events
 - Count and record all vote results
 - Take meeting minutes

ARTICLE VI: MEETINGS

- The Parker PAC shall hold 4 regular meetings per year.
- The meetings will be conducted following *Robert's Rules of Order*.

ARTICLE VII: Amendments

These by-laws may be amended by a simple majority of the voting members at a scheduled meeting and voted upon in the same meeting as they are proposed.