

## **Wayne County Parent Advisory Committee (WCPAC) Subcommittee Descriptions and Responsibilities**

**By-Laws Subcommittee** – The WCPAC by-laws are reviewed annually, to ensure that compliance to relevant laws and regulations is maintained, as well as to review areas that WCPAC members request. Relevant laws include the State of Michigan’s most current Revised Administrative Rules for Special Education, the Wayne County Plan for the Delivery of Special Education Services, and other applicable laws.

Subcommittee responsibilities include reviewing relevant documents to maintain legal compliance, reviewing concerns expressed by members, and recommending changes to the by-laws that will be voted on by the WCPAC.

**Community Conversation Subcommittee** – Community Conversations are a way to engage all stakeholders in a constructive conversation. The goal of this subcommittee will be to coordinate with ongoing Community Conversations held by Wayne RACE (the START Regional Collaborative Network-RCN-for Wayne County) and to expand upon that work to fit the scope and needs of the WCPAC.

**County Plan Subcommittee** – WCPAC involvement in the Wayne County Plan for the Delivery of Special Education Services is a requirement of the State of Michigan’s Revised Administrative Rules for Special Education Services. The intermediate school district plan or any modification of the plan is to be developed in cooperation with constituent local school districts, public school academies, and the parent advisory committee.

Each intermediate school district plan or modification is signed by the intermediate school district superintendent, signifying approval by the intermediate school district board. Procedures for filing objections to the plan for school district superintendents, public school academies, and the parent advisory committee are outlined in the State of Michigan Revised Administrative Rules for Special Education.

**Education Subcommittee** – The work of this subcommittee is to develop trainings, materials and presentations primarily to assist WCPAC Members who represent families throughout Wayne County. Sessions will also be open to interested community members. Michigan Administrative Rules for Special Education (MARSE) and federal laws governing students with disabilities as well as other sources will be used to develop training, presentations and materials.

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**Legislative Subcommittee** – Recognizing the importance of working to influence legislators to create laws that effectively support and protect the rights of students with disabilities, and also realizing the importance of adequately funding education and services that impact on education, the Legislative Subcommittee will work in a variety of ways to exert strong political influence on behalf of students with disabilities and their families.

Among other activities that the Legislative Subcommittee and/or the Wayne County Parent Advisory Committee as a whole deem important to political special education issues, the Legislative Subcommittee members will contact state and federal legislators in person, by phone by letter and/or by e-mail to advocate for positions that will strengthen educational services and funding for students with disabilities. The Legislative Subcommittee will also recommend positions/position statements to the WCPAC as a whole regarding any legal and/or legislative issue that affects special education students, primarily in Wayne County. A motion must be made and seconded before any position/position statement will be voted on for approval by a quorum of WCPAC members. The WCPAC Chairperson is given the authority to sign or present a position on behalf of the WCPAC by a majority of a quorum of legitimized members of the WCPAC.

**Membership / Public Relations Subcommittee** – In order to assist in facilitating the improvement of special education services within Wayne County, this committee provides information to new and existing members so that they may be more fully effective in representing and advocating for special needs students and their families.

Subcommittee responsibilities include reviewing membership requirements, assisting in the recruitment of new members from constituent public school districts and public school academies and reviewing and updating WCPAC Resource Materials for distribution to WCPAC members.

The State of Michigan's Revised Administrative Rules for Special Education require that each intermediate school district appoint a parent advisory committee. The committee is required to participate in the development of the intermediate school district's plan or any modification of the plan for the delivery of special education programs and services as required by R 340.1833. The Revised Administrative Rules also state that the parent advisory committee may provide advisory input on any matters that the committee deems appropriate to the improvement of special education services within the intermediate school district.

To effectively represent the interests of special education students, the WCPAC should be known and available to work with special education students, parents and those who work with them. To this end, the Public Relations Subcommittee will develop various means to publicize the existence and work of the WCPAC and encourage others to attend its public meetings and activities.

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**Nomination/Election Subcommittee** – Subcommittee members will be responsible for conducting the nomination and election requirements as set forth in the current WCPAC By-Laws. Ideally, the subcommittee should consist of members who do not wish to run for an officer position. The subcommittee will be notified in March of WCPAC members interested in serving as a WCPAC officer. Nominations will be presented at the April meeting, at which time additional nominations from WCPAC members may be presented. Before placing an individual whose WCPAC membership expires at the end of the current school year on the ballot for an office, subcommittee members shall contact the Special Education Director of the respective school district to verify that the member is still eligible for WCPAC membership (parent/ surrogate parent/legal guardian of a student with an IEP) and that the Special Education Director plans to re-nominate that individual for another term.

Subcommittee members are responsible for developing the ballot which will be mailed to WCPAC members and returned to Wayne RESA's Special Education and Early Intervention area prior to the May meeting, or a member may bring his/her completed ballot to that meeting. The ballots will be opened and counted by at least two members of the subcommittee and a representative of Wayne RESA and election results will be announced prior to the adjournment of the May meeting.

**Parent Handbook Subcommittee** – The WCPAC Parent Handbook is a resource designed to aid parents/guardians of special needs students by giving them some information on the special education process. The subcommittee should meet annually to review the handbook to determine if updates and revisions are necessary.

**Special Recognition Subcommittee** – Each year WCPAC members recognize individuals and organizations whose activities have made a positive impact on the lives of special education students in Wayne County. All WCPAC members receive applications of nomination for this recognition.

Subcommittee members are responsible for preparing and distributing the nomination forms, reviewing completed forms, preparing recognition certificates, and fully planning and decorating for the event at which awardees are formally recognized.