

# Lake Oswego School District 7J

Code: **BCF/KC-AR**  
Adopted: 6/08/09; 6/01/15  
Revised/Reviewed: 6/04/18

## Special Services Parent Advisory Committee Members (SS PAC)

The district administration shall give public notice of vacancies by appropriate means.

Applications shall be due in the Special Services Executive Director's office by the third Friday in April. Applicants shall complete the district advisory committee application form. Applicants shall include parents of students and other persons associated with or interested in programs within the department.

### Organization & Composition

1. Each school building shall have an advisory committee representation selected from among the Special Services parents within that particular building, positions can be shared. The committee shall be identified by the name Lake Oswego School District Special Services Parent Advisory Committee (SSPAC).
2. The Committee's membership shall provide a broad representation of disabilities and district programs. One member from every building shall be sought, in addition to four Cabinet members and a maximum of six 'at large members'.

#### Building

#### Specialized Programs\*

Lake Oswego High School

Learning Center, Pathways, Community Transition, ACCESS

Lakeridge High School

Learning Center, DELTA

Lake Oswego Junior High

Learning Center, Pathways, ACCESS

Lakeridge Junior High

Learning Center, DELTA

Forest Hills Elementary

Learning Center, Structured Learning Center

Hallinan Elementary

Learning Center, DELTA

Lake Grove Elementary

Learning Center, ACCESS

Oak Creek Elementary

Learning Center, Pathways

River Grove Elementary

Learning Center

Westridge Elementary

Learning Center, DELTA

- \* Specialized Program descriptions can be found in the "Contents" area of the Special Services webpage:

[http://www.edline.net/pages/Lake\\_Oswego\\_School\\_District/Academics\\_Programs/Special\\_Services](http://www.edline.net/pages/Lake_Oswego_School_District/Academics_Programs/Special_Services)

3. The SSPAC voting members shall consist of one representative from each school building, up to six At Large representatives and four Cabinet member representatives. The Executive Director shall be a permanent non-voting member of the advisory committee. There shall be only one member from each family. Current 2014-15 representatives outside this definition are free to fulfill their term of office.
4. Applications will be reviewed by the Executive Director in consultation with the Chair and Vice-Chair of the committee. The Executive Director shall make recommendations for regular appointments to the School Board.
5. After reviewing all applications and recommendations of the Special Services Executive Director the members of the committee will be appointed by the School Board.

### **Terms of Office**

1. A term of appointment shall be three years. SSPAC members shall serve no more than three consecutive terms, unless approved by majority vote of the committee.
2. Individuals who have served less than one year as an appointee to fill the unexpired term for an individual who has resigned, moved from the area, dropped because of irregular attendance, etc., shall be eligible for an appointment to a full term. Individuals may not serve on more than one advisory committee at the same time.
3. The membership year shall be July 1 through June 20 of the following year.
4. Members who wish to continue at the end of their first or second term must reapply for membership for another term in April of the year their term expires.
5. Individuals who are appointed after December 31 to fill a vacancy shall be eligible for an appointment to a first full term starting the following school year.

### **Absences, Resignations and Vacancies**

1. When a Committee member has three absences from regular meetings during a school year, the Executive Director in consultation with the Committee Chair may declare the position vacant and make a recommendation for a replacement to fill the unexpired term.
2. Resignations will be made by notifying the Committee Chair and Executive Director in writing of their decision.
3. Interim appointments to fill vacancies shall be made as needed pursuant to above sections.

### **Meetings**

1. The SSPAC will hold business meetings. These meetings will take place in September, November, January, March and June of each school year. Open Meeting laws require advance public notice of meeting dates. Meeting dates and times shall be posted on the Special Services District webpage, LOSD District Calendar and SSPAC Facebook page.
2. The chairperson of the advisory committee may call special meetings.

## **Cabinet**

The SSPAC Cabinet shall be comprised of the following members:

1. Committee Chairperson  
The duties are outlined in the SSPAC Position Description: Committee Chairperson.
2. Committee Vice-Chairperson  
The duties are outlined in the SSPAC Position Description: Committee Vice-Chairperson.
3. Welcome to My World Chairperson  
The duties are outlined in the SSPAC Position Description: Welcome to My World Chairperson.
4. Parent Outreach/Marketing Chairperson  
The duties are outlined in the SSPAC Position Description: Parent Outreach/Marketing Chairperson.

## **Officers**

1. There shall be two officers of the SSPAC Committee--a Chairperson and a Vice-Chairperson. They will serve for one year starting July 1. The Executive Director shall serve as administrative representative to the committee.
2. The Vice-Chair shall be named Chair of the committee for the following school year.
3. The Vice-Chair shall be nominated from the floor and elected at the April meeting of the SSPAC. A Vice-Chair nominee must have at least two remaining years on the committee to be considered for the position.

## **Building Representatives**

The duties for the Building Representatives are outlined in the SSPAC Position Description: Building Representative.

## **At Large Representatives**

The duties for the At Large Representatives are outlined in the SSPAC Position Description: At Large Representative.

Each new Committee member will:

1. Attend the fall orientation meeting;
2. Become familiar with the Special Services website;
3. Read the SSPAC's Guidelines and Policy found in the handbook (print or online);

## **Meeting Agenda**

The Committee Chairperson and Executive Director shall furnish agenda items to the membership.

Items not covered by this agenda may be proposed by members and others from the floor. These items may be considered at the conclusion of the regular meeting agenda or schedule for a future agenda/meeting.

### **Meeting Procedure**

1. Anyone attending a meeting may speak to any issue in accordance with established committee procedure (e.g. visitors comment time as shown on the agenda).
2. Only committee members may initiate or amend proposals and motions.
3. Only committee members may vote. The Committee Chair is a voting member of the committee.
4. A quorum shall consist of a simple majority (more than half) of the Committee membership. A simple majority shall be required to adopt any resolution or motion.
5. At the first meeting each school year the committee shall review the previous year's annual report to the school board and establish its annual goals for the current year. Also at this first meeting representation for each school building and the Committee bylaws will be reviewed and confirmed.