

**Lake Oswego
School District 7J**

Code: **KC/BCF-AR**
Adopted: 6/08/09

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 Director's office by the third Friday in April. Applicants shall complete the district advisory committee application form. Applicants shall include parents of students with a wide range of special needs and other persons associated with or interested in programs within the department.

Committee Composition

Composition. The Committee's membership shall provide a broad representation of disabilities and district programs. A limited list of specific disabilities and district programs and services for potential representation are identified below. The categories are not reserved positions and it is not required that every category have representation. An overall balance commensurate with each category's numbers of students and complexity of supports will be sought. Members who represent more than one category are acceptable. Some unlisted categories may be represented. Some categories may have more than one representative. The categories include:

Disabilities

Autism and Aspergers
Specific Learning Disability - Reading, Math or Writing
Vision and Hearing
Speech or Language
Mental Retardation
Emotionally Disturbed
Other Health Impairments - ADHD
Orthopedic impairments
Traumatic Brain Injury

Programs and Services

Delta - Elementary, Jr & Sr Hi
Autism Support -- Elementary, Jr & Sr Hi
Essential Life Skills- Elementary, Jr & Sr Hi
Transition Program (18-21 yrs)
LEEP
Out of District placement

Size of Committee. The SSPAC shall consist of no less than 11 and no more than 15 voting members, The Director shall be a permanent nonvoting member of the advisory committee. There shall be only one member from each family,

Applications will be reviewed by the director in consultation with the chair and vice chair of the committee. The director shall make recommendations for regular appointments at the first Board meeting in May.

The members of the committee will be appointed by the Board after reviewing all applications and recommendations of the special services director.

Terms of Office

1. **Term Dates.** The membership year shall be July 1 through June 30 of the following year.
2. **Term Limits.** The term of offices for SSPAC members shall be three years. Members shall serve no more than three consecutive terms.
3. **Reapplication.** Members who wish to continue at the end of their 1st or 2nd term must reapply for membership for another term in April of the year their term expires.
4. **Interim Appointments.** 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. Absences. When a Committee member has three absences from regular monthly meetings during a school year, the director in consultation with the committee chair may declare the position vacant.
2. Resignation. When a member resigns they will do so by notifying the committee chair, director, superintendent and Board in writing of their decision.
3. Vacancies and Interim appointments. Interim appointments to fill vacancies shall be made, as needed pursuant to above sections.

Member Duties

All committee members shall:

1. Actively participate on at least one subcommittee;
2. Attend all SSPAC meetings;
3. Notify the chair of absence prior to the meeting;
4. Read the Annual Report to the School Board;
5. Attend the Annual Tour;
6. Participate in a Welcome to My World training annually;
8. Attend and assist at the Parent Fair and Appreciation Tea.

Each new Committee member will:

1. Attend the fall orientation meeting;
2. Read the prior year's SSPAC Minutes;

3. Become familiar with the Special SeNices web site;
4. Read the District's SSPAC's Guidelines and Policy;
5. Read the Annual Report to the School Board for the prior 2 years.