

PAC: New Members

Onboarding and Orientation

with Stephanie Nicholls



Today's Discussion

What is a Parent Advisory Committee (PAC)?

How to welcome new members?

What is important information to share with new members?

Do you serve on a PAC?

Please type in the chat what if you are a current, past, or prospective member of your PAC.



Parent Advisory Committees (PAC)

- IDEA does not require regional or local special education advisory committees.
- **Michigan Administrative Rules for Special Education (MARSE)** requires each intermediate school district board to appoint a Parent Advisory Committee.
 - **R 340.1838** Parent advisory committee. Rule 138.
- Some local school districts form Special Education Parent Advisory Committees – these are not required under IDEA or MARSE

Who serves on the PAC?

A parent advisory committee shall be appointed by each intermediate school district board.

- (a) The parent advisory committee and its officers shall consist only of parents of students with disabilities with at least 1 parent from each constituent local school district and public school academy unless no parent agrees to serve on the parent advisory committee to represent the constituent local school district or public school academy.
- (b) Each constituent local school district board of education and each public school academy board of directors shall nominate at least 1 parent.
- (c) The intermediate school district board of education may nominate additional members not to exceed 33 1/3% of the total parent advisory committee membership.

Parent Advisory Committee MARSE R 340.1838

Responsibilities of the Parent Advisory Committee:

Determining and documenting, in writing, the organizational structure of the committee

Participating in the development of the ISD's plan and any modifications of the plan

Providing input on any matter that the committee deems appropriate to the improvement of special education services within the ISD

- Model and demonstrate respect to all participants.
- Provide access to supports such as translators and interpreters
- Prepare stakeholders to participate by offering overview sessions for new participants. Extra important in empowering families to meaningfully participate
- Be flexible when scheduling to meet needs
- Provide meeting notes



Commitment to Inclusion

Communication

- Share PAC information, meeting schedule, and member roster
- Shared drive
- Email agenda and minutes week prior
- Text reminders day of the meeting

Share Information

- Group
- Membership
- Operating Procedures
- Meeting Logistics
- Parent Role

Share Information: Group & Members

Group Information

- Governing or Advisory?
- What is the defined purpose, mission, and vision?

Membership

- Appointed, elected, or volunteers?
- What is the process to join?
- What is the length of the term?

Share Information: Operating Procedures

- Formal or Informal?
- How are decisions made?
- Who coordinates meetings?
- Who leads the meetings?
- How do members add to the agenda?





Share Information: Meeting Logistics

- How often does the committee meet?
- What is the schedule?
- Where? Virtual or in person?
- Is travel required?
- Is a stipend provided?
- Is childcare provided?

Share Information: Set Expectations

- The role
 - Share a job description
- Long-range, systems change issues for all children, not just one
 - from “ME” to “WE”
- Read the agenda and be prepared to contribute to the discussion
- Review previous minutes and be prepared to discuss any questions or vote on approval
- Communicate: share your perspective and listen to others

How does your PAC welcome new members?

- Is a new member paired with a veteran member at the first meeting?
- Does another parent member call to welcome and answer questions?
- How do you clearly communicate expectations?
- Do you start meetings with introductions and make sure names are visible at all meetings?
- Is a written guide provided? By-laws?



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