

Special Education Advisory Committee (SEAC)

2019-2020 Annual Report



Michigan Department of Education
Special Education Advisory Committee

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Special Education Advisory Committee (SEAC)

2019-2020 Annual Report

Introduction

The Michigan Special Education Advisory Committee (SEAC) is the federally mandated state advisory panel, designed to advise the Michigan Department of Education (MDE) and State Board of Education (SBE) on matters related to the education of students with disabilities. As part of its duties, the Committee annually submits a report on its activities to the State Education Agency (SEA). Additionally, the report is made available to the public summarizing its activities for each school year.

The SEAC's Mission

The mission of the SEAC is to promote positive outcomes for all Michigan students with disabilities by:

- Gathering, sharing, and disseminating information.
- Communicating with stakeholders.
- Identifying unmet needs.
- Collaborating with the Office of Special Education (OSE).
- Advising the State Board of Education.

The Purpose of the Committee

The SEAC is Michigan's *Individuals with Disabilities Education Act* (IDEA) 2004 mandated State Advisory Panel (SAP) to the MDE and SBE. The State Advisory Panel must:

§300.169 Duties

- (a) Advise the SEA of unmet needs within the State in the education of children with disabilities;
- (b) Comment publicly on any rules or regulations proposed by the State regarding the education of children with disabilities;
- (c) Advise the SEA in developing evaluations and reporting on data to the Secretary under section 618 of the Act;
- (d) Advise the SEA in developing corrective action plans to address findings identified in Federal monitoring reports under Part B of the Act; and
- (e) Advise the SEA in developing and implementing policies relating to the coordination of services for children with disabilities.

§300.513(d)(1)

- (a) Decision of hearing officer on the provision of FAPE.
- (d) Findings and decision to advisory panel and general public. The public agency, after deleting any personally identifiable information, must—
 - (1) Transmit the findings and decisions referred to in §300.512(a)(5) to the State advisory panel established under §300.167;

The SEAC members are appointed by the SBE and represent a broad diversity of stakeholders—administrators, providers, advocates, parents, and consumers—concerned with the education of all children, including students with disabilities (see pages 13-16 for 2019-2020 SEAC participants). By federal statute, at least fifty-one percent of the membership must be individuals with disabilities or parents of children with disabilities under 26 years of age who currently receive special education services under the IDEA.

The SEAC is a group of individuals representing various statewide organizations and interests engaging in learning to build a shared understanding around a host of complex topics affecting students with disabilities. This year the committee engaged in a variety of learning opportunities in order to make recommendations to the MDE and SBE.

As a basis for structuring these learning opportunities, members identified what is going well and what needs enhancement in terms of communication from constituent groups to the SEAC and from the SEAC to constituent groups. It is key to the SEAC's effectiveness the conversations at SEAC meetings reflect member organizations' concerns, not just the concerns of the individual delegate. Similarly, SEAC learning has limited impact if the new learning is not shared back with the member organizations. The Executive Committee routinely reminds the members of this responsibility, and it informs monthly agenda.

SEAC Learning

Given the diversity of SEAC members and the prior knowledge they bring to the work, SEAC learning established shared understandings to ensure decisions reflected those shared understandings and beliefs. This year, in addition to routine special education updates from the OSE Director and the Policy Supervisor, and emerging legislation updates from the MDE legislative liaison, information presented to prepare the SEAC members for their advisory role included:

1. [Early Warning Intervention and Monitoring System](#) (EWIMS), Bersheril Bailey, State Manager—Great Lakes Comprehensive Center and Don Dailey, Project Manager—Michigan Data Hub. This data-driven, decision-making process helps educators systematically identify students who are showing signs they are at risk of dropping out of school, examines the underlying causes of risk matching students' needs to interventions, and monitors student progress and the success of those interventions.
2. [OSE](#) updates are provided to the SEAC as warranted. The following updates occurred in this past year:
 - OSE updates from Teri Rink (monthly).
 - Program Accountability and Due Process updates from Rebecca McIntyre (monthly).

- Finance updates from John Andrejack.
 - State Performance Plan updates from Jessica Brady, Julie Trevino.
 - Understanding Data—Graduation Cohorts—from Jerry Cullum, Julie Trevino.
3. [Michigan’s Multi-Tiered Systems of Support](#) (MiMTSS) and what that looks like for improving graduation and dropout rates. The MTSS Technical Assistance Center is a state and federally funded project. The Technical Assistance Center helps intermediate and local school districts implement and sustain a multi-tiered systems of support (MTSS) in their schools to improve student outcomes in behavior and learning. MTSS focuses on providing high quality instruction and interventions matched to student need with fidelity and sustainability. Dr. Kim St. Martin presenting.
 4. Update on [Family Matters](#) documents providing parents and families with information about special education and other resources. Stacie Rulison presenting.
 5. Monthly updates from the Michigan Teacher of the Year. Cara Lougheed presenting.
 6. Grab ‘n Know Activity – provided members with materials from national, state, and regional companies holding an interest in Michigan’s special education population.
 7. Legislative Reviews – Caroline Liethen, Legislative Liaison for the Office of Public and Governmental Affairs (OPGA) in the MDE.
 8. Committee work (Membership, Web/Technology, Ad Hoc, and Operating Procedures).
 9. Update on [Personal Curriculum](#) (PC) featuring Rashell Bowerman, Instructional Intervention Consultant for the Curriculum and Instruction Unit, Office of Educational Supports, MDE.
 10. Due process cases were presented by Rebecca McIntyre from the OSE and reviewed by the Committee of the Whole.
 11. Updates on [The Path Forward](#) work was presented by Dr. Scott Koenigsknecht, Deputy Superintendent for the MDE P-20 System and Student Transitions on two occasions.
 12. Updates on and recommendations to the SBE regarding Senate Bill 657.
 13. Updates on and response to MDE regarding Senate Bills 600-601.
 14. [MDE COVID-19 Education Information and Resources](#) including specific guidance and resources for the [Special Education](#) community.
 15. Members collaborated with the national SAP in the United States Department of Education (USED), Office of Special Education Programs (OSEP), and were joined on occasion by out-of-state guests.

16.SBE member Michelle Fecteau joined us on two occasions. Elizabeth Bauer, former SBE member, joined us on one occasion.

During monthly meetings, SEAC members worked as a learning community, developing and sharing information regarding the work of each member organization/agency as it relates to the SEAC's work. Over the course of the year, each SEAC member provided a written report to the SEAC regarding their organization's/agency's work. Members-at-large offered similar reports. The purpose was to help members understand the varied expertise, perspectives, and resources in our meetings which enrich the SEAC's work. SEAC's annual priorities were to:

1. Start early in identifying students at risk regarding their likelihood of being able to earn a Michigan diploma, and intervene early to keep diploma options open.
2. Provide professional learning opportunities regarding effective strategies likely to increase the likelihood of more students with individualized education programs (IEPs) developing the skills necessary to be able to earn a diploma.
3. Systems change: Explore diploma options allowing additional students with IEPs to graduate with diplomas, and explore the implications of each option for students and other key stakeholders.

After introducing the organization's/agency's mission and purpose, as well as the number of members in the organization, each delegate addressed two questions:

1. What should the SEAC know about your organization/agency and its priorities/concerns to do the SEAC's work in a thorough, effective manner?
2. What input could SEAC members provide to help your organization/agency with a particular concern about effectively serving students with IEPs?

Delegates had the opportunity to highlight other critical issues for their organization/agency related to the SEAC's work.

The MDE legislative liaison provided quarterly updates to the SEAC Committee of the Whole on pending legislation with a potential impact for students with IEPs. This served as a helpful backdrop to the SEAC's readiness to provide informed advice.

Each year Ex-Officio delegate and alternate seats are filled by the Michigan Teacher of the Year. This is a one-year appointment. Cara Lougheed, the 2019-2020 Teacher of the Year provided updates at regular business meetings regarding effective practices in the field which support progress among students with IEPs. This aligned with the professional learning priority.

An additional strategy to engage members and help members learn about one another's work was the convening of four ongoing subcommittees: Operating Procedures Committee (formerly known as the Bylaws Committee), Membership Committee, SEAC Technology and Website Committee, and the Legislative Committee. Details about the committee charges are in the Appendix.

Operating Procedures (formerly Bylaws) Committee:

1. Recommended to the Committee of the Whole amendments to the Operating Procedures & Bylaws to clarify member roles and responsibilities.
2. Recommended to the Committee of the Whole the combination of the two documents into one guiding document in order to best streamline requirements and recommendations in guiding the SEAC in their work.

Membership Committee:

1. Mentored new members.
2. Contacted members who missed multiple meetings to try to re-engage them.
3. Edited and then helped circulate memoranda regarding member attendance status per 2019 revised Operating Procedures.
4. Assisted in recruiting applicants for vacant SEAC organizational and member at-large seats.

Technology and Website Committee:

1. Recommended updates to the SEAC Website.
2. Assisted the SEAC membership in understanding of technology utilized including Google Docs and Zoom.

Legislative Committee:

1. Recommended changes and shared thoughts regarding SB 600-601.
2. Recommended changes and shared thoughts regarding SB 657.

2019–2019 SEAC Work Relative to Six IDEA Duties

- 1) Advise the SEAC of unmet needs within the State in the education of children with disabilities.
 - a. Because of the diversity of the SEAC membership, there is considerable opportunity for staying apprised of unmet needs. The SEAC has representation from the following state agencies:
 - i. Michigan Department of Corrections (MDOC)
 - ii. MDE
 1. 619- Preschool Education
 2. Early On

- 3. Office of Educator Excellence (Michigan Teacher of the Year Program – MTOY)
 - 4. OSE
 - 5. Special Populations
 - iii. Michigan Department of Health and Human Services (MDHHS)
 - 1. Education and Youth Services, Child Welfare Programs, Foster Care
 - 2. Rehabilitation Services
 - 3. Juvenile Justice
 - iv. Michigan Educator Preparation Institutions
 - b. Unmet needs may be discovered through public comment at SBE meetings and through specific comment by SBE members.
 - c. SEAC members additionally hold seats in State organizations who concern themselves with the education of students with disabilities. These include:
 - i. MDE Family Matters Engagement Workgroup
 - ii. MDE The Path Forward Steering Committee
 - iii. MI Education Research Institute Advisory Council
- 2) Comment publicly on any rules or regulations proposed by the State regarding the education of children with disabilities.
- a. The SEAC provided public comment regarding Senate Bill (SB) 600 at the request of the Legislative Liaison for the OPGA in the MDE. The proposed legislation would remove health, physical education, visual arts, performing arts, applied arts, and foreign language from the Michigan Merit Curriculum (MMC) credit requirements. These credits would be replaced with four elective credits not having to be aligned to any guidelines or standards. The PC would also be removed. The proposed bill additionally struck the final year of math requirement as well as the algebra II credit requirement from the MMC. Of particular interest to the SEAC was the proposed elimination of the PC which we agreed with the MDE stance this move would adversely affect students with disabilities by limiting the flexible, personalized learning environment to accommodate the needs of every learner. The concerns of the SEAC were addressed within the MDE position presented to both the Senate and the SBE.
 - b. The SEAC provided written comment regarding SB 657 at the request of the secretary of the SBE. This bill was written to address the statewide dilemma regarding the shortage of teachers available to work with all students and most specifically our special needs students. After convening a meeting of the SEAC Committee of the Whole with invited guests from the state legislature, the MDE, The Michigan Association of Superintendents and Administrators (MASA),

the Michigan Association of School Boards (MASB), and the SBE it was decided while SEAC supported the overall purpose of the bill, we needed to urge the House of Representatives to consider providing further guidance regarding expectations to ensure the needs of Michigan's most vulnerable students were met and all students were provided a free and appropriate education (FAPE) mirroring their needs. The SEAC provided a written document providing the SBE with 22 recommendations for their consideration. These considerations were additionally shared with the House Representatives Committee on Education members on March 4, 2020.

- 3) Advise the SEA in developing evaluation and reporting on data to the Secretary under section 618 of the Act.
 - a. Amongst other requirements, Section 618 of IDEA requires each state submit data about preschool children with disabilities receiving special education and related services under Part B. This data is regularly submitted by the OSE who seek out advice to the SEA on the target resetting for State Performance Plan (SPP) indicators. There were no indicators scheduled for target resets in this calendar year.
- 4) Advise the SEA in developing corrective action plans to address findings identified in Federal monitoring reports under Part B of the Act.
 - a. Members were provided with a detailed description of the MDE Path Forward document, the state's response to the USED Needs Intervention Determination regarding data provided in the 2018-2019 school year. The SEAC had an opportunity to identify issues to consider in developing an improvement plan in the 2018-2019 school year, and they had representatives serving on the state action team to further develop the MDE plan. The work on the plan proved successful in the 2019-2020 school year as Michigan moved from needing substantial intervention (determination score of 59.17) in implementing the requirements of Part B of the IDEA to needs assistance (determination score of 65.48) in implementing the requirements of Part B of the IDEA.
- 5) Advise the SEA in developing and implementing policies relating to the coordination of services for children with disabilities.
 - a. The Path Forward work of the SEA had the participation of SEAC members who were also representing other groups. The advice provided in developing and implementing policies may be found in the [The Path Forward Strategic Action Plan](#), most recently updated January 31, 2020. The development and implementation of policies were discussed in each of the areas below. This work was shared with the SEAC Committee of the Whole as a reminder and to provide an update of the continuing work.

- i. Improvement instruction in inclusive learning environments
 - ii. Multiple pathways to graduation (diploma options)
 - iii. PC
 - iv. Educator certification
 - v. Professional learning
 - vi. Data
 - vii. M-Step/National Assessment of Education Progress (NAEP) communication
 - viii. Funding
 - b. The SEAC additionally advises the SBE. The SEAC facilitator, accompanied by one (rotating) member of the SEAC Executive Committee attend each of the SBE meetings and report back to the SEAC Committee of the Whole regarding what was learned at the meeting, and what (if any) action SEAC might take in assisting the SBE in their understanding of the needs of students with disabilities.
 - c. The SEAC regularly invites members of both the SEA and SBE to present and participate in various meetings throughout the school year.
- 6) The SEAC will receive findings and decisions of all completed due process hearings related to special education (34 CFR 300.509(d)(1)) by receiving summary information on fully adjudicated due process complaints. The SEAC received decisions made between July 1, 2019 and May 1, 2020. The SEAC participated in detailed discussion of the hearings reflecting on patterns of unmet needs, ultimately providing their thoughts to OSE personnel.
- a. Reviewed [Traverse City Area Public Schools vs LG & SB o/b/o J.B.](#)
 - b. Reviewed [Troy School District vs KF & JK o/b/o MF](#)
- 7) The SEAC will provide advice to the SEA on the target resetting for SPP indicators.
- a. The SEAC did not provide advice as no indicators were scheduled for target resets. This work will resume in the 2020-2021 year.

In addition, this past year, SEAC members reported the following accomplishments:

- 1) Increased communications between SEAC and member organization constituents about the legislative opportunities for comment.
- 2) Increased communication between SEAC and the SBE.
- 3) Increased understanding of working together though online communities.

2020 and the “New Normal”

This report would not be complete without noting this school year brought us the COVID-19 Pandemic. Beginning in March of 2020, we saw the statewide closure of buildings throughout Michigan resulting in a quick departure from education as we had become accustomed to it, to a new way of learning for all, or as it became coined, our “new normal.”

School personnel quickly began providing online lessons for students, packets of information for families, and a wealth of other information to stakeholders all while learning new tasks and programs themselves. The SBE, MDE, and the SEAC all began holding meetings online using a variety of platforms. In a short time, we had all begun to live in a digital world without physical contact.

Due to necessary changes, the priorities of the SEAC needed to change as well. The MDE asked all directors to focus all of their work on safely helping move our way through the pandemic by supporting schools, students, parents, and staffs from afar.

Through the assistance of the OSE, the SEAC was able to meet continuously in the following months. In the year’s remaining meetings, the OSE staff were our primary points of contact and information as they assisted members by providing guidance documents to help all of those working with students with disabilities understand the best practices for providing a FAPE as required by IDEA. They have been available for questions and concerns, and continue (as of the time of this writing) to provide us guidance and encouragement through these extraordinary and uncommon times, helping us to shift our paradigms from the fundamental basic concepts to new and exciting ways to teach and to learn.

2018–2019 SEAC Participants

Delegates

Organization/Role	Additional Participation	Name and Community
Member At-Large	Membership Committee	Anne Barna (Mason)
Member At-Large	N/A	Justin Caine (Lansing)
Member At-Large	N/A	Michelle Frederick (White Lake) through April 2020
Member At-Large	Operating Procedures Committee	Joe Kukulski (Marquette)
Member At-Large	Technology Committee	Lily Schulting (Grand Rapids)
Member At-Large	Legislative Committee	Lori Skibbe (Ann Arbor)
Member At-Large	Mission	Kara Tiethof (Allendale)
Member At-Large	Mission	Regina Umpstead (DeWitt)
American Federation of Teachers Michigan	Executive Committee, Operating Procedures Co-Chair, Legislative Committee	Lois Lofton-Doniver (Detroit)
Autism Society of Michigan	Membership Committee	Amy Trahey (Grand Ledge)
Down Syndrome Association of West Michigan	Membership Committee, Legislative Committee	Katherine Mills (Kalamazoo)
Learning Disabilities Association of Michigan	N/A	Debra Houde (Saline)
Michigan Alliance for Families	Executive Committee, Operating Procedures Committee	Kanika Littleton (Farmington Hills)
Michigan Association for Supervision and Curriculum Development	N/A	John Mertz (Bay City)
Michigan Association of Administrators of Special Education	Legislative Committee	Nichole Moore (Garden City)
Michigan Association of Intermediate School Administrators	N/A	Deborah Kadish (Bay City)
Michigan Association of Nonpublic Schools	N/A	Kathy Krause (Farmington Hills)

Organization/Role	Additional Participation	Name and Community
Michigan Association of Public School Academies	Executive Committee, Membership Chair	Sarah Vander Baan (Ada)
Michigan Association of School Boards	Operating Procedures Committee	Kathleen Moore (Battle Creek)
Michigan Association of School Psychologists	SEAC Chair, all committees	Jennifer Headley-Nordman (Holland)
Michigan Association of School Social Workers	Membership Committee	Annette Hobrecht (Beverly Hills)
Michigan Association of School Superintendents and Administrators	Membership Committee	Mary Finnigan (Shelby Township)
Michigan Association of Secondary School Principals	N/A	Charlie Hollerith (Bloomfield)
Michigan Council for Exceptional Children	Executive Committee, Technology Chair	Shalika Robie (Dearborn)
Michigan Education Association	Technology Committee	Chandra Madafferi (South Lyon)
Michigan Elementary and Middle School Principals Association	Membership Committee	Tammy Reich (Dexter)
Michigan Occupational Therapy Association	Executive Committee, Operating Procedures Chair	Donna Case (Northville)
Michigan Speech-Language and Hearing Association	N/A	Alyssa Webster (Sterling Heights)
Michigan Transition Services Association	Operating Procedures Committee	Melisa Burch (Acme)
Student Advocacy Center of Michigan	N/A	LaKeya Martin (Ypsilanti)
The Arc Michigan	Membership Co-Chair	Kenya Harper-Black (Rockford)

Alternates

Organization/Role	Additional Participation	Name
American Federation of Teachers Michigan	Operating Procedures Committee	Rebecca Gibson (St. Clair Shores)
Autism Society of Michigan	N/A	Anne Carpenter (Okemos)
Down Syndrome Association of West Michigan	Membership Committee	Nancy Spanski (Lakeview)
Learning Disabilities Association of Michigan	Legislative Committee	Amy Barto (Grand Rapids)
Michigan Alliance for Families	N/A	Stacie Rulison (St. Johns)
Michigan Association for Supervision and Curriculum Development	Membership Committee, Legislative Committee	Anne-Marie Sladewski (Eastpointe)
Michigan Association of Administrators of Special Education	Legislative Committee	Sara Winslow (Okemos)
Michigan Association of Intermediate School Administrators	Membership Committee	Bill Brown (Allegan)
Michigan Association of Non-Public Schools	N/A	Kim Primus (Grand Rapids)
Michigan Association of Public School Academies	N/A	Cindy Shinsky (Grand Rapids)
Michigan Association of School Boards	Membership Committee	Don Myers (Harper Creek)
Michigan Association of School Psychologists	N/A	Katie Lamb (Berkley)
Michigan Association of School Social Workers	N/A	Michel Lynn Dejulian (Gross Isle)
Michigan Association of School Superintendents and Administrators	N/A	Blake Prewitt (Battle Creek)
Michigan Association of Secondary School Principals	Legislative Committee	Carrie Fines (Bloomfield Hills)
Michigan Council for Exceptional Children	N/A	Mary Meldrum (St. Claire Shores)
Michigan Education Association	N/A	Lisa Bacsikin (Clay)

Organization/Role	Additional Participation	Name
Michigan Elementary and Middle School Principals Association	N/A	Cassie Thelen (East Lansing)
Michigan Occupational Therapy Association	N/A	Kirsten Matthews (Marquette)
Michigan Transition Services Association	Operating Procedures Committee, Technology Committee	Eileen Brandt (Livonia)
Student Advocacy Center of Michigan	Technology Committee	Kathleen Kosobud (Ypsilanti)
The Arc Michigan	N/A	Michelle Driscoll (Redford)

Ex-Officio Members

Agency	Additional Participation	Name
2019-2020 SEAC Chair	SEAC Facilitator, all committees	Teri Pettit (Fenton)
Confederation of Michigan Tribal Education Directors	N/A	Melissa Isaac (Mt. Pleasant)
Educator Preparation Institutions	Technology Committee	Christine DeWildt (Grand Rapids)
Michigan Department of Corrections	N/A	Belle Bodell (Alma)
Michigan Department of Education, McKinney-Vento Representative	Operating Procedures Committee	Sarah Orris (Rochester)
Michigan Department of Education, Office of Special Education	Executive Committee	Teri Chapman (now Rink) (Flint)
Michigan Department of Health and Human Services, Community Health—Foster Care	N/A	Janet Kaley (East Lansing)
Michigan Department of Health and Human Services, Juvenile Justice	Operating Procedures Committee	James Thomas (Lansing)
Michigan Department of Health and Human Services, Michigan Rehabilitation Services	N/A	Jennifer Hirst (Marshall)
Michigan Teacher of the Year	N/A	Cara Lougheed (Romeo)

Ex-Officio Alternates

Agency	Committee Participation	Name
Educator Preparation Institutions	N/A	Dr. Sandra Miller (Ottawa City)
Michigan Department of Corrections	N/A	Adrienne Gates (Dewitt)
Michigan Department of Education, Office of Special Education	Executive Committee	Rebecca McIntyre
Michigan Department of Health and Human Services, Juvenile Justice	N/A	Dr. Terri Mileski (Escanaba)
Confederation of Michigan Tribal Education Directors	N/A	Christina Sharp (Bridgeport)
Michigan Department of Health and Human Services, Education and Youth Services	N/A	Ann Rossi (Lansing)
Michigan Teacher of the Year	N/A	Kristalyn Musselman (Tecumseh)

Appendix: Michigan's Special Education Advisory Committee (SEAC) Subcommittee Charges

2019-2020

Ongoing Subcommittees

Executive Committee

Per the SEAC Operating Procedures, the purpose and function of the Executive Committee:

- a. The Chairperson shall:
 - i. Preside regularly at meetings of the SEAC;
 - ii. Appoint committees and ad hoc committee chairpersons with the concurrence of the SEAC;
 - iii. Gather information for the Annual Report;
 - iv. Facilitate the generation of annual priorities;
 - v. Assign issues and activities to committees;
 - vi. Serve as official spokesperson or delegate such responsibility; and
 - vii. Establish the preliminary agenda with the advice of the Director of Special Education.
- b. The Vice Chairperson shall:
 - i. Chair the meeting in the absence of the Chairperson; and
 - ii. Serve as parliamentary resource (See SEAC Procedures: Parliamentary resource).
 - iii. Serve as Chairperson of the Operating Procedures committee, making sure the annual revision is complete.
 - iv. Monitor the SEAC Action Calendar to assure deadlines are met.
 - v. Perform other duties as assigned by the Chairperson.
- c. In the event that both the Chairperson and Vice-Chairperson are absent, an executive committee member will be chosen to chair the meeting.

Executive Committee

The purpose and function of the Executive Committee is to:

- Assist the Chairperson in conducting the business of the SEAC.
- When there is a request from the SBE or MDE for time sensitive feedback, and there is not a SEAC Committee of the Whole business meeting prior to the deadline, the executive committee will provide a response and feedback on behalf of the SEAC with a majority vote of support. As time permits, the Executive Committee will seek electronic input from Committee of the Whole members. (Operating Procedures III. A. 3.)

Commitment:

- Plan the September new member orientation and committee of the whole retreat.

- Mentor new SEAC members.
- Facilitate table discussion during small group work during meetings.
- Vote on recommended additions/changes to SEAC procedures.
- Co-chair subcommittees.
- Participate in email correspondence.
- Use of Google Docs and mentoring others in how to use.
- Use of Zoom and mentoring others in how to use.

Executive Committee members arrive 1.5 hours before SEAC meetings for final preparation, and meet after the conclusion of meetings for debrief and planning for next meeting—up of 45 minutes. Committee members can also expect 1-2 emails requiring responses between meetings throughout the year, and 2 meetings and 1 phone call during the summer for planning the next year. The use of Google Docs, Zoom, and email correspondence is also part of Executive Committee roles.

For each of the remaining committees:

- Sub-committee size will be limited to 10 members.
- Volunteers will receive an email offering options for conference call meeting dates and times. The date/time working for the majority will be selected.
- Each group reports to the Committee of the Whole any month when they have new information to share.
- The Executive Committee or the Committee of the Whole decides what action to take.
- Groups will be filled by delegates on a first come/first served basis once the chair and the co-chair are in place.
- Any remaining seats once delegates are in place may be filled by an alternate.

Ad Hoc Committees

The purpose and function of committees is to:

- Perform a specific task or objective, being dissolved after the completion of the task or achievement of the objective.

Commitment:

- The groups will work for 1-6 meetings until the task is done. Typically meetings are by phone at mutually agreed upon convenient times.

Legislative Committee

The purpose and function of the Legislative Committee is to:

- The Legislative Liaison for the MDE will provide the SEAC Committee with legislative updates impacting the field of Special Education.

- Share resource and information with the SEAC Committee highlighting current legislation.
- Encourage SEAC members to contact their own personal legislators, as it relates to legislation directly impacting the special education field.

Commitment:

- Committee members may expect three to four (3-4) committee meetings over the course of the year.

Membership Committee

The purpose and function of the Membership Committee is to:

- Support representativeness of SEAC across state.
 - Support the OSE and member organizations in recruiting replacements for members whose terms end.
- Support engagement of SEAC members.
 - Reach out via phone or email to members who are absent to support participation.
 - As needed, support the executive committee to provide support and mentoring to new members.
 - As needed, support the executive committee to facilitate table discussions during meetings.
- As needed, develop the rubric for organization applications to SEAC, and review results.

Commitment:

- Three to four (3-4) committee meeting calls over the course of the year for the rest of the work.
- Members will each make/send a few calls/emails to recruit new/re-engage current members.
- Committee members may expect approximately 1-2 brief check-ins during lunch at a SEAC meeting of the whole.

Mission Committee

The purpose and function of the Mission Committee is to:

- Review the existing mission statement which has been in effect for many years.
- Consider more recent SEAC products which may be appropriate resources to update the mission.
- Recommend an amended mission statement if it seems warranted.

Commitment:

- Committee members may expect up to two (2) meetings this year.

Operating Procedures Committee

The purpose and function of the Mission Committee is to:

- Review the SEAC bylaws annually.
- Recommend changes to bylaws or procedures following member input.
- Support the work of members with bylaws review during small group work.

Commitment:

- Committee members may expect approximately 3 phone meetings per year, with an occasional brief check-in during lunch at a SEAC meeting on the whole.

State Advisory Panel (SAP)

The purpose and function of the SAP Website Committee is to:

- Recommend resource materials available to Michigan SEAC from other SAPs.
- Recommend to the executive committee Michigan SEAC resource materials to share with the SAP website.

Website/Tech Committee

The purpose and function of the Web/Tech Committee is to:

- Assist in creation of information to post on the SEAC website as needed.
- Assist members in understanding SEAC's Google Docs.

Commitment:

- Committee members may expect up to two (2) meetings this year.
- Update monthly Evaluation Template based on the committee of the whole input.

MDE Standing Committee With SEAC Representation

- Stacie Rulison represents the SEAC on the MDE Family Engagement work group.
- Teri Pettit represents the SEAC on the MDE Path Forward steering committee.
- Anne-Marie Sladewski represents the SEAC on the Michigan Education Research Institute Advisory Council.

Respectfully submitted to the State Board of Education by Teri Rink (formerly Chapman), Special Education Directory, Michigan Department of Education, Office of Special Education, and Teri Pettit, SEAC Facilitator, October 2020.