Operating Procedures of the Michigan Special Education Advisory Committee (SEAC)

Adopted: March 7, 1979

Last Revision: March 4, 2020

Michigan Department of Education
Special Education Advisory Committee

Table of Contents

Operating Procedures of the Michigan Special Education Advisory Committee (SEAC) 4

I. Functions of the Michigan Special Education Advisory Committee 4
- A. Statutes and Regulations 4
- B. Permissive Functions 5
- C. Understandings 6

II. Officers and Members 6
- A. Membership 6
- B. Executive Committee and Officers 14

III. Committees and Representation 15
- A. Executive Committee 15
- B. Standing Committees 16
- C. Ad Hoc Committees 16
- D. Representatives to Other State Board of Education Councils 16
- E. Other Representation 16
- F. Committee Resource Persons 17

IV. Meetings 17
- A. Quorum 17
- B. Parliamentary Procedure 17
- C. Types of Meetings 20
- D. Public Participation 20
- E. Frequency of Meetings 21
- F. Location of Meetings 21
- G. Interpreters at Meetings 21

V. Agendas and Minutes 21

VI. Voting Procedures 22

VII. Reimbursement 23
- A. Compensation 23
- B. Reimbursement of Expenses 23
- C. Non-State Employee Travel Guidelines 24
- D. Question and Answers 25

VIII. Amendment of Operating Procedures 25

A. Procedure 25
B. Automatic Amendment 26
C. Annual Review 26

IX. Annual Reports 26

Appendix A: Sample: New Organization Rubric 27

Appendix B: Sample: Public Participation in State Board of Education Meetings 29

Appendix C: Sample: SEAC Non-State Employee Application for Reimbursement 32

Operating Procedures of the Michigan Special Education Advisory Committee (SEAC)

I. Functions of the Michigan Special Education Advisory Committee

A. Statutes and Regulations

(20 USC 1412(a)(21)) of the *Individuals with Disabilities Education Act* (IDEA) unless otherwise noted.

The Special Education Advisory Committee (SEAC hereafter) shall:

1. Advise the State Educational Agency of unmet needs within the state in the education of children with disabilities;
2. Comment publicly on any rules or regulations proposed by the state regarding the education of children with disabilities;
3. Advise the State Educational Agency in developing evaluations and reporting on data to the secretary (20 USC 1418);
4. Advise the State Educational Agency in developing corrective action plans to address findings identified in federal monitoring reports under this part; and
5. Advise the State Educational Agency in developing and implementing policies relating to the coordination of services for children with disabilities.
6. Receive findings and decisions of all hearings related to special education (34 CFR § 300.513(d)(1)).

Additional IDEA Provisions:

a. Evidence that the State, in determining that FAPE is currently available to all eligible children with disabilities in the State, has consulted with the State advisory panel under §300.167 (§300.164(c)(4)).
b. Membership (§300.168)
   (a) General. The advisory panel must consist of members appointed by the Governor, or any other official authorized under State law to make such appointments, be representative of the State population and be composed of

individuals involved in, or concerned with the education of children with disabilities, including—

(1) Parents of children with disabilities (ages birth through 26);
(2) Individuals with disabilities;
(3) Teachers;
(4) Representatives of institutions of higher education that prepare special education and related services personnel;
(5) State and local education officials, including officials who carry out activities under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act, (42 U.S.C.11431 et seq.);
(6) Administrators of programs for children with disabilities;
(7) Representatives of other State agencies involved in the financing or delivery of related services to children with disabilities;
(8) Representatives of private schools and public charter schools;
(9) Not less than one representative of a vocational, community, or business organization concerned with the provision of transition services to children with disabilities;
(10) A representative from the State child welfare agency responsible for foster care; and
(11) Representatives from the State juvenile and adult corrections agencies.

(b) Special rule. A majority of the members of the panel must be individuals with disabilities or parents of children with disabilities (ages birth through 26).

B. Permissive Functions

1. The SEAC may submit specific advice to the State Board of Education or upon the Board's request.
2. The SEAC may concern itself with such matters as:
   a. Administrative organization: local (member) districts, intermediate school district, state;
   b. Methods and sources of funding; and
   c. Legislation needed.

C. Understandings

1. The Michigan Department of Education shall provide support and resources to assist the SEAC to fulfill its responsibilities as set forth herein.
2. The SEAC is one source of direct advice to the State Board of Education with respect to the education of students with disabilities in Michigan.
3. The term "special education" includes all matters pertaining to educational programs and services designed to serve children and students with disabilities from birth through the age of 25 years.
4. The phrase "publicly comment" means an official communication to the State Board of Education from the SEAC via letter, resolution, official meeting summaries, or direct oral presentation to the Board.
5. A recording secretary shall be assigned to the SEAC by the Director of the Office of Special Education.
6. In the spring of each year, the SEAC shall solicit annual priorities for the following year.

II. Officers and Members

A. Membership

1. Member Responsibilities

a. The SEAC is a strategic organization advising the State Board of Education and the Michigan Department of Education with regard to special education issues. To be effective on the SEAC, members are expected to:

i. Respond by the deadline with regard to their attendance at upcoming SEAC meetings.

ii. Prepare for each meeting in advance.

iii. Regularly attend Committee of the Whole meetings

(1) All organizational delegates and/or their alternates, members at large, and IDEA required ex-officio members are expected to attend all committee of the whole meetings, including the annual retreat.

(2) At the beginning of reach school year, prior to any absences, the OSE will confirm current contact information is on file.

(3) The member is counted as attending a given meeting if either the delegate or the alternate is present in the room, or if either participates by phone.

(4) The executive committee or membership committee mentor assigned to a new member should continue to support the new member mentee for at least three (3) months.

(5) After two (2) total absences, a Membership Committee representative will call the member to help re-engage the absentee member.

(6) After three (3) total absences, the OSE will send a letter to the organization/agency, clarifying the SEAC provides important, value-oriented participation and their organization/agency voice is not being heard. A request will be made for a recommendation for a replacement member who can support a regular attendance schedule which will allow the organization/agency input and perspective to be considered and allows the views of the organization/agency to be factored into discussions and decisions of the SEAC.

(7) After three (3) months have gone by following the first letter and there has been no change in attendance, a phone call will be made by the SEAC facilitator to determine whether there are extenuating circumstances for the lack of attendance. The organization/agency will be informed of the possibility of losing their SEAC seat. A follow-up letter will be sent from the OSE reiterating what is expressed in the phone call.

iv. Participate in and regularly attend sub-committee meetings.

v. Be sensitive to other members of the SEAC and the diversity of the issues and other perspectives around the table.

vi. For members representing organizations, represent organization viewpoint versus personal perspective.

vii. Keep alternate (if assigned) updated on SEAC activities/issues.

viii. In case of absence,

(1) Notify alternate (if assigned) to attend the meeting so there is a voting member present.

(2) For extended absences, contact the SEAC facilitator and recording secretary.

(3) For last minute changes in attendance, contact the facilitator and recording secretary as soon as possible.

2. Term

a. Appointment to the Michigan SEAC shall be for a term of three years. Act 287 of 1964 §388.1009a Special education advisory committee; creation; appointment and terms of members; ex-officio members; chairperson; expenses; duty. (1) The special education advisory committee is created in the department of education and shall consist of not less than 9 and not more than 33 members appointed by the state board of education for terms of 3 years. The person within the department directly responsible for special education programs and other persons as appointed by the committee to represent other departments, agencies, and 4-year colleges and universities, upon consultation with those departments, agencies, and colleges and universities, shall be ex-officio members of the committee. Each year the committee shall elect a chairperson and other officers as it considers necessary. Members of the committee may be reimbursed, to the extent provided by the state board, for expenses incurred in performing their functions. The committee shall act as an adviser to the state board of education in the field of special education.

b. To ensure diversity of ideas and experiences, no individual may be appointed to the SEAC for more than one consecutive term. Non-consecutive terms of appointment are permitted.

c. Should the member be unable to fulfill his or her three-year appointment,

   i. The SEAC Executive Committee will notify the State Board of Education and the Michigan Department of Education and request that the State Board of Education seek nominations to replace that appointment.

   ii. Replacement delegates to the SEAC will complete the original delegate's three-year term. Upon completion of that term, the replacement member-at-large may apply for one complete three-year term.

3. Composition

The SEAC consists of members-at-large and members representing organizations. The SEAC annually reviews its organizational composition, including, but not limited to requests it receives and makes recommendations to the State Board of Education regarding the same.

a. Defined Members: IDEA requires that a majority (51%) of the members be individuals with disabilities or parents of children with disabilities under the age of 26 years who currently receive special education services under the IDEA.

   i. Members who meet this requirement are referred to as 'defined' members.

   ii. Organizations nominating individuals for appointment to the SEAC will be asked to submit nominees who are 'defined' or individuals with disabilities or parents of children with disabilities currently receiving special education services on a rotating basis. This will ensure that the SEAC meets the IDEA 51% consumer requirement.

   iii. All SEAC appointments are for three years. The SEAC made a commitment to have all member organizations share the responsibility for complying with the 51% defined member

requirement. There is a state legislative cap of 33 members. That is reflected in up to 25 organizational representatives and 8 members-at-large. In addition, there are several non-voting, 0045-Officio state agency representatives.

iv. During a three-year term when a delegate is required to be "defined," if the delegate needs to step down prior to the end of the term, then the replacement delegate must be "defined" at the time he or she is nominated as the new delegate.

v. At least six (6) of the eight (8) nominees for members-at-large shall be individuals with disabilities or parents of children with disabilities currently receiving special education programs and services.

b. Alternate Members: The State Board approved alternate member shall fully participate in the proceedings of the Committee when the organization's delegate member is absent, including the right to vote. The participation of alternates in small group work will allow for and result in an informed decision in the event the organization/agency delegate is absent when an item comes to the table for a vote.

c. Dual Representation: A member can only serve in one capacity on the SEAC, such as an at-large, organization, or ex-officio member.

4. Appointment of Members

The advisory panel must consist of members appointed by the Governor, or any other official authorized under State law to make such appointments, be representative of the State population and be composed of individuals involved in, or concerned with the education of children with disabilities.

a. Nominations: Each member organization shall submit to the Office of Special Education, which will forward to the State Board of Education, nominations for a member and an alternate to represent the respective organizations for the three-year term. Communication to organizations concerning the appointment of individuals to serve on the SEAC should include the State Board's intent for diversity, which is representative of the population of Michigan. The proposed appointee may need to meet

the defined member criteria (a person with a disability or parent of a child with disability under age 26 who is currently receiving special education services). When a new delegate is nominated to begin a term representing an existing SEAC organization or if a new organization is applying for a vacant seat on SEAC, the organization will also provide evidence of a current:

i. Mission statement,
ii. Designed outreach areas,
iii. Documentation of state areas served/or active members/chapters,
iv. 501c nonprofit tax status,
v. An active website with clear guidelines about how to contact the organization,
vi. An active board of directors, and
vii. Annual report (e.g. to a national organization, local affiliates, members, for tax purposes, etc.).

b. Ex-Officio Members:

i. The Director of the Office of Office of Special Education shall be an ex-officio member of the Michigan SEAC.
ii. The immediate past chairperson of SEAC may serve as an ex-officio member for one year for the purpose of providing leadership continuity and counsel.
iii. In accordance with IDEA, the SEAC may appoint additional ex-officio members representing various agencies, including, but not limited to Educator Preparation Institutions; Department of Health and Human Services–Juvenile Justice, Community Health, and Michigan Rehabilitation Services; Michigan Department of Education – McKinney-Vento Act, Office of Special Education; Department of Corrections; and any other state agencies as appropriate to the requirements of the IDEA.
iv. Ex-officio members may participate in the deliberations but shall have no vote. Their primary responsibilities shall be to:

- Inform the SEAC of issues arising in their agencies which impact special education;
- Provide information from their agency's perspective on issues before the SEAC and its committees; and
- Advise their agencies of the activities of the SEAC.

c. Members-At-Large: Members at Large are individuals who are nominated and appointed to the SEAC by the State Board of Education, not representing a specific organization.

d. Upper Peninsula (U.P.) Representation

i. U.P. representation is highlighted as a diversity request in January recruitment letters to organizations.

ii. Once identified, the OSE and the SEAC may provide links for the new member to connect with individuals from other U.P. ISDs (i.e., PAC chairs, Alliance members, ISD administrators, MEA/AFT representatives).

iii. Members from the U.P. are offered special consideration due to travel and weather challenges. They are only required to physically attend the retreat. However, they are encouraged and welcome to physically attend additional meetings. Travel costs will be reimbursed (see Reimbursement, p. 19). Participation via technology is expected when not attending in person.

5. Vacancies

a. Resignation: In the event an organizational delegate resigns from the SEAC or the position is otherwise vacated, the organization (or organizational groups) represented by the member shall submit a new nominee to the State Board of Education. If the delegate was filling a defined member seat, the organization shall recommend another defined member. Upon completion of the term, the replacement delegate may apply for one complete three-year term. In the event an at-large member resigns or the position is otherwise vacated, the SEAC shall notify the State Board of Education and request the vacancy be filled for the remainder of the original at-large members' term. Upon

completion of the term, the replacement member-at-large may apply for one complete three-year term. The State Board of Education will make annual appointments each spring. When resignations/replacements occur prior to the next spring appointment meeting, the State Board of Education will be asked to appoint replacement delegates on no more than two occasions. In the interim, until the official appointment is approved, the proposed new delegate may participate in all of the SEAC work except for voting.

b. Cessation of an identified organization: If an organization represented on the SEAC ceases to exist or chooses to discontinue its affiliation with the SEAC, the Executive Committee will follow established procedures to fill the vacancy. Following the identification of an organization, the Procedures process to appoint members will be followed.

c. Filling Organizational Membership Vacancies: When selecting a new organization, current SEAC members should consider a number of factors relative to what the organization can bring to the table:

    i. Attributes of the group which supports the SEAC mission, goals, and unmet needs.
    ii. Organizations represented across much of the state. As a frame of reference, an organization's membership of 200 would reflect approximately 0.1% of the students with individualized education programs (IEPs) in Michigan.
    iii. Online presence evidenced through a website, social media, or other virtual options.
    iv. Regional reach and coverage if not a statewide presence.
    v. Diversity, unique population served, area of specialty.
    vi. Scope and practice affecting service to students receiving services under IDEA.

To ensure the appropriateness of fit, the applicant organization/agency will be scored by the SEAC members using a rubric and must earn at least 50% of the possible points to be considered as a SEAC organization.

See Appendix A for a sample of the New Organization Rubric or contact Teri Pettit, SEAC Facilitator, at pettitt4@michigan.gov for the official form.

Responsible Party	Action
Executive Committee	Survey SEAC membership to identify areas of unmet representation and possible organizations which would meet representation requirements. See Appendix A: *New Organization Rubric.*
Executive Committee	Announce through the SEAC membership to alert groups of the opening.
Executive Committee	Review responses based on, but not limited to, disability area; balance of administrators, providers, and parents; educational trends; expertise missing on the SEAC; and the IDEA requirements.
OSE Staff & SEAC Chair	Invite representative(s) from each applicant organization to present information on their organization to the SEAC Committee of the Whole.
OSE Staff	Forward an electronic announcement to organizations appearing to meet unmet representation(s).
SEAC Members of the Whole	Hear presentations from each applicant organization. Vote on which organization to recommend to the State Board of Education for permanent membership at the next meeting of SEAC.

B. Executive Committee and Officers

1. Selection of Executive Committee and Officers
   By April of each year, the SEAC shall elect from its membership the Executive Committee and officers following the established nomination process.
2. Duties
   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 an official spokesperson or delegate such responsibility; and

vii. Establish the preliminary agenda with the advice from the Director of Special Education.

b . The Vice chairperson shall:

i. Chair the meeting in the absence of the chairperson,

ii. Serve as 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 ensure deadlines are met, and

v. Perform other duties as assigned by the chairperson.

c . In the event both the chairperson and Vice-chairperson are absent, an executive committee member will be chosen to chair the meeting.

3. Vacancies

a. In case of a vacancy on the SEAC Executive Committee, the chairperson shall appoint a person from the SEAC membership to fill the vacancy for the balance of the term.

b. If the chairperson is unable to preside regularly at meetings, the Executive Committee has the power to evaluate, determine, and recommend necessary action.

c. In case of a vacancy in the office of chairperson, an election will be held at the meeting following the meeting at which the official notice of the vacancy is made.

III. Committees and Representation

A. Executive Committee

1. Composition: chairperson and vice chairperson and five members elected by the SEAC.
2. Function: To assist the chairperson in conducting the business of the SEAC.
3. 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 the Committee of the Whole members.

B. Standing Committees

1. The SEAC may have standing committees to support the *Individuals with Disabilities Education Act* (IDEA) mandated functions.
2. The SEAC members (delegates and alternates) may sign up for, and participate on committees (if any). The Facilitator of the SEAC shall appoint from the Executive Committee a Chair and Co-chair for each committee.
3. A co-chairperson for each committee (if any) shall be selected from among the SEAC membership serving on the Committee.
4. Duties of the standing committees (if any) will be determined on a year-to-year basis by the SEAC.

C. Ad Hoc Committees

1. The Executive Committee may determine, on a year-to-year basis, due to the nature of the issues which need to be addressed by the SEAC, standing committees will not be formed, and the issues will instead be addressed by forming ad hoc committees, as needed.
2. The SEAC Facilitator shall appoint an ad hoc committee as needed. The ad hoc committee reports directly to the chairperson of the SEAC.

D. Representatives to Other State Board of Education Councils

1. The SEAC shall appoint, from its members, representatives to State Board of Education councils and committees, as needed. Reimbursement of expenses for attendance at such meetings by SEAC members will be in keeping with the policies of the State Board of Education.

E. Other Representation

1. If it is necessary for the SEAC to be represented before the State Board, the SEAC Facilitator shall appoint such representation.

F. Committee Resource Persons

1. Resource persons may be asked to participate in standing or ad hoc committees at the invitation of the SEAC Facilitator and may participate in deliberations but shall have no voting rights.

IV. Meetings

A. Quorum

1. A majority of the SEAC membership shall constitute a quorum. Members who attend the meeting at a remote location through audiovisual means shall be counted as part of the quorum.
2. If a quorum is lacking, a meeting shall be conducted as a meeting of the whole, without voting action. If, during the meeting, a quorum is achieved, action items can be considered.

B. Parliamentary Procedure

1. Parliamentary procedures shall be observed by the SEAC and its committees in the conduct of its business in the following orders.
2. The vice chairperson of the SEAC serves as the parliamentary resource.

Table 1: Parliamentary Procedures in Use

Order: Approve Previous Minutes

Language	May Speaker Be Interrupted	Second to Motion	May Motion Be Debated	Amend Allowed	Is a Vote Needed	Can Vote Be Reconsidered
Do we have a motion to approve the previous meeting minutes?	No	Yes	Yes	Yes	Majority	Yes
All those in favor, please say "aye."	No	NA	NA	NA	NA	NA
All those opposed, please say "no."	No	NA	NA	NA	NA	NA

Table 2: Parliamentary Procedures in Use

Order: Approve Agenda

Language	May Speaker Be Interrupted	Second to Motion	May Motion Be Debated	Amend Allowed	Is a Vote Needed	Can Vote Be Reconsidered
Do we have a motion to approve today's agenda?	No	Yes	Yes	Yes	Majority	Yes
All those in favor, please say "aye."	No	NA	NA	NA	NA	NA
All those opposed, please say "no."	No	NA	NA	NA	NA	NA

Table 3: Parliamentary Procedures in Use

Order: Approve Agenda Changes

Language	**May Speaker Be Interrupted**	**Second to Motion**	**May Motion Be Debated**	**Amend Allowed**	**Is a Vote Needed**	**Can Vote Be Reconsidered**
Do we have a motion to amend today's agenda?	No	Yes	Yes	Yes	Majority	Yes
All those in favor, please say "aye."	No	NA	NA	NA	NA	NA
All those opposed, please say "no."	No	NA	NA	NA	NA	NA

Table 4: Parliamentary Procedures in Use

Order: Roll Call Vote

Language	**May Speaker Be Interrupted**	**Second to Motion**	**May Motion Be Debated**	**Amend Allowed**	**Is a Vote Needed**	**Can Vote Be Reconsidered**
Votes will be by roll call. A record of individuals voting will be maintained by the OSE. This also applies to online voting designees.	No	No	NA	NA	Majority	No

C. Types of Meetings

1. Regular Meetings: The SEAC shall meet as often as necessary to conduct its business.
2. Special Meetings
   a . Upon the request of the Director of the Office of Special Education and with the concurrence of the SEAC chairperson or three voting members of the SEAC, special meetings may be called.
   b . Upon the request of three or more members of the SEAC, the SEAC chairperson may call a special meeting.

D. Public Participation

1. Regular business meetings of the SEAC shall be open to the public.
2. Public comment: In 2019, the Office of Special Education Programs (OSEP) determined the procedure governing State Advisory Panels, specifically the requirement meetings be open to the public, is no longer required under the *Individuals with Disabilities Education Act* (IDEA).

3. The SEAC regular business meetings are open to the public. We do not provide a time of public comment as we are merely an advisory committee to the State Board of Education "not legally capable of rendering a final decision," (Attorney General (AG) Opinion #6935).
4. We advise those interested in providing public comment to attend a State Board of Education meeting where public comment is welcomed and can be made directly to the State Board of Education. View a copy of Public Participation in State Board of Education Meetings (https://www.michigan.gov/documents/publicparticipation_119444_7.pdf) or see Appendix B for a sample.

E. Frequency of Meetings

1. The Committee of the Whole shall meet monthly or as often as necessary to conduct its business.
2. The Executive Committee shall meet prior to the monthly Committee of the Whole meetings, or as necessary.

F. Location of Meetings

1 . Regular meetings of the SEAC shall be held in accordance with accessibility requirements at locations announced on agendas.

G. Interpreters at Meetings

1. Interpreters and other necessary services to accommodate people with disabilities shall be provided at meetings for the SEAC members or participants if requested in advance.

V. Agendas and Minutes

A. Agenda
1. Public Announcement: Agenda items shall be publicly announced on the SEAC website prior to the scheduled date of the meeting.
2. Proposed Agendas, Additions/Modifications
   a. The SEAC chairperson shall present to the SEAC a proposed agenda for its approval and request additions/modifications.

b. Any committee member may request an addition/modification to the agenda. The request must be presented to the SEAC chairperson prior to the adoption of the proposed agenda.

B. Meeting Minutes and Procedures

1. Meeting Minutes

a. Meeting minutes shall be kept for all SEAC meetings.

2. Public Availability

a. Meeting minutes shall be made available to the public upon request at no charge. Requests for copies of the meeting minutes should be directed to the Office of Special Education of the Michigan Department of Education, P.O. Box 30008, Lansing, Michigan 48909.

b. Meeting minutes will be posted on the MDE/SEAC website.

3. Copy to State Board of Education

a. A copy of the approved meeting minutes of the SEAC business meeting shall be posted to the website available for State Board of Education review subsequent to SEAC approval.

VI. Voting Procedures

A. Voting will follow appropriate parliamentary procedures.

B. Conflict of Interest

1. Delegate or Alternate: If a delegate (or alternate in the event the delegate is absent) determines, or a majority of the SEAC determines a delegate's vote on a matter before the SEAC is a conflict of interest, the delegate/alternate may be prohibited from voting on the matter being considered.

2. Chairperson: At the recommendation of the chairperson and with a majority vote of the SEAC, the chairperson may request the organization's alternate representative be seated at the table and vote on behalf of the organization. In such instances, the chairperson will not be allowed to cast a vote.

C. Each agency/organization receives one vote. The appointed delegate for each will place their vote. The alternate for each agency/organization will not vote unless they are replacing their delegate in the voting process.

D. Ex-officio members may participate in the deliberations but shall have no vote.

VII. Reimbursement

The reimbursement policy is to be submitted to each member of the SEAC at the initial meeting following appointment and is available to all members in the SEAC Google Docs folder.

A. Compensation

The SEAC shall serve without compensation (Sec 388.1009a).

B. Reimbursement of Expenses

1. The Office of Special Education shall reimburse SEAC at-large members for reasonable and necessary expenses for attending meetings and performing duties and functions related to the SEAC. For those circumstances in which the distance traveled is of extreme length and requires overnight accommodations, lodging, and meal expenses may be reimbursed. However, this does not apply to those at-large members who receive reimbursement for travel form their employer, institution, or organization. Organizational members and alternates shall not be reimbursed for expenses unless the organization can establish to the satisfaction of the State Director of Special Education it will no longer be able to participate in the SEAC meetings due to the organization's severe economic situation.
2. Reimbursement for expenses incurred, other than normal expenses related to the expense of attending SEAC meetings, require prior approval of the Director of the Office of Special Education.
3. The Office of Special Education will reimburse each SEAC member, eligible under Paragraph 1 above, for reasonable travel and meal expenses which result from attendance at scheduled SEAC meetings at the **IRS State Standard Rate**. This does not apply to those members who receive reimbursement for their travel from their employer, institution, or organization. In those circumstances in which the distance traveled is of extreme length and requires overnight accommodations, lodging may be reimbursed if funds are available. Unless otherwise approved by the State Superintendent or his or her designee, all reimbursement must be limited to one meeting per month.

C. Non-State Employee Travel Guidelines

1. Meal reimbursement: Allowed meal reimbursement rates/times supported by itemized receipts:
    a. Breakfast - $8.50 – Travel must commence prior to 6:00 a.m. and extend beyond 8:30 a.m. (SEAC regular meetings provide a light breakfast and lunch. Breakfast and lunch expenses outside of the regular SEAC meeting will be the **participant's** expense).
    b. Lunch - $8.50 – Travel must commence prior to 11:30 a.m. and extend beyond 2:00 p.m.
    c. Dinner - $19.00 – Travel must commence prior to 6:30 p.m. and extend beyond 8:00 p.m.
    d. The amount of reimbursement will be the amount of the actual meal expense, as noted on the receipt, or the allowed meal rate, whichever is less. (Receipt cannot include alcoholic beverage charges or bartender fees).
    e. Original itemized, dated receipts must be included with the non-state employee travel expense voucher. Copies will not be permitted. The receipt should be cash register generated and include the place, date, time of the purchase, and amount paid to verify the correct reimbursement amount. Credit card statements or summary credit card slips are not acceptable in lieu of a receipt.
    f. The meal must be purchased within the starting and ending **times** of travel. For example, items purchased at a grocery store the night before travel occurs are not reimbursable. Only single meal items consumed during the meal period are acceptable. Bulk quantity items such as bags of apples, loaves of bread, cases of water, etc. will not be allowed.
    g. For full-day meals (breakfast, lunch, and dinner) with an **overnight** stay, the meals and receipts will be considered in total (not individually) and cannot exceed the total meal reimbursement for the day ($36.00).
    h. The actual amount paid for food, non-alcoholic **drinks**, sales tax, and the tip **is** reimbursable up to the allowable meal rate. If the tip amount is not printed on the receipt, a handwritten notation of the amount of the tip is acceptable.
    i. Meal reimbursement requests made by a non-state employee cannot include the purchase of a meal intended for someone other than the non-state employee. Only the actual amount expended, up to the allowable rate, will be reimbursed for the non-state employee.

2. Mileage Reimbursement: Mileage reimbursement for SEAC members will be at the **IRS State Standard Rate** based on MapQuest **round trop** destinations city to city.
3. Child Care Reimbursement: The request for child care reimbursement form must be submitted with an accompanying non-state employee travel voucher and signed original invoice from the child care provider for each request that is made.

D. Question and Answers

Q. What are the normal and necessary expenses?
A. If travel distance from home/office to the meeting site is more than 50 miles one way.

Q. What constitutes extreme distance or length of travel?
A. The definition of extreme distance or length of travel means if you travel over 50 miles (one way) or it is necessary to leave your point of origin (home or office) before 7:00 a.m. the day of the meeting.

Q. What is the frequency of allowable travel expenses?
A. Unless otherwise approved by the State Superintendent or his or her designee, all reimbursements must be limited to one meeting per month.

Q. Is child care, incurred as a result of attending the SEAC meetings, an allowable expense?
A. Yes

Q. My hotel offers breakfast at a cost. Is this expense covered?
A. No. SEAC regular meetings provide a light breakfast and lunch. Breakfast and lunch expenses outside of the regular SEAC meeting will be the **participant's expense**.

View a copy of the SEAC Application for Reimbursement form or see Appendix C for a sample.

VIII. Amendment of Operating Procedures

A. Procedure

These Operating Procedures may be amended in the following manner:

1. All proposed amendment(s) shall be presented to all members as an information item by the Operating Procedures Committee.

2. The proposed amendments shall be voted on as an action item at the next scheduled SEAC meeting.
3. To amend SEAC procedures requires a majority vote of the Executive Committee Members.

B. Automatic Amendment

1 . Any subsequent state or federal legislation and/or regulations, or any subsequent policies of the State Board of Education regarding advisory committees shall automatically modify appropriate matters contained herein.

C. Annual Review

1. The Executive Committee will ensure that an annual review of the SEAC Operating Procedures is conducted.
2. The vice-chairperson shall chair the Operating Procedures annual review in collaboration with the Executive Committee.

IX. Annual Reports

A. All SEAC committees (if any) shall submit a brief report to the SEAC.
B. The chairperson shall submit a brief summary of annual activities to be included in the SEAC Annual Report.
C. Annual Report shall be submitted to the State Board of Education.

Appendix A: Sample: New Organization Rubric

Use the rating column to describe your organization by specifying the appropriate number of points for each item below. Add any relevant comments, total your points, and sign the form.

Contact Teri Pettit, SEAC Facilitator, at pettitt4@michigan.gov for the official form.

Organization and Representative	Comments	Rating
A. Statewide scope 3: NSE & W (make regional map available) 2: 3 regions 1: 2 regions 0: limited area		
B. At least 200 members 2: at least 500 members 1: at least 200 members 0: fewer than 200 members		
C. Specific expertise in enhancing educational outcomes of students with disabilities - provide priorities 3: Clear explanation/documentation of focused expertise in multiple SEAC priorities 2: Clear explanation/documentation of focused expertise in one SEAC priority area 1: Basic explanation of interest and some expertise in at least one SEAC priority area 0: Minimal identification of interest/expertise in any SEAC priority areas		
D. Specific actions in enhancing educational outcomes of students with disabilities ages 3–26 - provide priorities 3: Clear explanation/documentation of focused action in multiple SEAC priorities 2: Clear explanation/documentation of focused action in one SEAC priority area 1: Basic explanation of interest and some action in at least one SEAC priority area 0: Minimal identification of action in any SEAC priority areas		

Organization and Representative	Comments	Rating
E. Consistent delegate participation 3: Identified both a proposed delegate and alternate with the expectation of consistent attendance 2: Identified a proposed delegate with the expectation of consistent attendance 1: Identified a proposed process to identify a delegate 0: Expressed minimal, generic commitment to identifying a delegate for participation		
F. Meet Defined member requirement 3: Details how it will meet requirement in 2022-2025 if school-based; annually if non-school based (i.e. initial proposed delegate meets defined member standard) 2: Provides awareness of requirement and general commitment to meeting it 1: No reference in presentation, provides general commitment in response to related questions 0: No reference in presentation, no substantive response to related questions		
G. How the applicant organization will enhance range of SEAC's diversity of perspectives 3: Details how it will bring new perspectives to the table to promote shared reciprocal work 2: Identifies that it will bring new perspectives to the table 1: Speaks in general about the scope and work of the organization 0: Offers no information about how its participation will enhance SEAC's diversity		
SEAC Member Signature:	**Point Total**	

Appendix B: Sample: Public Participation in State Board of Education Meetings

Visit the Michigan Department of Education website to access the Public Participation in State Board of Education Meetings document (https://www.michigan.gov/documents/publicparticipation_119444_7.pdf).

PUBLIC PARTICIPATION
IN
STATE BOARD OF EDUCATION MEETINGS

1. The State Board of Education welcomes comment from the public on education related issues, regardless of whether the issue is on the day's agenda. Before a vote is taken on an agenda item, the public is given opportunity to comment on the specific item under consideration. In addition, comments from the public on both agenda and non-agenda items will be heard at approximately 1:00 p.m. (or immediately following the lunch recess) regardless of the number of items remaining on the agenda for discussion/action, or as otherwise stated on the agenda.

2. The persons wishing to address the State Board of Education will be asked to identify themselves as to name and address, and may indicate the organization to which they belong, if any. In those instances in which a person is representing an organization, the presenter should indicate whether the presentation represents the official views of the organization.

3. All persons wishing to address the State Board of Education must declare their intent to the Administrative Secretary on the appropriate form prior to the beginning of the portion of the meeting devoted to public participation.

4. The public participation segment of the meeting will have a limitation of one hour. (Exception noted in number 5)

5. Each presentation will be limited to five minutes except in instances in which the number of speakers will exceed the time limitation. The Chairman may reduce the five-minute period to a lesser amount at the beginning of the public participation, but in no instance will the time provided be reduced to less than three minutes. Depending on the number of persons wishing to address the Board and with the imposition of the minimum three minutes limitation, the one-hour limitation in such instances may be extended to permit every person to present views to the Board.

6. Persons who may wish to address the State Board on topics for which a hearing has been planned or may be scheduled in the near future, should be so informed of the fact by the Chairman, and it should be indicated that such a hearing may be the appropriate forum for the expression of views.

7. In those instances in which more than three persons wish to present their views to the State Board and represent a single organizational unit or a consortium-type organizational unit, such presentation shall be limited to one spokesperson with ten minutes of opportunity or up to three presenters of three minutes each.

1

8. All written statements should be given to the Administrative Secretary to the State Board of Education in order that they may be made available to the members of the State Board. Lengthy written statements which may not have been completely presented within the time limitation will be made available to the Administrative Secretary who will reproduce them for the information of the State Board of Education.

9. Items identified during the public participation requiring State Board consideration will be reviewed at the end of the meeting when the Board is discussing the agenda for the next meeting. A request may be made to staff to prepare a background document for Board consideration at a subsequent meeting.

10. Because of the nature of contested cases and the risk of conducting a de novo hearing, the Board should refrain from receiving additional input in such cases.

11. During Committee of the Whole meetings, public participation will be restricted to the items on the agenda.

By-Laws Adopted October 10, 2006

Procedures for Making Oral Statements Before State Board of Education

All documents distributed during the SBE meetings are part of the public meeting and, therefore, shall be considered public documents.

The presentations made by individuals during the public participation should take into consideration the rules of common courtesy. The presenters should keep in mind that all statements made at a public meeting become a matter of public record. It is the responsibility of the presenter that all statements made are accurate and based on facts.

It is the practice of the SBE not to respond to comments heard during the public participation portion of the meeting. Questions for clarification are appropriate, but a presenter should not expect to carry on a dialogue with any Board Member(s).

Procedures Revised February 13, 2007

STATE BOARD OF EDUCATION
REQUEST TO ADDRESS THE MEETING

Date _____

Yes, I would like to speak to the State Board of Education at this meeting.

NAME _____

ADDRESS _____

CITY/STATE _____ ZIP _____

* TELEPHONE NUMBER _____

* E-MAIL ADDRESS _____

I want to speak about (subject) _____

_____

_____

* Organization Represented _____

_____

Official Spokesperson for Organization: Yes _____ No _____

* Submission of this information is optional, and if given, becomes public information.

* * * * * * * * * * * * * * * * * * *

(Tear off the attached procedures and keep for reference.)

3

Appendix C: Sample: SEAC Non-State Employee Application for Reimbursement

Contact Teri Pettit, SEAC Facilitator, at pettitt4@michigan.gov for the official form.

Special Education Advisory Committee (SEAC)

Non-State Employee Travel Guidelines

Application for Reimbursement

Name: _____

Address: _____

Phone Number: _____

I am a SEAC: (Check one) Delegate □ Alternate □ Member-At-Large □

Name of Organization I represent: _____

My Organization will not □ reimburse me for travel expenses incurred involving SEAC.

My Employer is: _____

My Employer will not □ reimburse me for travel expenses incurred involving SEAC.

I need reimbursement from the State of Michigan (SOM) for the following expenses: Mileage □ Meals □

(You must have an original receipt for meal expenses). Meal reimbursement rates are determined by the SOM and are only allowable if the mean is not provided at the SEAC meeting. ($8.50 for breakfast, $8.50 for lunch, $19.00 for dinner)

Accommodation(s) are needed because of a medical condition/disability for me or my child? Yes □ No □

If yes, please state what accommodation(s) you need: (reimbursement for childcare is an allowable expense.)

_____

_____

_____

I hereby request reimbursement for expenses incurred by me while I am a member of SEAC.

Signed_____ Date_____

Submit with the Non-State Employee Travel Reimbursement form to:
Ashley Reed - OSE / PO Box 30008 / Lansing, MI 48909 / 517-241-7140