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

Adopted: March 7, 1979

Revised and Approved: Winter 2026

Michigan Department of Education
Special Education Advisory Committee

Table of Contents

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

Functions of the Michigan Special Education Advisory Committee 4

Statutes and Regulations 4

Officers and Members 5

Composition 8

Executive Committee and Officers 13

Committees and Representation 14

Meetings 16

Agendas and Minutes 19

Voting Procedures 19

Reimbursement 20

Amendment of Operating Procedures 21

Annual Reports 21

Appendices 21

Appendix A: SEAC Thought-Full Mentoring Guide 23

Specific Expectations 23

Key Mentoring Skills 23

Steps in Mentoring Relationships 24

Challenges 24

Ending the Formal Mentoring Relationship 25

Best Practices 25

Appendix B: Office of Special Education Regional Map of Michigan ISDs and ESAs 26

Appendix C: Sample New Organization Rubric 27

Consideration #1: Statewide Scope 27

Consideration #2: Number of Members 27

Consideration #3: Expertise in Enhancing Educational Outcomes for Students with Disabilities (SWDs)/Provided Priorities 27

Consideration #4: Specific Actions Enhancing Educational Outcomes of SWDs Ages Three (3) up to Twenty-Six (26) Years of Age/Provided Priorities 27

Consideration #5: Consistent Delegate Participation 27

Appendix D: Public Participation in SEAC Meetings 28
Appendix E: Sample Public Participation in State Board of Education Meetings 29
Appendix F: Sample SEAC Hardship Reimbursement Request....32
Appendix G: Sample SEAC Non-State Employee Application for Reimbursement 34
Appendix H: SEAC Reimbursement/Expenses Questions and Answers 37
Appendix I: Sharing SEAC Information with Constituents 38
What Can Be Shared? 38
What Should Be Shared? 38
Build the Habit of Regularly Sharing Information 39
Exploring Preferences by Age of Receiver 40
Expectations for Members-At-Large....40
Final Suggestions....41
Resources 41

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

Functions of the Michigan Special Education Advisory Committee

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;
5. Advise the State Educational Agency in developing and implementing policies relating to the coordination of services for children with disabilities; and
6. Receive findings and decisions of all hearings related to special education (34 CFR 300.513(d)(1)).

Additional IDEA Provisions:

Evidence the State, in determining 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)).

Membership (§300.168)

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 up to twenty-six (26) years of age);
2. Individuals with disabilities;
3. Teachers;
4. Representatives of institutions of higher education preparing 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.

Special Rule:

A majority of the members of the panel must be individuals with disabilities or parents of children with disabilities (ages birth up to twenty-six (26) years of age). (These members are referred to as "defined" members for the remainder of this document.)

Permissive Functions

1. SEAC may submit specific advice to the State Board of Education or upon the Board's written request, advice, or input.
2. 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.

Understandings

1. The Michigan Department of Education will provide support and resources to assist SEAC in fulfilling its responsibilities as set forth herein.
2. 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 up to twenty-six (26) years of age.
4. The phrase "publicly comment" means an official communication to the State Board of Education from SEAC via letter, resolution, official meeting summaries, or direct oral presentation to the Board.
5. In the spring of each year, SEAC shall solicit annual priorities for the following year.

<u>Officers and Members</u>

Membership

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

a. Respond by the deadline noted on the monthly email invitation regarding attendance at upcoming, in-person SEAC meetings.
b. Prepare for each meeting in advance by reviewing the agenda and links embedded therein.
c. 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 each 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.
    (4) The Executive Committee mentor assigned to a new member should continue to support the new member mentee for at least four (4) months. See Appendix A for SEAC Thought-Full Mentoring Guide.
    (5) After two (2) total absences, SEAC Facilitator will contact 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 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 will support a regular attendance schedule allowing the organization/agency input and perspective to be considered and allowing the views of the organization/agency to be factored into discussions and decisions of SEAC.
    (7) After four (4) months have gone by following the first letter and there has been no change in attendance, contact will be made by 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 initial contact.
    (8) Participate in and regularly attend sub-committee meetings.
    (9) Be sensitive to other members of SEAC and the diversity of the issues and other perspectives around the table.
    (10) Members representing organizations/agencies are expected to represent their organization/agency view versus their own personal perspective.
    (11) Delegates are responsible for keeping their alternate (if assigned) updated on SEAC activities and issues. In case of absence, they are responsible to notify their alternate (if assigned) asking they attend the meeting so there is a voting member present for whomever they represent.

(12) For extended absences, notify SEAC Facilitator.
(13) Each member is responsible for noting their own attendance. Record will be kept on an Attendance Tracker found on the home page of the SEAC Google Drive. Unrecorded attendance will be considered absent without excuse.

d. (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 will consist of not less than nine (9) and not more than thirty-three (33) members including organizational delegates appointed by their organization's board and Members-At-Large appointed by the State Board of Education for terms of three (3) years.
   (2) 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 four (4)-year colleges and universities, upon consultation with those departments, agencies, and colleges and universities, will be ex-officio members of the committee.
   (3) Each year the committee will elect a chairperson and other officers as it considers necessary.
   (4) Members of the committee may be reimbursed, to the extent provided by the state board, for expenses incurred in performing their functions.
   (5) The committee will act as an adviser to the State Board of Education in the field of special education.
      i. To assure diversity of ideas and experiences, no individual may be appointed to SEAC for more than one consecutive three (3)-year term. To simply interchange a delegate/alternate every three (3) years is not an acceptable practice.
      ii. Non-consecutive terms of appointment are permitted.
      iii. Organizations unable to find an appropriate delegate and/or alternate and must use a person who has just completed a three (3)-year term with the SEAC to keep their SEAC seat must submit a letter from the organization Board to the SEAC Facilitator. The letter must contain the following: (1) Proof of having reached out to other possible candidates in their organization by at least three (3) different means, at three (3) different times and (2) Reason why the organization must go against the original agreement and use the same person(s) having just completed their three (3)-year term. This information will be shared with the Executive Committee who will determine, by unanimous vote, if a three (3)-year extension is permissible.

iv. In the event organizations are required to find a “defined” member and are unable to do so, they cannot opt to put a current member in the seat unless they meet the “defined” member criteria.

v. Should a member be unable to fulfill the three (3)-year appointment:

- The SEAC Facilitator will post an open organization invitation for a new organization to fill the seats of an organization who can no longer fulfill their agreements.
- If a Member-At-Large position, SEAC Facilitator will post the open seat online and additionally will solicit State Board of Education members for recommendations regarding possible applicants.
- Replacement delegates to SEAC will complete the original delegate’s three (3)-year term. If the new member serves less than 1.5 years in completing the original term, they may apply for the same seat for a new three (3)-year term.
- Replacement delegates to SEAC will complete the original delegate’s three (3)-year term. If the new member serves less than 1.5 years in completing the original term, they may apply for the same seat for a new three (3)-year term.
- Replacement delegates to SEAC serving more than 1.5 years, when completing a term, are not eligible to apply for any new seat on SEAC for a period of one year following the expiration of the term they have completed for someone else.
- Newly appointed Members-At-Large will begin a new term in the year they are entering SEAC.

<u>Composition</u>

SEAC consists of Members-At-Large and members representing organizations and agencies. 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.

Defined Members:

IDEA requires a majority (fifty-one percent (51%)) of members be individuals with disabilities or parents of children with disabilities up to twenty-six (26) years of age who currently receive special education services under IDEA. Members who meet this requirement are referred to as “defined” members.

1. Organizations nominating individuals for appointment to SEAC will be asked to submit nominees who are “defined” on a rotating basis. This rotation currently occurs for three

(3) of every nine (9) years. This rotation assures SEAC meets the IDEA fifty-one percent (51%) consumer requirement.
2. All SEAC appointments are for three years. There is a state legislative cap of 33 thirty-three (33) voting members. This is reflected in up to twenty-four (24) organizational representatives and nine (9) Members-At-Large. In addition, there are several non-voting Ex-Officio state agency representatives.
3. During a three (3)-year term when a delegate is required to be "defined," if the delegate must step down prior to the end of their term, then the replacement delegate must be "defined" at the time he or she is nominated as the new delegate.
4. At least nine (9) of the eleven (11) nominees for Members-At-Large will be individuals with disabilities or parents of children with disabilities currently receiving special education programs and services.

Alternate Members:

The State Board approved alternate member will fully participate in the proceedings of the Committee when the organization or agency member is absent. In the absence of an organization's delegate, the alternate will have the right to vote in their absence.

1. Alternates are strongly encouraged to attend each meeting with their delegate to provide fluid communication to those you represent.
2. The participation of alternates in small group work will allow for, and result in, an informed decision in the event the organization delegate is absent when an item comes to the table for a vote.

Dual Representation:

A member will only serve in one capacity on SEAC, such as a Member-At-Large, organization delegate or alternate, or an ex-officio delegate or alternate.

Appointment of Members:

1. The advisory panel must consist of members appointed by the Governor, or any other official authorized under State law to make such appointments.
2. Panel members must be representative of the State population and be composed of individuals involved in or concerned with the education of disabilities.
3. The State Board of Education strongly encourages SEAC to consider diversity in the acceptance of nominees to send for consideration prior to appointments. To this end, SEAC has developed Diversity Actions to assure nominations of potential new members represent the State's population in a variety of diverse areas, thus ensuring an equal voice for a diverse population of special education students SEAC represents and serves.
4. Nominations: Each member organization will submit to SEAC their nominations for a member and an alternate to represent them for the three (3)-year term. These will be reviewed and then forwarded to the State Board of Education.

5. Communication to organizations concerning the appointment of individuals to serve on SEAC will include the State Board's intent for diversity representative of the population of Michigan.
6. Proposed appointees may need to additionally meet the defined member criteria.
7. Organizations will provide evidence of the following:
    a. Mission statement,
    b. Designed outreach areas,
    c. Documentation of state areas served, number or active members and chapters,
    d. 501c nonprofit tax status,
    e. An active website with clear guidelines on how to contact the organization,
    f. An active board of directors, and
    g. Annual report (e.g. to a national organization, local affiliates, members, for tax purposes, etc.).

Ex-Officio Members:

1. The Director of the Office of Special Education will be an ex-officio member of the Michigan SEAC.
2. 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.
3. In accordance with IDEA, 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.
4. Ex-officio members may participate in the deliberations but will have no vote. Their primary responsibilities shall be to:
    a. Inform SEAC of issues arising in their agencies impacting special education,
    b. Provide information from their agency's perspective on issues before the SEAC and its committees, and
    c. To advise their agencies of the activities of the SEAC.

Members-At-Large:

1. The advisory panel must consist of members appointed by the Governor, or any other official authorized under State law to make such appointments, and be representative of the State population.
2. These are individuals nominated by others, by themselves, or by the State Board of Education and do not represent a specific organization or agency.
3. Members-At-Large nominees are voted on by SEAC Executive Committee and sent to the State Board of Education for approval.

4. Nominations for defined Members-At-Large may be made to the State Board of Education, and applications will go to the SEAC Executive Committee for consideration for open seats.
5. There are eleven (11) Members-At-Large, nine (9) of which are defined voting members, two of which are non-defined voting members, with one sitting in reserve.

Regions:

Representation for special education supports in Michigan fall into four regions, each with their own distinct culture, history, special education practices, and more.

1. Each region is organized for communication purposes about special education. See Appendix B: Office of Special Education Regional Map of Michigan ISDs and ESAs to view regions.
2. Regional representation is identified as a diversity need in the Diversity Reporting maintained for the State Board of Education and in recruitment letters to organizations.
3. Once identified, the OSE and the SEAC may provide links for the new members to connect with individuals from their regions (i.e., Parent Advisory Committee chairs, Alliance members, ISD administrators, Michigan Education Association and American Federation of Teachers representatives).

Vacancies

1. Resignation:
    a. In the event an organization or agency delegate or alternate resigns from SEAC, or the position is otherwise vacated, the organization/agency represented will submit a new nominee application to the SEAC Facilitator.
    b. If the delegate was filling a defined member seat, the organization will recommend another defined member.
    c. Upon completion of the term, the replacement delegate/alternate may apply for one complete three (3)-year term if they have served less than one and a half (1.5) years in their current position. If the replacement has served more than one and a half (1.5) years in their vacated seat, their term will expire at the end of the three-year term and their organization will seek another nominee to replace them.
    d. In the event a Member-At-Large resigns or the position is otherwise vacated, SEAC will post the open seat on its website and inform the State Board of Education of the opening. The replacement will begin a three-year term regardless of the amount of time their predecessor served.
2. Appointments to SEAC: The State Board of Education will make biennial appointments once every fall, and again in the spring, with no more than two occasions in one year's time. In the interim, until an official appointment is made, the nominated person may participate in all SEAC work but will be unable to vote until their appointment is complete.

3. Cessation of an identified organization: If an organization represented on SEAC ceases to exist or chooses to discontinue its affiliation with SEAC, the Executive Committee will follow these established procedures to fill the vacancy:
    a. SEAC membership and OSE will be notified of a vacancy and an application will be posted on SEAC website for a period of not less than one month.
    b. Interested parties will follow the online directions, send a letter of intent to SEAC Facilitator, and make a presentation to the Committee of the Whole on an agreed upon date.
    c. Voting members of the Committee of the Whole will utilize the Appendix C: Sample New Organization Rubric to score the presentation based on seven qualifications described therein.
    d. Following the identification of an organization, the procedures process to appoint members will be followed.
    e. When selecting a new organization, current SEAC members should consider several factors relative to what the organization can bring to the table:
        (1) Attributes of the group which support SEAC mission, goals, and unmet needs.
        (2) Will be an organization 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 in Michigan with Individualized Education Programs (IEPs).
        (3) Online presence is evidenced through a website, social media, or other virtual options.
        (4) Regional reach and coverage if not a statewide presence.
        (5) Diversity, unique population served, area of specialty.
        (6) Scope and practice affecting service to students receiving services under IDEA.
        (7) To ensure the appropriateness of fit, the applicant organization will be scored by SEAC members using a rubric and must earn at least 50% of possible points to be considered as a SEAC organization. See Appendix C: Sample New Organization Rubric.
    f. The Executive Committee will be responsible to:
        (1) Survey SEAC membership to identify areas of unmet representation and possible organizations meeting representation requirements in the New Organization Rubric.
        (2) Disseminate announcement through SEAC website to alert groups of the opening.
        (3) Review response based on, but not limited to disability area; balance of administrators, providers, and parents; educational trends; expertise currently missing on SEAC; and IDEA requirements.
            - SEAC Facilitator will invite representative(s) from each applicant organization to present information on their

organization to SEAC Committee of the Whole; forward an electronic announcement to organizations meeting diversity of representation(s).

- SEAC Committee of the Whole will hear presentations from each applicant organization. Using the rubric, they will vote on which organization to recommend to the State Board of Education for permanent membership at the next meeting of SEAC.

Executive Committee and Officers

Selection of Executive Committee and Officers

1. By March of each year, all SEAC members will elect from its membership the Executive Committee of seven (7) members. In the event of a tie, the vote will be determined by a majority vote from the current Executive Committee.
2. The current SEAC chair will be offered an ex-officio position in the upcoming year to provide consultation in consistency of message and work.
3. Appointment of chair and co-chair will be made from those serving on the newly elected Executive Committee by the SEAC Facilitator in consultation with the Office of Special Education.

Duties

1. The chairperson will:
    a. Preside regularly at meetings of the SEAC.
    b. Appoint committees chairpersons with the concurrence of SEAC Facilitator and Office of Special Education.
    c. Provide information to SEAC Facilitator for inclusion in the Annual Report presented to the State Board of Education and Michigan Department of Education in the fall of each year.
    d. Participate in a review of each month's draft agenda with SEAC Facilitator.
    e. Serve on the federal State Advisory Panel-State Interagency Coordinating Council (SAP-SICC).
2. The co-chairperson will:
    a. Chair SEAC meetings in the absence of the chairperson.
    b. Serve as a parliamentary resource.
    c. Conduct the annual review of the Operating Procedures, assuring the annual revision is completed, shared with, voted on, and approved by majority of the Committee of the Whole.
3. Absence of Chairperson and Co-Chairperson: In the event both are absent for any regular meeting, an Executive Committee member will be chosen to chair by SEAC Facilitator in conjunction with the Office of Special Education.

Vacancies

1. In case of a vacancy on SEAC Executive Committee, a nomination and vote will be taken within the Executive Committee to choose a person from SEAC membership to fill the vacancy for the balance of the term.
2. If the chairperson is regularly unable to preside at meetings, the Executive Committee has the power to evaluate, determine, and recommend necessary action.
3. In case of a vacancy of SEAC chairperson, an election will be held by the Executive Committee to choose one of their members to fill the seat. If a majority vote is not reached, the vote will be determined by the Committee of the Whole one month following the receipt of the official notice of vacancy.

Committees and Representation

Executive Committee

1. Composition: Chairperson, co-chairperson, and five additional members elected by the Committee of the Whole.
2. Function: To assist the chairperson in conducting the business of SEAC.
3. The SEAC Executive Committee is responsible for facilitating the understanding of annual priorities in the context of statewide issues the state board of education needs to be informed of regarding unmet needs or unintended consequences for students in Michigan with disabilities.
4. When time-sensitive feedback is required and there is not a Committee of the Whole business meeting prior to the deadline, the Executive Committee will provide a response and feedback on behalf of SEAC with a majority vote of support.
5. Time permitting, SEAC Facilitator may seek electronic input from the Committee of the Whole.

Standing Committees

1. SEAC will have standing committees to support IDEA mandated functions (i.e., Operating Procedures, Mission Statement).
2. SEAC members (delegates and alternates) may sign up for and participate on committees. The Facilitator of SEAC in conjunction with the Executive Committee will appoint committee chairs for each committee.
3. A co-chairperson for each committee will be selected by SEAC Facilitator in conjunction with the chair for said committee.
4. Duties of committees will be determined on an as needed basis by SEAC Facilitator and Executive Committee.
5. Individually assigned roles and responsibilities of the Executive committee include:
    a. Chair meeting: meet monthly with Facilitator and chair all Committee of the Whole meetings.
    b. Executive Committee Meeting Minutes: previous year's SEAC chair will take minutes for all Executive committee meetings.

c. Committee of the Whole Minutes: take minutes for all Committee of the Whole meetings.
d. Online coordinator: provide online entry into meetings, provide Attendance Tracker and other chat reminders to attendees.
e. Chat monitor: will assure questions are answered by presenters and will locate and post links when appropriate.
f. Recorder: will record all videos and save into the prescribed monthly folder when complete.
g. Slide monitor: will share their computer screen with the Committee of the Whole and advance slides in slide deck (PowerPoint) providing presenters permission to access the deck if they wish to present their own slides.
h. Filler: this person will assume the responsibility of filling in when one of the above responsibilities cannot be fulfilled by the person assigned the role.

Ad-Hoc Committees

1. The formation of ad-hoc committees will be created by SEAC Facilitator on an as-needed basis.
2. Each ad-hoc committee will report directly to the Facilitator and Chairperson of SEAC.

SEAC Representation on Other Committees

1. The SEAC shall appoint, based on recommendations from its members, representatives to State Board of Education, councils, committees, and voted on by the Executive Committee, members to serve in representation of SEAC.
2. Reimbursement of expenses for attendance at such meetings by SEAC members will be in keeping with the policies of the State Board of Education.
3. Current representations as of the winter of 2025 include the following (subject to yearly review):
    a. General Supervision Accountability Workgroup – Michigan Office of Special Education
    b. Opening the Pipeline of Talent in Michigan Special Education (OPTIMISE)
    c. State Advisory Panel – State Interagency Coordinating Council (SAP-SICC) – US Department of Education, Office of Special Education Programs

Other Representation

If necessary for SEAC to be represented before the State Board, the Facilitator will determine and appoint such representation in conjunction with the Office of Special Education.

Committee Resource Persons

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

Meetings

Quorum

1. A majority of the SEAC voting membership shall constitute a quorum. Members attending the meeting at a remote location through virtual 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.

Parliamentary Procedure

1. SEAC and its committees will observe parliamentary procedures in the conducting of their business.
2. The Co-Chairperson of SEAC serves as the parliamentary resource.
3. Parliamentary Procedures in Use:
    a. Order – Approval of Previous Minutes
        i. Language – *Do we have a motion to approve the previous meeting minutes?* Second?
        ii. *Any discussion?* Motion may be debated. Motion may be amended. Speaker may not be interrupted.
        iii. *All those in favor, no action needed.* Speaker may not be interrupted.
        iv. *All those opposed, mark "no" on today's voting sheet in the monthly folder and linked on your agenda.* Speaker may not be interrupted.
        v. *Any abstentions, mark "abstain" on today's voting sheet in the monthly folder and linked on your agenda.* Speaker may not be interrupted.
        vi. Vote will be reconsidered if motion does not carry by majority vote.
        vii. Motion (carries) or (does not carry).
    b. Order – Approval of Agenda
        i. Language – *Do we have a motion to approve today's agenda? Second?* Speaker may not be interrupted.
        ii. Any discussion? Motion may be debated. Motion may be amended. Speaker may not be interrupted.
        iii. All those in favor, no action needed. Speaker may not be interrupted.
        iv. *All those opposed, mark "no" on today's voting sheet in the monthly folder and linked on your agenda.* Speaker may not be interrupted.
        v. *Any abstentions, mark "abstain" on todays' voting sheet in the monthly folder and linked on your agenda.* Speaker may not be interrupted.
        vi. Vote will be reconsidered if motion does not carry by majority vote.
        vii. Motion (carries) or (does not carry).
    c. Order – Approval of Agenda Changes
        i. Language – *Do we have a motion to amend today's agenda?* Speaker may not be interrupted.

ii. *All those in favor, say "aye."* Speaker may not be interrupted.
iii. *All those opposed say "no."* Speaker may not be interrupted.
iv. Need a second in motion. Motion may be debated. Motion may be amended. Vote may be reconsidered.
v. *Motion (carries) or (does not carry).*

d. Order – Roll Call Vote
   i. Language – Votes may be by roll call. *A record of individuals voting will be maintained by the Office of Special Education. This also applies to online voting designees.* Speaker may not be interrupted.

Types of Meetings

1. Regular Meetings
   a. The SEAC shall meet as often as necessary to conduct its business.
2. Special Meetings
   a. Upon request of the Director of the Office of Special Education and with the concurrence of the Facilitator, the Chairperson, or three (3) voting members of SEAC, special meetings may be called.
   b. Upon the request of three or more members of SEAC, the Facilitator and the Chairperson may call a special meeting.
3. Executive Committee Meetings are held prior to and immediately following each regular business meeting of SEAC. Additional meetings to plan the fall retreat are convened in summer months.

Public Participation

1. Regular business meetings of SEAC are open to the public. Public participants do not participate in smaller member workgroups.
2. Public participants must post their names and identify themselves as a "Visitor" on all virtual meeting platforms.
3. SEAC does not provide a time of public comment as described in two Attorney General Options: (a) SEAC is merely an advisory committee to the State Board of Education "not legally capable of rendering a final decision," (Attorney General [AG] opinion #6935) and (b) October 2022, Open Meetings Act (OMA) Handbook developed under Attorney General (AG) Dana Nessel clearly states, "Furthermore, an advisory body without express decision-making authority is not a "public body" under the OMA." See: Pinebrook Warren, LLC v City of Warren, Mich App (2022). Additionally, the duties defined in IDEA and Michigan legislation make it clear there is no decision-making authority as SEAC exists solely to advise the state board.
4. It is the advice of SEAC, those interested in providing public comment attend a State Board of Education meeting where public comment is welcomed and can be made directly to SEACs governing body. Additional information may be found on the SBE website and on the document Public Participation in State Board of Education Meetings.
5. SEAC expectations for online participation of non-members:

a. Register at least 2-4 hours in advance. Unregistered visitors will not be admitted.
b. When signing in on the day of the meeting, use “Visitor” as your name.
c. Latecomers will not be admitted.
d. Mute microphone on phone/computer. You are participating in a business meeting of the SEAC and are welcomed to listen but will not participate unless asked to do so. Entry into small group rooms is for members only.
e. Public comment is not an option at SEAC meetings. Those persons wishing to make public comment may do so at a State Board of Education meeting.
f. Functions provided in online platforms (i.e., chat box, raised hand, etc.) are to be used by members only.
g. Visitors not abiding by the norms will be removed from the online meeting.

Frequency of Meetings

1. The Committee of the Whole shall meet in accordance with the calendar posted in the SEAC Google Drive and more often, if necessary, to conduct its business.
2. The Executive Committee will meet prior to and after the monthly business meetings, twice in the summer for planning, and otherwise as necessary.

Location of Meetings

Regular meetings of SEAC will be held in accordance with accessibility requirements at locations announced on each month’s agenda and virtually.

Accessibility of Meetings

All meetings, whether virtual or in person, will ensure all people, including those with disabilities and English Language barriers, are able to participate and engage with their peers at the same time, with the same ease of use. This will be accomplished through the following as needed:

1. Each SEAC member has access to a Request for Meeting Accommodations form available in the SEAC Google Drive. This form may be completed at any time during the year in order to work together to find reasonable accommodations for a disability as defined by the Americans with Disabilities Act including anyone needing accommodations to successfully perform their duties as a member of SEAC.
2. Interpreters and other necessary services to accommodate people with disabilities and/or limited English skills shall be provided at meetings for members or other participants with advanced notice.
3. All in-person locations considered will be required to meet the Americans with Disabilities Act (ADA) Standards Accessible Design for people with physical disabilities.
4. All virtual meetings will be recorded and will provide closed captioning for members.
5. All written materials provided by SEAC are designed to follow the most recently released Web Content Accessibility Guideline (WCAG) standards organized under four (4) principles; perceivable, operable, understandable, and robust (POUR), as applicable.
6. Assistance and guidance for users to navigate and find content is available through online tutorials on the SEAC Google Drive.

7. Members will be provided two weeks to read and use content before presented at a meeting.
8. All meetings will be recorded to afford members the opportunity to review material from each of the monthly meetings at their leisure.
9. SEAC “shorts” (videos) are available to view by all members through the MDE YouTube account. These videos help in the understanding of all things SEAC. New videos are produced as needs arise.

Agendas and Minutes

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.
    c. The Executive Committee will meet prior to and immediately following the monthly business meetings.

Meeting Minutes and Procedures

1. Meeting minutes will be kept for all SEAC meetings.
2. Public Availability
    a. Meeting minutes will be posted on the MDE SEAC website.
    b. Meeting minutes will be made available to the public upon request at no charge.
    c. Requests for copies of meeting minutes should be directed to the Office of Special Education at the Michigan Department of Education, P.O. Box 30008, Lansing, Michigan 48909.
3. State Board of Education: A copy of the approved meeting minutes of the SEAC business meeting will be posted to the SEAC website and are available for the State Board of Education review after SEAC approval.

Voting Procedures

Voting will follow appropriate parliamentary procedures.

Conflict of Interest

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

One Vote

1. Each organization and Member-At-Large receives one vote. The appointed delegate for each will place their vote.
2. The alternate for each organization and the Member-At-Large in Reserve will not vote unless they are replacing their delegate in the voting process.
3. Ex-officio members may participate in deliberations but will have no vote.
4. 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 SEAC is a conflict of interest, the delegate/alternate may be prohibited from voting on the matter being considered.

Reimbursement

Appendix F: Hardship Reimbursement: The reimbursement policy resides on the SEAC Google Drive and is available to Members-At-Large or those organizations of SEAC with hardship, having been approved and having documents on file before or at the initial meeting following appointment. It is available to all members for viewing.

Compensation

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

Reimbursement of Expenses [IL(1][RA(2][I(3][AP(4]

1. The Office of Special Education shall reimburse SEAC Members-At-Large or those organizations with hardship who have been approved and have documents on file for reasonable and necessary expenses for attending meetings and performing duties and functions related to SEAC. For those circumstances in which the distance traveled is of extreme length and requires overnight accommodations, mileage based on driving mileage, lodging, and meal expenses may be reimbursed.
2. Members-At-Large and those representing organizations and agencies who have submitted a hardship letter, traveling a distance more than 50 miles (driving mileage) one way requiring overnight accommodations, lodging at the current state rate, parking and meal expenses may be reimbursed.
3. Organization and Agency members and alternates will not be reimbursed for expenses unless the organization/agency can establish to the satisfaction of the State Director of Special Education it will no longer be able to participate in SEAC meetings due to severe economic situation.
4. 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. This includes meal reimbursement, mileage reimbursement, and childcare reimbursement. Requests for reimbursement should be submitted to the OSE secretary within two weeks after the date of the meeting to be eligible for reimbursement. For specifics see Appendix G: SEAC Non-State Employee Application for

Reimbursement and Appendix H: SEAC Reimbursement/Expenses Questions and Answers.

Amendment of Operating Procedures

Procedure

These Operating Procedures may be amended in the following manner:

1. All proposed amendments will 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.

Automatic Amendment

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

Annual Review

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

Annual Reports

1. All SEAC committees, including the Executive Committee, are encouraged to submit a brief report to the SEAC Facilitator for inclusion in the Annual Report.
2. An Annual Report shall be submitted to the State Board of Education and the Michigan Department of Education.
3. SEAC members should plan on presenting the SEAC Annual Report to their constituents. See Appendix I: Sharing SEAC Information with Constituents.

Appendices

- Appendix A: SEAC Thought-Full Mentoring Guide
- Appendix B: Office of Special Education Regional Map of Michigan ISDs and ESAs
- Appendix C: Sample New Organization Rubric
- Appendix D: Public Participation in SEAC Meetings
- Appendix E: Sample Public Participation in State Board of Education Meetings
- Appendix F: Sample Hardship Reimbursement Request
- Appendix G: Sample SEAC Non-State Employee Application for Reimbursement

- Appendix H: SEAC Reimbursement/Expenses Questions and Answers
- Appendix I: Sharing SEAC Information with Constituents

Appendix A: SEAC Thought-Full Mentoring Guide

"The delicate balance of mentoring someone is not creating them in your own image but giving them the opportunity to create themselves." – Steven Spielberg

Mentoring is a process in which an experienced individual from the SEAC Executive Committee helps another person develop goals and skills through a series of time-limited, confidential, one-on-one conversations and learning activities. Mentors also draw benefits from the mentoring relationship. As a mentor, you will have the opportunity to share your wisdom and experiences, evolve your own thinking, develop a new relationship, and deepen your skills as a mentor.

Mentors are embarking on a formal mentoring relationship characterized by its intentionality. Reflect on these questions as you commit to this new relationship:

- What experiences and learning will I bring to my mentoring relationship?
- What are my expectations for this relationship?
- What obstacles may enhance/impede the relationship's development?

Specific Expectations

1. Email mentees before their first meeting (or retreat), introduce self and schedule a time to meet (online, phone).
2. Contact information is found in Google Docs > Membership Info > Membership Information.
3. Mentee applications are held in Google Docs > Sub-Committees > Executive Committee > Mentoring. This is a permissions-only folder so if find you do not have access, please contact the SEAC Facilitator.
4. Make and record contacts at least 2x per month for a 4-month period.

Key Mentoring Skills

1. **Listen actively.** Establish rapport and create a positive, accepting environment permitting open communication. Show interest in what your mentee is saying and reflect on important aspects of what is shared to show you have understood. Make eye contact. Reduce background noise and limit interruptions. Wait to discuss your own experiences or give advice until your mentee has completed their thoughts.
2. **Build trust.** This happens over time. Keep your conversations confidential, honor your scheduled calls, and consistently show interest and support. Be honest.
3. **Open doors.** As a role model, share your own experiences and goals regarding SEAC. Help mentees identify and achieve their own goals during their time serving SEAC. Assist mentee with finding resources such as people and SEAC Google Docs. Impart knowledge and skills you have gained by giving useful examples and asking thought-

provoking questions. Help mentee understand their responsibilities and opportunities in SEAC.

4. **Encourage, inspire & be a role model.** Communicate your belief in your mentee's capacity to grow personally and professionally. Respond to frustrations and challenges with words of support, understanding, and encouragement. Share your vision for your time in SEAC. Describe experiences, mistakes, and successes you have encountered in SEAC. Introduce mentee to SEAC colleagues.

Steps in Mentoring Relationships

1. **Build a relationship.** Get to know your mentee and establish trust. Discuss your backgrounds, experiences, and interest in special education. Establish a schedule for communicating regularly by phone and email.
2. **Exchange information and clarify expectations.** Provide support on SEAC issues and challenges (i.e., organizing time to complete all necessary reading before a meeting). Goals help define what you each need to get the most out of your mentoring relationship. Refer to goals periodically to know if the mentee needs help in achieving them.
3. **Work toward deepening engagement.** Periodically pause with the mentee to reflect on how you are helping them achieve their goals and make time for adjustment or changes to improve the mentor/mentee relationship.

Challenges

1. **Time.** This is the most common challenge as other priorities for both you and your mentee will interfere. You are encouraged to foster your mentor/mentee relationship over the next four months. Avoid promising more time than you can deliver. Work with your mentee to be certain you are both comfortable with the amount of time you are spending and with the learning occurring. This is not a "one and done."
2. **Building trust quickly.** With limited contact time each month, it is not easy to build the kind of trust you both would like. Keep your promises and commitments. Avoid talking negatively about others. Keep confidences your mentee shares with you.
3. **You will not always have the answers.** You are a learning facilitator. Let your mentee know you don't have all the answers, but you look forward to learning together and will seek help from others on SEAC as needed.
4. **Being sensitive to differences.** Particularly in the beginning. Do not assume the two of you are the same. Explore and learn from your differences. If you are of different generations/ages, genders, races, cultural groups, professional backgrounds, describe different experiences you have both had in your special education experiences. "Seek first to understand." (Stephen Covey)

Ending the Formal Mentoring Relationship

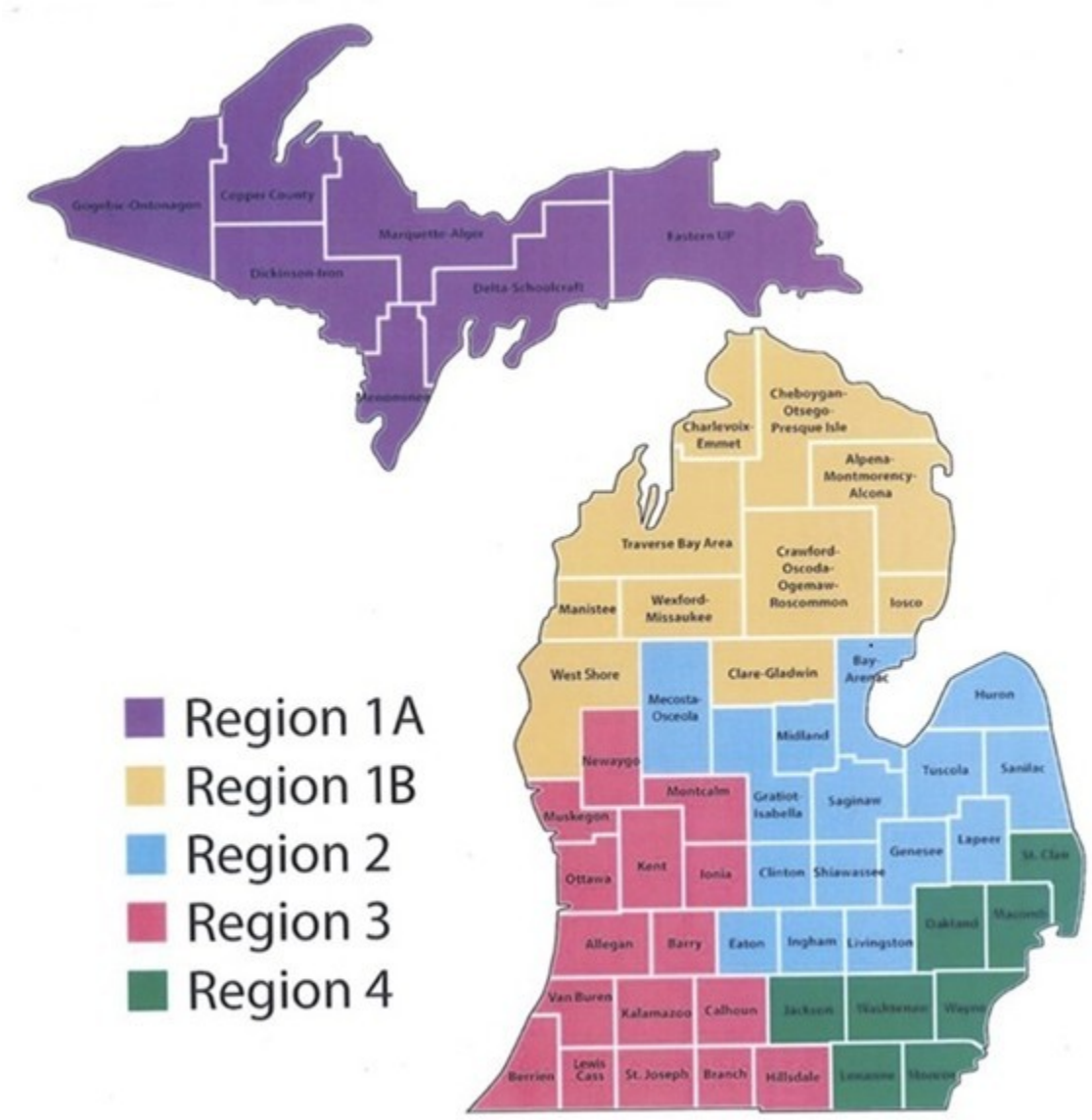
1. **Define future needs.** At the end of the four months, define what types of support your mentee may need in the future. Connections made with other colleagues during these months will help in the future.
2. **Last contact.** Reach out one last time to reflect on accomplishments, challenges, and progress towards goals.
3. **Future relationship.** Discuss whether your relationship will continue informally and what that will look like.
4. **Express thanks** and best wishes!

Best Practices

1. **Learning facilitator.** Consider yourself a "learning facilitator" rather than someone with all the answers.
2. **Probes.** Use probes that help your mentee think more broadly and deeply.
3. **Sharing.** Share your own experience and advice when your mentee seeks it. Limit the urge to overshare your experiences.
4. **Outcomes.** Resist the temptation to control your relationship and steer its outcomes.
5. **Alternative thoughts.** Help your mentee see alternative interpretations and approaches. One example would be the role of the advisor vs. the advocate.
6. **Confidence building.** Build your mentee's confidence through supportive feedback.
7. **Encourage, inspire, and challenge** your mentee to achieve their goals while serving on SEAC.
8. **Be spontaneous.** Call or email "out of the blue," beyond your planned conversations.
9. **Reflect.** Mentors reflect on your mentoring practice. Request feedback.
10. **Enjoy the privilege of mentoring.** Know your efforts will have a significant impact on your mentee's development in SEAC as well as your own. Three years from now your mentee will likely be sitting in your seat!

"A mentor is someone who sees more talent and ability within you, than you see in yourself, and helps bring it out of you." – Bob Proctor

Appendix B: Office of Special Education Regional Map of Michigan ISDs and ESAs



Appendix C: Sample New Organization Rubric

Consideration #1: Statewide Scope

- 3 points = 4 regions N, S, E, W
- 2 points = 3 regions
- 1 point = 2 regions
- 0 points = limited area

Consideration #2: Number of Members

- 2 points = 500+ members
- 1 point = 200+ members
- 0 points = fewer than 200 members

Consideration #3: Expertise in Enhancing Educational Outcomes for Students with Disabilities (SWDs)/Provided Priorities

- 3 points = *Clear explanation/documentation of focused expertise in multiple SEAC priorities.*
- 2 points = *Clear explanation/documentation of focused expertise in one SEAC priority area.*
- 1 point = *Basic explanation of interest and some expertise in at least one SEAC priority area.*
- 0 points = *Minimal identification of interest/expertise in any SEAC priority areas.*

Consideration #4: Specific Actions Enhancing Educational Outcomes of SWDs Ages Three (3) up to Twenty-Six (26) Years of Age/Provided Priorities

- 3 points = *Clear explanation/documentation of focused action in multiple SEAC priorities.*
- 2 points = *Clear explanation/documentation of focused action in one SEAC priority area.*
- 1 point = *Basic explanation of interest and some action in at least one SEAC priority area.*
- 0 points = *Minimal identification of interest/expertise in any SEAC priority areas.*

Consideration #5: Consistent Delegate Participation

- 3 points = *Identified both a proposed delegate & alternate with the expectation of consistent attendance.*
- 2 points = *Identified a proposed delegate with the expectation of consistent attendance.*
- 1 point = *Identified a proposed process to identify a delegate.*
- 0 points = *Expressed minimal, generic commitment to identifying a delegate for participation.*

Appendix D: Public Participation in SEAC Meetings

Regular business meetings of SEAC are open to the public. Public participants do not participate in smaller member workgroups. Public participants must post their names and identify themselves as a "Visitor" on all virtual meeting platforms.

SEAC does not provide a time of public comment as is described in two separate Attorney General Opinions:

1. SEAC is merely an advisory committee to the State Board of Education "not legally capable of rendering a final decision," (Attorney General [AG] opinion #6935).
2. October 2022, Open Meetings Act (OMA) Handbook developed under Attorney General (AG) Dana Nessel clearly states, "Furthermore, an advisory body without express decision-making authority is not a "public body" under the OMA." See: Pinebrook Warren, LLC v City of Warren, Mich App (2022).

It is the advice of SEAC those interested in providing public comment attend a State Board of Education (SBE) meeting where public comment is welcomed and can be made directly to SEACs governing body. Additional information may be found on the SBE website and on the document: Public Participation in State Board of Education Meetings.

The duties defined in IDEA and Michigan legislation make it clear there is no decision-making authority as SEAC exists solely to advise the state board.

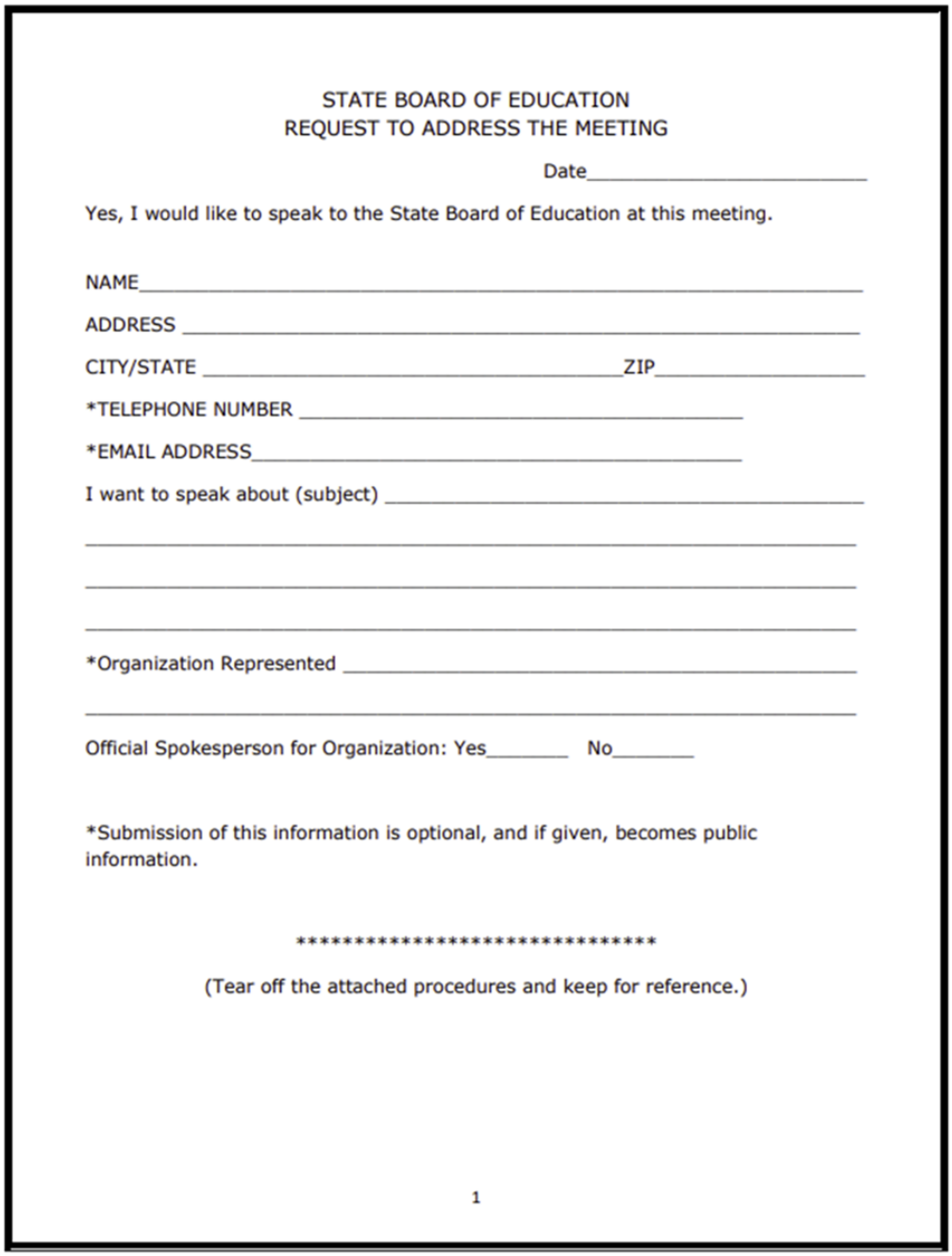
From the Individuals with Disabilities Education Act (IDEA) and Approved by the Office of Management and Budget:

§ 300.167 State advisory panel. The State must establish and maintain an advisory panel for the purpose of providing policy guidance with respect to special education and related services for children with disabilities in the State. (Approved by the Office of Management and Budget under control number 1820 –0030) (Authority: 20 U.S.C. 1412(a)(21)(A))

§ 300.169 Duties. The advisory panel must—(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 61 8 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. (Approved by the Office of Management and Budget under control number 1820 –0030) (Authority: 20 U.S.C. 1412 (a)(21)(D).

Appendix E: 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/mde/-/media/Project/Websites/mde/State-Board/Files/SBE-Meeting-Info/Public-Participation-in-SBE-Meeting.pdf?rev=8db135db866640e19e0b0228a96d0178&hash=D1B75E1BA5E67636CBB0C679F548E808).



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 _____

*EMAIL 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.)

1

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 State Board Executive 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 State Board of Education 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 of Education 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 of Education 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.

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

9. Items identified during public participation requiring State Board of Education 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 State Board of Education meetings are part of the public meeting and, therefore, shall be considered public documents.

The presentations made by individuals during 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 State Board of Education not to respond to comments heard during the public participation portion of the meeting. Questions for clarification are appropriate, but a presented should not expect to carry on a dialogue with any Board Member(s).

Procedures Revised February 13, 2007

Appendix F: Sample SEAC Hardship Reimbursement Request

2023-2024 Special Education Advisory Committee
(SEAC) Hardship Reimbursement Request

Organizations/agencies shall not be reimbursed for any expenses unless the organization/agency they represent can present a letter of proven hardship to the Director of the Office of Special Education stating that it will no longer be able to participate due to the organization's severe economic situation.

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.

I. Meal Reimbursement

Allowed meal reimbursement rates/times supported by itemized receipts:

Breakfast –	**$9.75**	Travel must commence prior to 6:00 AM & extend beyond 8:30 AM
Lunch –	**$9.75**	Travel must commence prior to 11:30 AM & extend beyond 2:00 PM
Dinner –	**$22.00**	Travel must commence prior to 5:30 PM & extend beyond 8:00 PM

- 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).* For full-day meals (breakfast, lunch and dinner) with an over-night stay, the meals and receipts will be considered in total (not individually) and cannot exceed the total meal reimbursement for the day.
- 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.*
- The meal must be purchased within the starting and ending time 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.*
- When a meal is provided by the Office of Special Education, reimbursement will not be provided for members choosing to eat elsewhere.
- The actual amount paid for food, non-alcoholic drink, sales tax and 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.
- 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.

2023-2024 Special Education Advisory Committee (SEAC) Hardship Reimbursement Request

II. Mileage Reimbursement

- Mileage reimbursement for SEAC members will be at the **standard** rate, currently **$.440** per mile, based on MapQuest roundtrip destinations city to city only.

III. Hotel Reimbursement

- Hotel accommodations will be direct billed to the Office of Special Education, in the event that the member is charged, they will be reimbursed current state rate for the hotel room. Parking is available at hotel for an additional reimbursable fee (Valet parking is not a covered expense).

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

Special Education Advisory Committee (SEAC)

Non-State Employee Travel Guidelines

Application for Hardship Reimbursement

Name: _____

Address: _____

Phone Number: _____

I am a SEAC: (Check one) Delegate □ Alternate □

Name of the Organization/Agency I am representing on SEAC:

_____

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

You must have an original receipt for all expenses. Meal reimbursement rates are determined by the SOM and are only allowable if the mean is not provided at the SEAC meeting.

Accommodation(s) are needed because of a medical condition/disability for myself? Yes □ No □

If yes, please state what accommodation(s) you need:

_____

_____

_____

I currently have a letter of hardship on file stating reason for hardship and expected length of hardship which will be reevaluated annually. I hereby request reimbursement for expenses incurred by me while I am a member of SEAC.

Member Signed_____ Date_____

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

MICHIGAN DEPARTMENT OF EDUCATION

Form #2211, Rev. 3/17

NON-STATE EMPLOYEE
TRAVEL EXPENSE REIMBURSEMENT REQUEST

INSTRUCTIONS:

1. Program Office completes Section 16. Forward the original to the non-state employee.
2. Non-state employee completes Sections 1 through 15. Return original form with original receipts to Program Office.
3. Program Office reviews documents, approves processes direct voucher on MAIN and submits to Office of Financial Management with original documentation.

1. NAME AND MAILING ADDRESS	2. VENDOR #	MAIL CODE	SIGMA Document Number
	3. PERIOD COVERED FROM: TO:		

--Travel expenses are allowed in accordance with the Michigan Department of Management and Budget Standardized Travel regulations.
--Original receipts must be furnished for lodging, commercial transportation and miscellaneous expenses as required by the regulations.
--List mileage from point to point. List vicinity miles separately.

4. Date	5. Description	6. Hour of		7. Mileage		8.	9.	10.	11.	12.
		Departure	Return	Point to Point	Vicinity	Amount	Hotel	Meals	Other Expenses	**TOTAL**
13. Non-State Employee's Signature				14. Date Signed				15. Document Total:		

16. SECTION BELOW TO BE COMPLETED BY THE PROGRAM OFFICE PRIOR TO FORWARDING TO THE TRAVELER

NAME OF MEETING(S)	MDE CONTACT	TELEPHONE NUMBER
MEETING DATE(S)	PROGRAM OFFICE	
MEETING LOCATION		
ADDRESS OF MEETING		

ACCOUNT. TEMPLATE	AOBJ	AMOUNT	ACCOUNT. TEMPLATE	AOBJ	AMOUNT

APPROVAL

PROGRAM OFFICE APPROVAL SIGNATURE _____ DATE _____

Non-State Employee Travel Reimbursement
SIGMA Vendor Registration

(https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService.)

New Vendors

New vendors need to register and add banking information in SIGMA VSS to receive payments from the State of Michigan. Please access the link below to register in the vendor system.

https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService
Follow these steps:

1. Click Guest Access
2. Click Vendor Registration tab at the top
3. Accept terms at bottom right
4. Click Next
5. Enter FEIN or Legal business/ name or Last Name and last 4 of SSN
6. Click search
7. Find the vendor name and follow the instructions - click “activate my account”; If your business or name is not listed, please click “new registration” and follow the instructions.

If you run into a problem, you can contact the help desk at sigma-vendor@michigan.gov

May 2023

Appendix H: SEAC Reimbursement/Expenses Questions 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 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/her designee, all reimbursements must be limited to one meeting per month.

Q. Is childcare, incurred because of attending the SEAC meetings, an allowable expense?

A. Yes – but only for Members-At-Large.

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.

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 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/her designee, all reimbursements must be limited to one meeting per month.

Appendix I: Sharing SEAC Information with Constituents

Sharing information with your constituents and sharing your constituent information with SEAC are the two most important role members have in SEAC. It is important as it helps to improve and retain constituent buy-in on future priorities by featuring your hard work, and it helps constituents know their voice is being heard.

What Can Be Shared?

Everything except:

1. Items with a DRAFT watermark as these are works in progress.
2. Passwords to the SEAC Google Drive, these are created specifically for each member.

What Should Be Shared?

Annual Report

Sharing the SEAC Annual Report is like a State of the Union address for your organization's Board of Directors, or your Parent Advisory Committee's officers. This is a regular update you can share with your constituents regarding what SEAC has done in the past year and where it's going in the upcoming year. This is a primary chance for you to speak directly to the people you represent so they are aware of the important work you do on SEAC which in turn, helps them understand the importance of having you represent them.

It is important to get the report right - not only to keep board members and officers up-to-date and informed about SEAC, but also to build their confidence knowing a seat on SEAC is important for both leadership and vision in promoting positive outcomes for all Michigan students with disabilities - their role on the SEAC through you.

Request an opportunity to speak to your organization's Board of Directors or Parent Advisory Committee. This is typically best done through a secretary who plans agendas.

Present them with a copy of the SEAC Annual Report or link to the document on the SEAC webpage (www.michigan.gov/mde-seac) prior to the meeting so they have a chance to read it and prepare for your report.

Keep your report concise. Don't read the entire document to them. Give them a birds-eye view of what SEAC accomplished in the past year.

Be clear. Watch out for acronyms. Remember how lost you were when you first came to SEAC and heard all those acronyms bantered about? It will be the same for your audience, so the less used, the better. Don't over-explain what happened over the last year.

Here are the four essential elements to report on:

a. What were the priorities you faced this year?

b. Broadly explain what you learned - why were this year's priorities important to the success of students who receive special education supports and services in Michigan? Give your perspective on how your learning progressed.
c. Important facts or statistics you learned and would like to share with the board. What specific data stood out to you? Explain why these statistics impacted the work you did on SEAC.
d. Introduce your audience to the upcoming needs and priorities SEAC will be focusing on in the upcoming year. Additionally, discuss with the board the importance of looking forward and preparing new members, for the delegate and alternate seats and for those Member-At-Large seats, when your terms are done. Give a high-level overview of the next steps SEAC will take and what you need from your Board or Officers to assure their representation continues for the next year and looking forward from there.

Monthly Report

SEAC members are chosen for their unique voice. We are a cross-section of people with varying interests and reasons for participating in SEAC. The voice of organizations, agencies, and Members-At-Large help us create documents reflecting the unmet needs of our diverse population of students throughout Michigan and additionally guide us in creating advice for the State Board of Education and the Michigan Department of Education. We do not serve as single entities but rather bring a larger voice to our discussions and work.

SEAC members provide new perspectives. With the regular changing of members, we prevent the institutionalization of ideas and remain current with what is going on in our schools. We embrace fresh ideas and new perspectives from organization members, agency members, and Members-At-Large.

It is expected the work of SEAC be shared widely with each organization's or agency's constituents. Each member of SEAC has the unique capability of getting our message and work out to a wider group of people than what we can reach if we keep everything internal. So please, disseminate, disseminate, disseminate!

<u>Build the Habit of Regularly Sharing Information</u>

To ensure nobody must dig around to stay in the loop, follow these practical tips for information sharing. The advice can help you tailor your information flow and deliver a clear message to and from your constituents.

1. Understand your Stakeholders. To share information in the most appropriate format for your organization or agency, you must understand (at a minimum):
    a. What information do they need/want? How much detail do they really need?
    b. How do they want it? What formats do they use/prefer? How much detail do they need for it to be worthwhile?
    c. How will they disseminate it to their members/constituents/employees/parents?
    d. How often do they need/want the information?

    e. Who should you personally be working with to assure numbers 1-4 are occurring?
2. Formats for Sharing and Disseminating Information in Relevant Ways
    a. Establish proper channels for sharing information. Consider creating a specific channel for keeping information or sharing announcements. We live in an 8-second world so be sure your message arrives in the right place at the right time.
    b. Written reports in newsletters.
    c. In-person presentations, (i.e., stand-up meetings, team meetings, all-hands meetings, board meetings).
    d. Video recordings.
    e. Printed materials.
    f. Virtual communication platforms, (i.e., instant messaging, email, company wiki, Google Docs).
    g. Visuals (i.e. Power presentations, videos, infographics).
    h. Texting.

<u>Exploring Preferences by Age of Receiver</u>

Boomers prefer phone calls and emails. Yes, they are still prominent and valuable group members even today. But many Boomers prefer to consume information independent from software.

Opt for instant messages with Millennials and Gen-Z. Both prefer instantaneous information-sharing tools. They will pay more attention to notifications coming from a team chat app, especially if you mention them - a great way of grabbing their attention!

Send an email to Gen X. This is their preferred style of communication. Although email might not ensure swiftness of information-sharing, composing a new email occasionally, guarantees Generation X interprets your message in a timely way.

Choose visuals such as videos or infographics to quickly grab everyone's attention - especially if your information is time-sensitive.

<u>Expectations for Members-At-Large</u>

SEAC recognizes the unique position of our Members-At-Large who are "defined" members - those who have a child(ren) with a disability and an active Individualized Education Program (IEP), or who have a disability themselves. These members make up 51% or more of our total member population as is required in the Individuals with Disabilities Education Act (IDEA).

Members-At-Large are representing either themselves or their child(ren), and do not have a constituency group for whom they are responsible for the dissemination of SEAC information. Thus, they are exempt from the expectation to share with their organization or agency. However, should the parent want to share information with their child's school, an area Parent Advisory Committee (PAC), or other group in which they might engage, we encourage them to disseminate SEAC information to whomever they encounter who might benefit from the knowledge shared.

Final Suggestions

1. Be succinct. We are all on overload so only share the important highlights of SEACs work.
2. End on a high note. Why is SEAC important to you? What are you particularly proud of from your work with SEAC?
3. Anticipate questions asking you to clarify information you have presented and maybe even concerns. Some suggestions for preparing for questions include:
    a. Read through your presentation in the mindset of whomever you are addressing (i.e., board member, parent, school personnel). Do any questions come to your mind?
    b. Do recipients of your presentation have any suggestions for upcoming SEAC meetings? You are representing the group you are speaking to, so learning their thoughts will help you prepare you for the year's work in SEAC and give voice to their thoughts.
    c. Answer questions to the best of your ability and be honest if you are stumped. Good sources to include for them include the following:
        i. Family Matters Fact Sheets: Great documents to share in paper copy with any audience. They do a lot of the talking so you don't have to!
        ii. Special Education (michigan.gov); Email: mailto:mde-ose@michigan.gov; Information Line: 888-320-8384
        iii. Send a question to mailto:PettitT4@michigan.gov and have it answered in the next month's Advisor so you can then share the response.
        iv. SEAC Website

Resources

Arriesgado, Angie. "15 Most Common Presentation Mistakes You Should Avoid." 24 Slides, 16 May, 2019.

Bretous, Martina. (13 Tips on How to Nail a Presentation to the Board of Directors." Hubspot, 13 January, 2021.

Forbes Councils Member Expert Panel. "15 Effective Tips for Improving Communication with Stakeholders." Forbes, 26 October 2022.

Indeed, Editorial Team. "What is Stakeholder Communication? (Plus, Strategies)." indeed, 24 June 2022.

Marcus, Lucy. "15 Tips on Presenting to a Board." World Economic Forum, 7 October 2014.

Mills, Robert. "How to Effectively Share Information with Stakeholders." Fourth Wall Content, 16 August 2021.

Milojevic, Natasa. "How to Share Information Effectively in a Remote Setting." Pumble, 8 July 2022.

Shepherd, April. “7 Ways to Effectively Communicate with Your Stakeholders.” InfraStructure Magazine, 13 August 2021.

Smith, Brad. “15 Bad Business Presentation Mistakes (And How to Avoid Poor Results).” envatotuts+, 10 March, 2023.