

Sharing The Commitment ESE Advisory Committee Operating Procedures

Article I Membership

Section A – Composition of Committee

- 1) Sharing the Commitment (STC) ESE Advisory Committee shall include the Director of Exceptional Student Education, the Coordinator of the Florida Diagnostic and Learning Resources System (FDLRS), the Family Network on Disabilities (FND) Parent Liaison, and an approximately balanced number of educators, parents, and business and/or community representatives. A student representative will be included as deemed appropriate for specific issues.
- 2) This Committee shall not exceed twenty (20) members derived from the guidelines established below:
 - a) 2 Teachers
 - b) 2 Parents
 - c) 3 Community/Business Representatives
 - d) 3 ESE District Staff
 - e) 1 FDLRS Specialist
 - f) 2 Principals
 - g) 1 FDLRS Coordinator
 - h) 1 FND Parent Liaison
 - i) 1 ESE Director
 - j) 1 ESE Student, as appropriate

Section B – Selection of Members

Effective January 22, 2002, new Committee members shall be selected from their representative peer group, except for community and/or business representative, Principals, the FDLRS Coordinator, the FND Parent Liaison, and the ESE Director.

- 1) The following Committee members shall be selected:
 - a) Teachers shall be selected from the Parent Educator Exceptional Resource (PEER)s; and/or ESE Team Leaders;
 - b) Parents shall be selected from the (Parent Educator Exceptional Resource – PEERs; and/or parent subcommittee groups;
 - c) ESE District Staff shall be selected by the ESE Director;
 - d) Principals will be nominated by the ESE Director, FDLRS Coordinator, and FND Parent Liaison and invited to serve as members.
- 1) The ESE Director shall submit a list of individuals seeking nomination as a community or business representative to the Sharing the Commitment Committee. The Committee will select members from the submitted names.

Article II Duties

Each member is expected to be an active participant in Committee meetings and other related activities. Although selected from a peer group, members are expected to strive for the common good of the district ESE programs rather than narrow representation of the peer group.

The STC Committee serves in an advisory capacity and shall not assume any of the powers or duties now reserved by Florida Statutes for the School Board, the ESE Director, or other administrative or instructional staff. The duties of the Sharing the Commitment Committee shall be as follows:

- 1) Foster increased communication, commitment, and shared responsibilities between the school district, parents and community agencies to provide quality programs and services to students with disabilities in our schools.
- 2) Review the results of all needs assessments conducted by Sharing the Commitment;
- 3) Assist in the planning and implementation of informational workshops and training for parents, educators, and the community;
- 4) Serve as a resource for the ESE Director and Principals in matters pertaining to ESE programs;
- 5) Inquire about ESE program matters, identify problems, propose solutions, suggest changes and inform the community about ESE programs;
- 6) Act as a liaison between the ESE Department and the community;
- 7) Provide input for the IDEA, Part B and C Entitlement, Discretionary, and PreK grants.

Article III Officers

The Chairperson, Co-Chairperson, and Secretary will be selected from the membership in May of each school year for the following school year.

Responsibilities

Chairperson:

- 1) Develops and advertises the agenda for each Sharing the Commitment meeting;
- 2) Presides at all meetings of the Committee and a de facto member of all committees;
- 3) Sees that minutes are taken, prepared, distributed to the public, read and approved at the next STC meeting;
- 4) Appoints the chairperson of all committees;
- 5) Sees that committees function as directed, and that reports are presented to the STC.

Co-Chairperson:

- 1) Assists the chairperson and presides in the absence of the chairperson. In the case of a vacancy in the office of chairperson, the vice-chairperson shall become the chairperson for the remainder of the term.

Recording Secretary:

- 1) Distributes copies of the minutes of the previous meeting to Committee members;
- 2) Documents activities, decisions, and attendance of the Committee; and,

- 3) Maintains list of Committee composition and assignments.

Article IV Meetings

Section A – Schedule

The Sharing the Commitment Committee shall publish a schedule of meetings at the beginning of each school year. This schedule will require approximately 9 meetings. Meetings shall coincide with the school calendar from August to June of each school year.

- 1) 50% of Committee members shall constitute a quorum for all meetings;
- 2) All meetings shall be open to the public and subject to Chapter 286, Florida Statutes. Non-member may attend meetings as observers only, unless requested to participate or address the Committee by the chairperson.
- 3) Minutes of each meeting shall be maintained and are subject to public review. Minutes shall include copies of the agenda, record of attendance, and summaries of items discussed and decisions reached.
- 4) Minutes of each meeting shall be made available to any person seeking information.
- 5) Special meetings may be called by the chairperson with at least three to five work days notice.

Section B – Agenda

The chairperson shall develop the meeting agenda.

- 1) Other Committee members may have items placed on the agenda by notifying the chairperson no less than two days before regularly scheduled meetings;
- 2) Non-Committee members may request that items be discussed by the Committee by petitioning the chairperson in writing. The chairperson shall determine the appropriateness of the item for the STC agenda. Should disagreement develop, the requesting party may appeal to the full STC Committee.

Other Committee members may also bring non-agenda items forward from the floor

Article V Sub-Committees

Section A – Standing Sub-Committees

As the need arises, standing sub-committees shall be created for long-term, ongoing functions and are expected to schedule regular meetings. The standing sub-committees will be used to focus on “large issues”. The Committee may have, among others, the following standing sub-committees:

- Communications/Publicity/Media
 - Inservice/Workshops/Staff Development
 - PEERs and PEER’s Training
 - Autism
 - Research
- 1) Sub-committee membership shall maintain a balance of employees and non-employees;
 - 2) Sub-committee membership may include teachers, parents, community members, and educational support personnel who are not members of the Committee.

- 3) Sub-committee chairpersons or representatives shall report the agenda and minutes of the sub-committee meetings to the STC Advisory Committee.

Section B – Ad Hoc Sub-Committees

The Committee may establish Ad Hoc sub-committees to deal with specific, short-term concerns that are not assigned to standing subcommittees. Formation of these sub-committees shall be in compliance with Section A (1) and (2). (i.e. ESY, Needs Assessments, Surveys).

Article VI Rules of Order

The Committee need not operate under parliamentary procedures unless it is determined by the Chairperson that such guidelines are required for the smooth functioning of the Committee.

- 1) Committee decisions will be reached by consensus;
- 2) If consensus is impossible and deadlines do not permit further deliberations, a vote may be taken. In this case, the majority vote position shall be the official position of the Committee. When deadlines permit further deliberations, the Committee will be polled to determine if there is consensus for referring the issue to the next agenda or to a standing committee for further study.

Article VII Amendments

These bylaws may be amended at any regular meeting of the Committee by a two-thirds majority of the members present. Notice of the proposed amendment shall have been given 30 days before the meeting at which it is to be voted upon.

At least once each year, an AD HOC sub-committee shall be formed to review, and when appropriate, make recommendations to the Committee regarding the Operations Manual.

Operating Procedures Approved January 22, 2002