



Under provisions of district policy BDF (LOCAL), the Special Education Family

### Article III: Meetings

The SEFAC shall conduct quarterly meetings as required by the TEA

agreed order CDN # 227-

## Article IV: Membership

Per the Order (CDN # 227-901) Austin ISD will establish a new parent advisory group to meet quarterly, consisting of at least 15 parents/guardians of students served in special education throughout the district and who have not previously served on a district special education advisory group or committee during the preceding three years. The advisory group must be facilitated and attended by district leadership in the areas of curriculum and special education.

Members are selected in accordance with District Policy BDF (LOCAL). Membership of the SEFAC will strive to reflect the geographic, ethnic, sexual orientation, gender identity and expression, disability, and economic diversity of the district. The SEFAC will make every effort to balance membership across vertical team and school levels. Membership applications will also be considered in accordance with Article IV: Section 8. The committee shall be comprised of no more than SEFAC members as follows:

No more than two

If the status of a member changes, the committee coordinator may allow the member to fill an appropriate vacancy. If no appropriate vacancy exists, the coordinator may allow the member to continue to serve in the current position for a period of up to one year.

Any vacated terms left unfilled under Sections Five and Six of this Article shall not cause the SEFAC to discontinue its operations.

Conflicts of interest shall include, but are not necessarily limited to, the following:

- Having a pecuniary interest in any discussion or recommendations of the committee or subcommittee; and
- Involvement in any litigation or procedural challenges against the district.

Any cases or possible cases of conflict of interest shall be referred to the coordinator of district advisory bodies for appropriate action. If a member is determined to have a conflict of interest, appropriate action may include:

- Recusal from a particular agenda item or items;
- Recusal from a particular meeting or meetings; and
- Removal from the committee or subcommittee.

The district welcomes freedom of expression and debate. However, SEFAC members, as well as subcommittee members, shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, district staff and trustees, and members of other district advisory committees. In meetings, members must be recognized by the committee coordinators before speaking, and otherwise respect the order maintained by the committee coordinators. Unless otherwise authorized by the SEFAC, members shall not speak for the SEFAC, and, unless otherwise authorized by the administration, members shall not speak for the district. Members, by their comments and/or actions, shall not reflect badly on the SEFAC or the district. Violation of this code of conduct may result in reprimand or dismissal by the coordinator of district advisory bodies.

SEFAC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in dismissal by the coordinator of district advisory bodies. (As examples, it would be considered an undue advantage if a person included his or her membership in the SEFAC in attempting a student transfer or for student entry into a particular program; it would be considered an undue advantage to request information that would ordinarily require a formal process to acquire; however, it would not be considered an undue advantage to include SEFAC membership on his or her resume.

#### **Article V: Committee Coordinator(s)**

The committee coordinator shall provide ongoing support to the

Serving as custodian of SEFAC records, including the status of member terms;  
Keeping minutes of regular and other plenary meeting;  
Ensuring that agendas and approved minutes for regular and other plenary meetings are posted in a timely manner;  
Serving as a point of contact and information for stakeholders, and conveying any pertinent information to the SEFAC;  
Ensuring that new members are sufficiently oriented to service on the SEFAC;  
Preside over the meeting keeping members on topic and managing time constraints; and  
Consulting with the coordinator of district advisory bodies as needed.

The committee coordinator shall ensure that appropriate technical and specialized support, either internal or external to the district, are available to the SEFAC as needed.

### **Article VI: Sunset Review**

Superintendent appointed-advisory committees that are not required by law shall sunset either on a specific date or upon the conclusion of an action or occurrence as set out in the committee's bylaws, unless specifically reauthorized by the Superintendent. The district advisory bodies coordinator shall consult with the committee coordinator to request a position statement or recommendation as to the reason why the committee shall continue. Based upon the information provided, the Superintendent shall have final approval for the continuation of the SEFAC committee.

The SEFAC committee shall cease to exist on August 31<sup>st</sup>