



A Guide to the Wayne County Parent Advisory Committee WCPAC

Wayne Regional Educational Service Agency (Wayne RESA) is the name adopted by the Wayne County, Michigan, Intermediate School District (ISD). The ISD provides services to students who do and do not receive special education services within Wayne County. Most services are provided to students in a public school setting. Some services are also provided to students who do not attend public schools.

The Michigan Administrative Rules for Special Education (MARSE) mandates the existence of a parent advisory in each intermediate school district. The parent advisory committee's function is to provide input to its intermediate school district plan regarding the delivery of special education services within the county. By law, the parent advisory committee can also give input to the county on other matters that the committee deems appropriate.

To become a representative (member) of the Wayne County Parent Advisory Committee (WCPAC) an individual *must be* a parent or a surrogate parent representing the special education needs of a student receiving an Individual Education Program (IEP). The parent or surrogate is recommended for appointment to the WCPAC by the Board of Education of the Local Education Agency (LEA)/Local School District. The nominating district can be the operating district (the district that delivers special education services to a non-resident student), or the resident school district in which the student lives, whether or not the student attends school or receives special education services in his or her resident district.

The nomination is typically forwarded to Wayne RESA by the Special Education Director of the nominating district. The recommendation is placed before the Wayne RESA Board of Education which usually approves the nominations of school districts and appoints a representative who typically serve a term of three school years. The term is less than three years if the member's child is no longer eligible to receive special education services, although the member may complete serving the school year in which it is determined that his or her child is no longer eligible for an IEP. The WCPAC tries to share the most current information regarding special education law and services, so all past members and all interested individuals are highly encouraged to continue attending WCPAC Meetings. The public is always welcome to attend our meetings.

All 33 regular school districts are mandated by law to have at least one representative on the WCPAC. The WCPAC Bylaws entitle most of these 33 local education agencies (LEAs) to have two members. Due to its very large school population, the WCPAC Bylaws entitle the Detroit Public School District to have *up to five members* on the WCPAC.

Wayne County also has the largest number of public school academies (PSAs) in Michigan. There are approximately 108 PSAs (also known as charter schools) in Wayne County. A charter school is considered its own school district. Charter schools are also entitled to representation on the Wayne County Parent

Advisory Committee. Recommendations and appointments for Public School Academies/Charter Schools are handled in the same way as they are handled for the regular 33 LEAs. A PSA is entitled to have 1 representative.

Mission Statement

In November 2007, the Wayne County Parent Advisory Committee adopted its mission statement:

“Our Wayne County Parent Advisory Committee embraces all children with disabilities by dedicating ourselves to learning so that we may teach parents and caregivers about special education law and best practices.”

When and Where Meetings Occur

WCPAC Meetings are typically held on the second Thursday of each month from September through June. Meetings begin at 6:30 P.M. and generally end between 8:00 P.M. and 8:30 P.M. When meeting in person, the meetings take place on the second floor in Arthurs Auditorium in the Wayne RESA Building located at 33500 Van Born Road, Wayne, Michigan 48184-2497. Please see the RESA website for the Zoom link to join the meeting virtually and for the most up to date information about all things WCPAC related.

Please note that depending when Wayne RESA closes for spring break the meeting date may also change. Spring break usually occurs in April, although it sometimes occurs in March.

With advance notice, other monthly meeting dates can also be changed. Additional WCPAC meetings may be called by the WCPAC chairperson and notice shall be provided to the members of the additional meetings. Also, at the request of four or more WCPAC members, the WCPAC Chairperson shall provide notice to members and convene an additional meeting.

Attendance at Monthly WCPAC Meetings

Our WCPAC meetings are open to the public. **Everyone is welcome.**

Non-WCPAC Members are requested to sign in as guests.

Each month, a Zoom link/call in information is provided so that members who cannot physically attend the meeting when meeting in person, are able to participate by telephone. Members are not considered absent if they participate by video conferencing. In the event that a member cannot attend a meeting in person or through video conferencing, he or she is asked to contact Wayne RESA or an Executive Board Member, by phone or e-mail, to request an excused absence within 24 hours before or after the meeting. Contact information is listed on the roster provided to WCPAC members and RESA staff.

We realize that important situations arise that may prevent members from attending meetings, even virtually. Please stay in touch so that arrangements can be made to accommodate reasonable absences. When a member misses two meetings in a school calendar year, he or she may be contacted by the Executive Board. In the event that a member misses three meetings in a school calendar year the Executive Board may recommend that the member be replaced.

If after due consideration, you decide that circumstances prevent you from continuing as a WCPAC representative, you are asked to write a letter of resignation to the WCPAC Executive Board, with copies to the school board of the district who recommended your appointment, and to the Wayne RESA Board of Education. By doing this, another parent of a student with a disability can be nominated by the board of education of the district you represent, and the Wayne RESA Board of Education can appoint a replacement for you.

Voting and Voting Privileges

A quorum consists of one-third of the legitimized membership for each month. Any official matter presented at a meeting requiring a vote shall be carried by a simple majority of quorum. If the number of members present does not consist of a quorum, the official issue must be tabled until a meeting at which at least 1/3 of the existing membership is present. Members who use the video conferencing that is made available each month to participate in WCPAC Meetings, are considered to be present at the meeting. A general agreement of those WCPAC members present is needed for all other business.

Each representative from one of the 33 public school districts will have one vote to exercise on each issue that requires approval of the WCPAC membership. When there are three or less Public School Academy (PSA) representatives, each of those representatives shall also exercise one vote on each issue that requires approval of the membership. If there are more than three PSA members, there will be three collective votes for all PSAs represented. The collective vote will be determined by all PSA members present at the meeting, reaching a consensus of how to cast the three collective votes.

Whenever a matter is placed before the WCPAC for a vote, the chairperson or, in the event of the absence of the chairperson, the officer acting as chairperson, must recognize a member to make a motion. A motion is simply a clear wording of the issue that is being placed before the WCPAC for a vote. A motion must be seconded by at least one other WCPAC member before it is placed before the membership for discussion and then a vote. When making a motion and when seconding a motion, a member will also typically hold up his or her name placard, or if using video conferencing saying your name and "I make a motion that..." or "I second". This makes it easier for the secretary who is recording the meeting minutes to get the member's name correct for the minutes. It also enables members to get to know one another and to see who is making and who is seconding the motion. If there is not a quorum present, the motion will be tabled until the next meeting at which a quorum is present. If there is a quorum present, the chairperson or acting chairperson asks the membership if there is any discussion. After any discussion is completed, the chairperson or acting chairperson will ask for those present to signal their

approval. The chairperson or acting chairperson will also ask for those who do not approve, to signal that they are not in favor of the motion. A motion is passed by a majority of the votes. If a majority does not approve, the motion is not passed.

How Information Is Provided to Members

The proposed agenda for the upcoming current month's meeting and the proposed previous month's meeting minutes are sent out to members by electronic mail (e-mail), in advance of the monthly meeting. It is sent by regular U.S. mail to those members who do not have access to e-mail. It's a good idea to take a few minutes to review both sets of documents before the meeting.

The WCPAC has a page on Wayne RESA's website:

<https://www.resa.net/teaching-learning/special-education/parent-advisory-committee>. Links to our Bylaws, Subcommittee Descriptions and Responsibilities, Parent Handbook, Informational Brochure, the County Plan for the Delivery of Special Education Programs and Services, and the Michigan Administrative Rules for Special Education can be found on this page. Links to the most current meetings' agendas and minutes can also be found. Archived past minutes and agendas will also be available.



The WCPAC started using the REMIND system in 2018. There is a number specific to WCPAC Members and also a number for the general public. Remind is a **free text messaging app** that helps the WCPAC Executive Board to communicate quickly and efficiently. Messages are sent in real time to all who signed up for this free service.

The WCPAC also has a listserv, where members can forward information to Wayne RESA's WCPAC Liaisons, Vita Lusk and Celeste Johnson, to be forwarded to all members. This is an excellent way to stay in touch on important matters between meetings.

The WCPAC maintains a roster giving the name and contact information of members. To protect privacy, this roster is for members only. It is not published on the website and we ask that you **do not share the roster** with non-WCPAC members. The only thing published on the website is the member's name and district.

Benefits of WCPAC Membership

Access to a great depth of knowledge and experience within the WCPAC membership is one of the most important benefits to members. We take our role of learning and sharing knowledge with fellow members, as well as with other families of students with disabilities, *very seriously*. If you, or someone you know, needs an advocate, you can usually find one available within our own

ranks. The networking and connections we share with people and resources are invaluable.

The WCPAC is mandated by law to provide input to the *Wayne Regional Educational Service Agency Plan for the Delivery of Special Education Programs and Services* as well as to provide input on other matters WCPAC Members deem necessary. To help fulfill this mandate, we have learning opportunities at each of our meetings in order to provide informed, sound input, which educationally benefits students.

Wayne RESA will also sponsor a member's attendance at one conference or workshop (within the state of Michigan) per school calendar year, relating to special education matters. In order to have the cost of the conference/workshop and reasonable expenses covered by Wayne RESA, a member must receive approval of the expenses from Wayne RESA prior to conference/workshop. Depending on costs, consideration may be given to sponsoring the cost of a second conference/workshop for a current WCPAC member in the same school calendar year.

WCPAC Members are volunteers and not paid for work done through the WCPAC. They do, however, receive a mileage stipend for the roundtrip miles they drive between home and the Wayne RESA building where our meetings take place. The mileage stipend is usually paid in late June or early July.

What to Do When You Attend the Meeting When Meeting In-Person

If possible, try to arrive a few minutes early. If you have questions/concerns, members of the WCPAC Executive Board are available from 6:00 - 6:30PM for an optional pre-meeting prior to the regularly scheduled meeting.

There is a sign-in sheet at every meeting. Please sign in next to the school district you represent. Non-WCPAC members are asked to sign in as guests. Look for information or brochures that you have not already received that are placed on a table for members to take.

Once your nomination has been approved by the Wayne RESA Board of Education, a name placard and name badge will be made for you. You will find the badge and placard filed alphabetically by district in an open file cart by the sign in sheets. Please clip on your name badge, and take your name placard to place on the table in front of the chair you plan to sit in.

You are also asked to file your name badge and placard in the file cart at the end of each meeting, so they are available for the following month's meeting.

What to Do When You Attend the Meeting When Meeting Virtually

All members will receive the Zoom meeting link with an optional call-in number. The meeting will open at 6:15pm. When you enter the meeting, we ask that you make sure that your microphone is muted, and we encourage you to have your camera on. Please be sure that your display is reflecting your name. If it does not, please change it to do so.

To do this:

- Click on *participants*
- Find your name and when you hover over it, you'll see unmute and more
- Click on the *more* box.
- Click on *rename* and then you can enter your name.

At any meeting you have the opportunity to order personalized WCPAC business cards. Business cards are provided by Wayne RESA to all WCPAC members, at no cost. You choose what contact information you want on your business card. You can have a telephone number and/or an e-mail address, or you can simply have your name and the school district that you represent on the card. Wayne RESA can provide a RESA telephone number for individuals to call, if they wish to contact you. Someone from Wayne RESA will then contact you with any messages.

Food and Drinks

You are welcome to bring your own beverage and snack to consume during the meeting. *Please note, we ask that there is no sharing of food or drink items.*

How WCPAC Meetings Are Run

A meeting agenda *may* look something like:

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Previous Month's Meeting Minutes
- IV. Presentation
- V. Chairperson's Report
- VI. Vice Chairperson's Report
- VII. Secretary's Report
- VIII. Treasurer's Report
- IX. Subcommittee Reports
- X. Wayne RESA Report
- XI. Member Reports/Comments/Introductions
- XII. Public Comment

The order of what occurs may change. Some months the presentation, or certain reports, may not be given. At other times, additional reports or other items of interest to the membership, may be added to the agenda.

At approximately 6:30 P.M., the chairperson, or in his or her absence, the vice chairperson, will call the meeting to order. The chairperson will ask for an approval of that evening's meeting agenda. Even without a quorum, the agenda can be carried out. The previous months minutes can be referred to during the

meeting and officially approved or amended at the very next meeting at which a quorum is present. At the end of the meeting, an agreement to adjourn can also happen without a quorum present.

When a quorum is present, a member will make a motion to either approve or amend the agenda, the chairperson will ask for any discussion and then the motion is voted on by the members present. A motion to approve or amend the minutes must also be made by a member and seconded by another member so that a vote can be taken to approve the minutes as official by the majority of members of a quorum. Issues can be discussed, but no issue requiring WCPAC approval can be voted on unless a quorum is present.

As a WCPAC Member, your attendance is important.

Please get involved and participate. We encourage you to take a few minutes to talk with and get to know others who are present. The Wayne County Parent Advisory Committee will be a strong voice for students receiving special education supports and services, and their families as long as WCPAC Members continue to learn and work together!