

## **Milton SEPAC Board Nomination Form 2018-2019 School Year**

The Milton Special Education Advisory Council is accepting nominations to the Board for the 2018-2019 school year. Elections will be held during the meeting scheduled for May 22, 2018, at the Glover Library from 7 pm to 9 pm. Below please indicate the name and contact information, a phone number or email address, for anyone, including yourself, that you would like to nominate. Unless otherwise noted, terms are one year ending in May 2019. You may submit nominations for one, multiple, or all open positions. For information about the Milton SEPAC and the election process, please see the information sheet on the last page.

### **Chairperson (2-year term)**

Responsibilities include but are not limited to:

- \* Set the agenda and preside over all general meetings;
- \* Serve as the primary liaisons between the MPS, the District and the Council Membership;
- \* Oversee the organization and function of any sub-committees;
- \* Co-ordinate the duties of the Board and the activities of the Council

Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_

### **Secretary**

Responsibilities include but are not limited to:

- \* Record attendance and record, maintain and distribute all meeting minutes;
- \* Co-ordinate all communication between the Milton SEPAC and its membership;
- \* With the exception of financial documents, maintain all Council correspondence.

Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_

### **Treasurer**

Responsibilities include but are not limited to:

- \* Shall keep a full and accurate account of receipts and expenditures, in accordance with the budget adopted by the organization;
- \* Shall arrange disbursements as authorized by the Executive Board of SEPAC
- \* Coordinate efforts to apply for grants, donations, reimbursements or any other funds for which the Milton Special Education Parent Advisory Council may be eligible;

Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_

### **School Representative/Liaisons (up to 2 for each school/program)**

- \* Bring forth individual school concerns/questions/needs to the SEPAC Board for discussion;
- \* Communicate SEPAC information to his/her school;
- \* Work with Board Members to conduct forums, presentations, etc. to the District and general SEPAC membership.

***Milton High School***

Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_  
Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_

***Pierce Middle School***

Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_  
Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_

***Tucker Elementary School***

Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_  
Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_

***Cunningham Elementary School***

Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_  
Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_

***Collicot Elementary School***

Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_  
Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_

***Glover Elementary School***

Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_  
Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_

***Preschool:***

Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_  
Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_

***Out-of-District***

Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_  
Name of Nominee: \_\_\_\_\_ Contact Information: \_\_\_\_\_

**Please submit nominations no later than May 20th to allow time for coordination of the election. Submissions can be sent to [miltonsepac@gmail.com](mailto:miltonsepac@gmail.com).**

**Milton SEPAC Board Election Information Sheet**

## 2018-2019 School Year

Board members are elected by the general membership and hold office for one year, except for the Chairs who serve terms of two years. The SEPAC Executive Board includes two Chairpersons, the Secretary, and the Treasurer. Additional Board Members include up to two representatives for each school, including the preschool and students in out-of-district programs.

Per the bylaws, general membership is open to any parent or guardian of a student who receives special education services or 504 accommodations, students, age 14 or older, receiving special education or Section 504 accommodations, and any other interested party. All general members are invited to submit nominations. Voting membership, required to vote in elections or other business that comes before the SEPAC, is open to parents or guardians of children receiving special education services or 504 accommodations.

The mission of the Milton SEPAC is to work for the understanding, acceptance, inclusion, support, and respect for all children with special needs in the community. To that end, Milton SEPAC will work toward the best education for all students within the Milton Public Schools. Milton SEPAC shall:

- \* Serve as a network for parents of children with special needs and others to share information and resources relative to special education and disabilities.
  - \* Meet regularly with School District to participate in the planning, development, and evaluation of the District's special education programs and policies and with parent and teacher training needs;
  - \* Collaborate with the District on identifying and improving educational outcomes for students with disabilities.
  - \* Advise, participate and encourage the District to fulfill the requirements and duties outlined in Federal and State Education Law in matters of the education, inclusion, and safety of students with disabilities.
  - \* Fulfill the SEPAC requirements and duties set forth in Massachusetts special education laws and regulations: M.G.L. Chapter 71b and 603 CMR 28:03 (1)(a)(IV) & 28.07(4).
  - \* Promote an educational environment wherein all students have equal access to and meaningful participation in academic and nonacademic programs and opportunities.
- Promote communication between SEPAC members, local, State and National organizations, councils and groups and programs within the community to encourage understanding, acceptance, and inclusion.

For more information regarding the Milton SEPAC's visit our website: [miltonsepac.org](http://miltonsepac.org). If you have any questions related to the Milton SEPAC or the election process, please email [miltonsepac@gmail.com](mailto:miltonsepac@gmail.com).