



## *Developing & Implementing Effective Special Education Parent Advisory Groups*

Steps	Questions to Consider	Our Model
<b>1. Review the history</b>	<ul style="list-style-type: none"> <li>• Where are we now with our district SEPAG?</li> <li>• What avenues are there for parent involvement?</li> <li>• Are there any parent groups currently?</li> <li>• What has been tried in the past?</li> <li>• What has been successful?</li> <li>• What do we want to change?</li> </ul>	
<b>2. Clarify the function</b>	<ul style="list-style-type: none"> <li>• What will be the function of the district group?</li> <li>• How will input be attained?</li> <li>• From whom will input be sought?</li> <li>• Who will input go to?</li> <li>• What will be done with the input?</li> <li>• How will it be documented?</li> </ul>	
<b>3. Discuss the operational structure</b>	<ul style="list-style-type: none"> <li>• What will be the structure of the group?</li> <li>• Are by-laws needed?</li> <li>• Will there be leadership roles?</li> <li>• How will this group link with other groups, committees, and boards?</li> <li>• How often will the group meet?</li> <li>• Will meetings to be open to the public?</li> </ul>	

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<b>Steps</b>	<b>Questions to Consider</b>	<b>Our Model</b>
<b>4. Define the membership</b>	<ul style="list-style-type: none"> <li>• What will be the make-up of the group?</li> <li>• How will members be recruited?</li> <li>• How will outreach be conducted to ensure that the parent group is representative of the community?</li> <li>• Will there be terms of office?</li> <li>• What supports will be provided to members?</li> <li>• What roles and responsibilities will members have?</li> </ul>	
<b>5. Set goals and priorities</b>	<ul style="list-style-type: none"> <li>• How will goals and priorities be set?</li> <li>• How will you determine the issues to be addressed?</li> <li>• Will goals be set annually?</li> <li>• How will you document success?</li> <li>• How and with whom will this information be shared?</li> </ul>	
<b>6. Secure resources and supports</b>	<ul style="list-style-type: none"> <li>• What supports must be in place to make the SEPAG run effectively?</li> <li>• What administrative supports will Special Services provide to the group?</li> <li>• Who will take minutes of the meetings, prepare agendas and secure meeting space?</li> <li>• What supports will the district provide to the group?</li> </ul>	

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