

**Boston Public School (BPS)**  
**Special Education Parent Advisory Council**  
**(SpEd PAC)**  
**2018/2019**

**Executive Board Duties**

- The Executive Board will meet once per month (if needed) to review and discuss general meeting topics/material (these meeting will be in person or by conference call)
- Executive Board Members will attend the monthly General Meeting and participate in the meetings (facilitate, sign in sheet, set up, clean up after meeting)
- Executive Board members shall make an attempt to attend at least one School Committee meeting for the school year (we will send out the SC dates)
- The Executive Board members will meet with BPS superintendent quarterly
- At least one Board Member will make updates to the website
- At least one Board Member will field parent calls from our SpEd PAC line
- There may be additional meetings/committees or other duties that will be asked of our board - your participation is based on your availability

**Process for running monthly General Meetings**

- General Meetings will typically occur on the last Thursday of the month (unless space is unavailable or holiday/conflict)
- The meeting topics are chosen from request from families, input from the Executive Board Members or based on an identified need
- Board Members (at least 2 per meeting) will chose a topic from the monthly meetings and act as the facilitator for that meeting
  - Confirm speakers for the meeting (from BPS or outside resource)
  - 2 weeks prior to the meeting give the BPS Family Liaison the relevant information for the meeting so a flyer can be produced, translated and distributed to the schools
  - 2-3 days prior to the meeting confirm use of a laptop, projector, video camera and tripod. Also confirm translator, pizza and childcare (family liaison at BPS)
  - The facilitator(s) should arrive at least 15-20 minutes prior to the start of the meeting to greet the speakers and help organize the room
  - The Board Members running the meeting, if comfortable, will act as the facilitator during the meeting – welcome families, introduce speakers and field questions

- All board members should attend as many general meetings as possible

*Boston SpEd PAC is a volunteer position and the process discussed above is not required but we ask that you make every effort to participate when possible. We all have families and at least one child with a disability and understand that your time is very important.*

Thank you for your commitment to SpEd PAC and Boston Public Schools.