



Developing & Implementing Effective Special Education Parent Advisory Groups

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

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

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