Lake Oswego School District  
District and Board Appointed Advisory Committees

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<th>LOSD Mission: To be an inclusive and safe learning community with challenging opportunities that develop lifelong learners and contributing world citizens.</th>
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Name of Committee: **Student Services Parent Advisory Committee**

**Board Appointed Advisory Committee Purpose:** Board Policy KC/BCF states, “As part of its continuous efforts to increase communication with the public and to provide for citizen involvement, the Board may appoint advisory committees including members of the community to consider matters of district-wide importance. Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters. The Board may only be represented on selected committees that serve the Board when appointed by the Board Chair.”

**SSPAC Alignment with LOSD Strategic Plan:** Priority #1: SSPAC provides advice to the Board and the District on matters of Diversity, Equity, and Inclusion – specific to students with disabilities.

**Charge of SSPAC:** Advise and make recommendations to the Lake Oswego School Board and Superintendent regarding Student Services which will include issues relating to Special Education; students on IEPs and 504s; Inclusion, Equity, and Access. The Committee will work to engage all community stakeholders - including parents, students, staff, and community members.

**Purpose of the SSPAC:** The overall objective of the advisory committees shall be to improve communication among the community, parents, schools and program areas, and the Board. The advisory committees are intended to be one avenue to facilitate citizen involvement in the process of decision making for the individual schools and programs areas and for the entire school district. The purpose of

SSPAC Purpose is to provide advice and feedback to district staff and the LOSD School Board on issues related to disability. This committee strives to connect special needs families in Lake Oswego with resources, events, and each other to benefit our kids.

**Scope of Work for SSPAC:**

1. Advise the School Board and the District Administration regarding issues relating to students with disabilities.
2. In partnership with the district, SSPAC will assist in promoting and implementing disability awareness district-wide.

Revised: January 5, 2020
3. Advocate for the needs and concerns of students with disabilities and their families in order 
to represent the disability community on district committees and in policy discussion with 
district staff and the board.
4. Plan education events, workshops, and presentations that provide parents with important 
information and resources about raising a child with a disability.
5. Full scope of work is determined by the current issues and needs of the district and disability 
community. This may include input, policy, procedures, and initiatives that affect students 
with disabilities (i.e. Smart Start, Audit Remediation, School Safety, etc.).

Length of Committee Work: Advisory Committees (except as specifically provided by the 
Board), will cease to function when their reports have been received or when the purposes for 
which they were established have been accomplished or cease to be relevant.

Committee Members and Terms: The composition of advisory committees will be broadly 
representative and will take into consideration the specific tasks assigned to the committee. 
Appointment of community members to an advisory committee will be made by the Board. 
Appointment of staff members, when appropriate, will be made by the superintendent.

Committee Membership: The Committee Member composition will utilize the district’s equity 
 lens in order to ensure a broad representation of members. The district will seek to involve 
students, staff, families, and community members that reflect district demographics to inform 
decisions regarding the narrowing of the achievement and opportunity gaps. To the degree 
possible, committees will include geographic representation (schools and level of schools) and 
demographics in relation to (but not limited to): race, color, religion, gender, sexual orientation, 
gender identity, national or ethnic origin, marital status, age, mental or physical disability, 
pregnancy, familial status, economic status, and veteran’s status. Each committee will be made 
up of membership numbers that are appropriate to the task of the committee. Membership will 
include Superintendent appointed Ex-Officio, Board Liaison, and Board appointed members.

The SSPAC is comprised of: one representative from each school; six at large positions; and 
four Cabinet positions which include a Committee Chairperson, a Vice-Chairperson, Welcome 
to My World Chairperson, and Parent Outreach/Marketing Chairperson.

Application: Application deadline will be February 28 each year. Committee member selections 
will be announced by April 1 each year.

SSPAC applications will be submitted to the Board as committee vacancies occur. At the end of 
the school year, the committee will survey the membership and make position adjustments, vote 
on chair positions, and identify vacancies that need to be filled through the application process 
to the Board in collaboration with building principals.

Terms: A term of appointment shall be three years with the aim of staggered terms. SSPAC 
members shall serve no more than three consecutive terms, unless approved by majority vote of 
the committee and approved by the LOSD School Board. Members must reapply at the end of 
each three-year term. Interim members will be appointed by a majority vote of committee.
members and will serve until the position has been filled through the normal application process; not to exceed one calendar year. Recognizing that each stakeholder brings their own unique perspective to the committee, it is recommended that individuals serve on no more than two advisory committees at a time.

Committee Governance: A Chairperson and Vice-Chairperson will be voted on by the committee at the last business meeting of the school year. The Chairperson will serve a one-year term and is succeeded by the Vice-Chairperson.

In addition, the LOSD School Board may appoint an Ex-Officio member to serve on the Advisory Committee. The term of service will be up to two-years. Duties of the LOSD School Board member will be to provide quarterly reports to the full LOSD Board.

Committee Membership Calendar:

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<tr>
<th>Month</th>
<th>Activity Description</th>
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<tbody>
<tr>
<td>January</td>
<td>Promote Committees openings via multiple mediums</td>
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<tr>
<td>February</td>
<td>Applications open; application deadline February 28</td>
</tr>
<tr>
<td>March</td>
<td>Selection process; announcement of member selection by March 31</td>
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<tr>
<td>April</td>
<td>New members announced</td>
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<tr>
<td>April/May</td>
<td>Onboarding of new members</td>
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*In the event of unforeseen circumstances that create limited membership, the board may agree to open membership application outside of the membership calendar above.

Duties and Responsibilities of Committee Members: Committee members are expected to attend every business meeting. If two consecutive absences, or three out of the previous five meetings occurs, the Chair will discuss with the committee member whether they need to resign from the committee. All committee members will:

- Enter into the work with a learning stance and focus on what is best for all students, and in particular, those students who have historically been marginalized.
- Fully participate in committee training provided by the district prior to beginning committee work, including learning such as the use of “Robert’s Rules of Order.”
- Use the district’s equity lens as a filter for all decisions made.

Meeting Schedule: All meetings of advisory committees will be considered open meetings. Monthly meetings will be scheduled September through May with June being optional. A calendar of committee meetings will be set by January each year for the following school year. A quorum of the committee is required to take an official vote on issues. The press may attend and report proceedings. The work of a board appointed committee is to hear from committee members. Visitors are welcome to attend and observe, and similar to board meetings, observers may provide public comment. Consistent with board policy, committee members will actively listen to public comments, but will not engage in dialogue or respond to comments. Guidelines for public input emphasizes respect and consideration of others. Individuals will not be permitted to engage in conduct that interferes with the ability of other members of the public to offer...
comment to the committee or that interferes with the ability of the committee to conduct its business.

**Reports to the Board:** Committees will be expected to report to the board twice annually, or as needed for timely matters.

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<tr>
<th>Committee Member</th>
<th>Term Expiration</th>
<th>Term #</th>
<th>Representation</th>
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<tr>
<td>Example: Jane Smith</td>
<td>June 2022</td>
<td>2nd Term</td>
<td>Student</td>
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