

Membership of Panel

(34 CFR §300.158)

Membership Demographics

Membership is determined by the requirement of P.L. 108-446 Individuals with Disabilities Education Act (IDEA) of 2004 and ARS §15-235.

The voting membership of the panel shall consist of at least one representative of each of the following groups and individuals (not to exceed 23 panel members):

- i. Parents of children with disabilities (child's age birth through 26);
- ii. Individuals with disabilities 18+;
- iii. Special education teacher and/or general education teacher;
- iv. Institutions of higher education that prepare special education and related services personnel;
- v. State and local education officials, including officials who carry out activities under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et .seq.);
- vi. Administrators of programs for children with disabilities;
- vii. Other State agencies involved in the financing or delivery of related services to children with disabilities;
- viii. Private schools;
- ix. Public charter schools;
- x. Representative of a vocational, community, or business organization concerned with the provision of transition services to children with disabilities;
- xi. A State child welfare agency responsible for foster care;
- xii. The State Juvenile Detention and Correction agencies; and
- xiii. Adult correction agencies.

Special Rule (34 CFR §300.168 (b)) A majority of the members of the panel shall be individuals with disabilities or parents of children with disabilities (child's age birth through 26).

Each new member and panel officer will be required to attend an annual orientation. The yearly orientation will be held in conjunction with the first regularly scheduled panel meeting in September following the member appointment. If new panel representation for the required quorum is necessary, an out-of-cycle orientation can be made available. The orientation is designed to provide the new member information and knowledge regarding the purpose, requirements, and functions of the panel under the IDEA. Participation in regular and committee meetings requires a mandatory initial orientation.

The cutoff for SEAP Applications is May 15. All applications received on or before this date will be reviewed by the Executive Team in June and letters sent to applicants in early July.

Membership Nomination and Appointment

Section 1: Nominations

The State Board of Education may request nominations for vacant positions from the Arizona Department of Education, Arizona Special Education Advisory Panel, and interested parties and agencies in Arizona.

Section 2: Appointments

All members of the panel shall be appointed by the Arizona State Board of Education.

Section 3: Terms of Membership

The panel will have a membership appointed to three-year terms, staggered so the terms of one-third of the membership expire each year. The regular term of membership begins on July 1 of the year of appointment unless a vacancy occurs during the year.

Section 4: Virtual Attendance

Virtual attendance at the Special Education Advisory Panel meeting is permitted if the panel member cannot physically attend the meeting. Panel members are always encouraged to attend in person to gain the maximum benefit for themselves and the panel. Reasons for virtual attendance could be poor road and weather conditions, sickness, car issues, or family emergencies. If a member cannot attend the meeting in person but can attend virtually, the member is to notify the Arizona Department of Education staff person and/or other members of the Executive Committee as soon as possible to make arrangements for virtual attendance.

Section 5: Absentees

Due to the requirement for establishing a quorum to conduct panel business, it is necessary that members strive to be in attendance. Members absent from two meetings (virtual/phone/in-person) during a fiscal year may be subject to dismissal. Missing substantial parts of meetings may count toward a member's attendance record. The Executive Committee of the panel will contact members who are frequently absent to determine the members' continued commitment and interest. Recommendations may be made to the Arizona State Board of Education for the removal of a member due to high absenteeism.

Section 6: Resignations

Resignation by any member must be in writing and submitted to the Deputy Associate Superintendent of Exceptional Student Services, who will forward it to the Arizona State Board of Education and the leadership of the panel. The ensuing term of a newly appointed member starts upon appointment and ends at the end of the resigned member's term. The newly appointed member shall maintain the panel composition in compliance with Article Three.