



# North Region SELPA

Alameda, Albany, Berkeley, Emery, Piedmont Unified School Districts

## SELPA Renewal of Community Advisory Committee (CAC)

Monday, October 26, 2020

6:00PM – 7:15PM

Zoom Meeting Link:

<https://us02web.zoom.us/j/84817860126>

To call in: 1 (669) 900 6833; Meeting ID: 848 1786 0126

Persons wishing to address action items on the agenda may do so prior to action being taken by using the hand raise electronic feature. Time for comments may be limited depending on the number of comments per item.

### AGENDA

<b>Welcome - Call to Order – Introductions (10 min)</b>	
<b>Agenda Adjustments - Agenda Approval (2 min)</b>	<b>Discussion &amp; Action</b>
<b>Approval of Minutes form 9/28/20 (3 min)</b>	<b>Action</b>
<b>Review of CAC Governance Structure (10 min)</b>	<b>Discussion</b>
<b>Can Officers be Voting Members of CAC &amp; Timeline for Elections (10 min)</b> <i>Public Comment on if Officers can be voting members and Timeline for Elections</i>	<b>Action</b>
<b>Proposal to Form Policy Subcommittee to Review and Revise CAC By-Laws, with draft to be presented at the Nov. Meeting (5 min)</b> <i>Public Comment on Formation of Committee</i>	<b>Discussion &amp; Action</b>
<b>Persons to Address the Board on Matters not on the Agenda (10 min)</b>	
<b>Set Meeting Dates &amp; Times for 2020-21 (5 min)</b>	<b>Action</b>
<b>Mission and Vision Statement of North Region CAC (5 min)</b> <i>Public Comment on Mission and Vision Statement</i>	<b>Discussion &amp; Action</b>
<b>2020-21 Priorities<sup>[GU1]</sup> w/ Corresponding Goals and Objectives (15 min)</b> <i>Public Comment on 2020-21 Goals</i>	<b>Discussion</b>

### Adjournment

\* This meeting is being held pursuant to Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. All interested parties may attend remotely by videoconference

**EDUCATION CODE  
SECTION 56190-56194**

**ARTICLE 7. Community Advisory Committee**

**56190. Establishment; advisory capacity**

Each plan submitted under Section 56195.1 shall establish a community advisory committee. The committee shall serve only in an advisory capacity.

**56191. Membership; appointment; responsibility**

The members of the community advisory committee shall be appointed by, and responsible to, the governing board of each participating district or county office, or any combination thereof participating in the local plan. *Appointment shall be in accordance with a locally determined selection procedure that is described in the local plan.* Where appropriate, this procedure shall provide for selection of representatives of groups specified in Section 56192 by their peers. Such procedure shall provide that terms of appointment are for at least two years and are annually staggered to ensure that no more than one half of the membership serves the first year of the term in any one year.

**56192. Composition**

The community advisory committee shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in school, pupils and adults with disabilities, regular education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs.

**56193. Composition; parents**

At least the majority of such committee shall be composed of parents of pupils enrolled in schools participating in the local plan, and at least a majority of such parents shall be parents of individuals with exceptional needs.

**56194. Authority; responsibilities**

The community advisory committee shall have the authority and fulfill the responsibilities that are defined for it in the local plan. The responsibilities shall include, but need not be limited to, all the following:

- A. Advising the policy and administrative entity of the special education local plan area regarding the development, amendment, and review of the local plan. The entity shall review and consider comments from the community advisory committee.
- B. Recommending annual priorities to be addressed by the plan.
- C. Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.
- D. Encouraging community involvement in the development and review of the local plan.
- E. Supporting activities on behalf of individuals with exceptional needs.
- F. Assisting in parent awareness of the importance of regular school attendance.

## **CÓDIGO DE EDUCACIÓN**

### **SECCIÓN 56190-56194**

#### **ARTÍCULO 7. Comité Asesor Comunitario**

##### **56190. Establecimiento; con carácter consultivo**

Cada plan presentado en la Sección 56195.1 establecerá un Comité Asesor Comunitario. El comité desempeñará funciones únicamente en una calidad de asesor.

##### **56191. Miembros; el nombramiento, la responsabilidad**

Los miembros del comité asesor de la comunidad se designado por él y responsables ante la junta directiva de cada participantes del distrito o la oficina, o cualquier combinación de éstos participan en el plan local. *La designación se hará de acuerdo con un procedimiento de selección a nivel local determina que se describe en el plan local.* En su caso, este procedimiento deberá prever selección de los representantes de los grupos especificados en la Sección 56192 por sus compañeros. Dicho procedimiento deberá prever que las condiciones de nombramiento son por lo menos durante dos años y anualmente son escalonados para asegurar que no media más de uno de los miembros sirve el primer año del plazo en un año.

##### **56192. Composición**

El comité asesor de la comunidad se compone de padres de personas con necesidades especiales matriculados en público o las escuelas privadas, los padres de otros alumnos matriculados en la escuela, los alumnos y adultos con discapacidades, profesores de educación regular, especial maestros de educación y demás personal escolar, representantes de otros organismos públicos y privados, y personas interesadas en la necesidades de las personas con necesidades especiales.

##### **56193. Composición; los padres**

Por lo menos la mayoría de dicho comité estará compuesto por los padres de los alumnos matriculados en las escuelas participantes en el mercado local plan, y por lo menos la mayoría de esos padres serán los padres de personas con necesidades especiales.

##### **56194. Autoridad; las responsabilidades**

El Comité Asesor Comunitario tendrá la autoridad y cumplir las obligaciones que se definen para que en el local plan. Las responsabilidades se incluyen, pero no deben limitarse a, todos los siguientes:

- A. Asesorar a la política y la entidad administrativa de la especial la educación el área del plan local sobre el desarrollo, modificación, y la revisión del plan local. La entidad revisará y considerará los comentarios del comité asesor de la comunidad.
- B. Recomendar las prioridades anuales que se abordarán en el plan.
- C. Ayudar en la educación de los padres y los padres en la contratación y otros voluntarios que pueden contribuir a la aplicación del plan.
- D. Fomentar la participación de la comunidad en el desarrollo y la revisión del plan local.
- E. Apoyo a actividades en favor de las personas con necesidades excepcionales.
- F. Asistir en el conocimiento de los padres de la importancia de regular asistencia a la escuela.

**COMMUNITY ADVISORY COMMITTEE (CAC)**  
**NORTH REGION SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)**

**By-Laws**

**Article I: NAME** – The name of the organization shall be the North Region Special Education Local Plan Area (SELPA) Community Advisory Committee (CAC).

**Article II: PURPOSE** – The North Region SELPA CAC advises the SELPA as specified by the State Education Code Part 30 Sections 56001, 56190-56194, 56195.7, 56195.9, 56205, and 56240.

**MISSION STATEMENT**

The CAC collaborates with the SELPA to ensure that all students with exceptional needs attending school within the SELPA have access to the special education programs and services they need. We serve as a liaison between SELPA and member school districts, families, community, students, and teachers, so all voices are heard. We also provide consumer education, information, and a resource information base.

**Article III: DUTIES** – The CAC shall:

- serve in an advisory capacity to the administration and policy-making body of the SELPA regarding development, amendment, and review of the Special Education Local Plan;
- make recommendations on annual priorities to be addressed by the plan;
- assist in parent education and recruiting parents and other volunteers who may contribute to the implementation of the plan;
- encourage community involvement in the development and review of the Special Education Local Plan
- support activities on behalf of individuals with exceptional needs and;
- assist in parent awareness of the importance of regular school attendance.

**Article IV: MEMBERSHIP** – The CAC shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, other parents of pupils enrolled in school, individuals with exceptional needs enrolled in special education programs, general education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs.

- The majority of the CAC shall be composed of parents of pupils enrolled in schools participating in the North Region SELPA, and a majority of those parents shall be parents of individuals with exceptional needs.
- The members of the community advisory committee shall be appointed by, and responsible to, the governing board of each participating district.
- Membership in the CAC as a whole shall be comprised of one representative and one alternate representative from each LEA in the SELPA appointed by the school boards of the participating LEAs.
- Term of membership shall be at least two years and annually staggered to ensure no more than half the membership serves the first year of the term in any one year.
- CAC voting members are each district's board-appointed representatives to the CAC. Members must be present to vote and shall support the activities of the CAC on behalf of special education.
- Upon a member missing three consecutive meetings, the CAC membership shall vote to:
  1. Call the non-attending member to inquire about their intent to continue to represent the district and resume attending CAC meetings; or

2. Direct the Chair to notify the district director of the representative's non-attendance and request that a replacement be named.

#### **Article V: MEETINGS**

- The CAC shall meet at least every other month during the 10 month school year. Meeting dates shall be set at the last meeting of the school year for the following year. Notice of all meetings shall be in writing. Notices will state the date, time, and location, and shall be posted at least 72 hours before said meeting
- Meetings shall be open to the public in accessible facilities.
- A quorum of the CAC shall be a majority of those board-appointed members present for a vote to pass.
- Items to be included on the agenda must be submitted to the CAC Chair or SELPA Director one week prior to the upcoming meeting.
- The CAC is a committee that serves in an advisory capacity only in the areas of programs and services and the corresponding procedural safeguards for students with disabilities. Therefore, the CAC does not hear parent requests for specific services or issues related to individual students nor statements of charges against individuals.
- The CAC's advocacy for students with disabilities is general in nature. The CAC as an organization does not endorse private agencies, organizations, or causes.
- All CAC meetings shall be conducted in accordance with the CAC By-Laws.

**Article VI: OFFICERS** - Officers shall be: Chairperson, Vice-Chairperson, and Secretary who shall be elected annually in open session.

- The Chairperson shall preside at the CAC general meetings, collaborate with the SELPA Director to develop meeting agendas, serve as committee spokesperson to the North Region SELPA, and direct planning for parent education sessions.
- The Vice-Chair shall assist the Chairperson, in his/her absence serve as Chairperson, and assume the position of Chairperson in the event the Chairperson leaves.
- The Secretary shall record meeting minutes and maintain a notebook of all minutes, agendas, correspondence, list of members, and other information pertinent to the CAC. Typing, duplication, and mailing services shall be provided by the North Region SELPA.
- The SELPA Director or SELPA Designee shall be a non-voting ex-officio member of the CAC and shall act as the CAC's liaison to the SELPA Policy Board. The SELPA Director or SELPA Designee shall assist the CAC with meeting logistics and collaborate in planning meeting agendas.

**Article VII: OFFICER ELECTIONS** - Officers' terms shall be from November to November with nominations in October and elections in November.

- A nominee shall be a board-appointed member of the CAC.
- Nominations will be taken from members of the CAC for each position.
- Nominees may decline to be considered for a position. a slate of candidates for each position will be developed and the membership shall vote to determine the officers.
- Nominee names will be sent out with the October minutes prior to the November meeting.

**Article VIII: PARLIMENTARY AUTHORITY** – On question of point of order not contained in these Bylaws, the CAC shall be governed by Robert's Rules of Order.

**Article IX: AMENDMENTS** – Recommended amendments to these By-laws shall be presented at any regularly scheduled CAC business meeting by a simple majority vote of those members present. Final approval of any By-law amendment is subject to approval of the SELPA Policy Board.

## **NORTH REGION SPECIAL EDUCATION LOCAL PLAN AREA**

changes in the income distribution model. The Policy Board provides input to and approves the evaluation of the SELPA Director.

All policy board members have one vote and decisions will be made by a majority vote except in circumstances where state or federal mandates require a unanimous vote.

The Policy Board shall:

- Coordinate and implement the SELPA Local Plan
- Adopt policy for the SELPA
- Appoint a SELPA Director
- Evaluate the SELPA Director
- Approve an agreement with Administrative Unit for services
- Adopt an operations budget for the SELPA including regionalized services and program specialists funds at an annual cost not to exceed the available funds for such service
- Approve interagency agreements
- Approve the Annual Budget and Allocation Plan for submission to the state
- Approve the Annual Service Plan for submission to the state
- Monitor compliance as required by law
- Provide for an annual audit of all income and expenditures, as required by law
- Receive recommendations from the Community Advisory Committee, Directors' Council, LEA Boards, and other concerned agencies and individuals
- Decide disputes, if any, between participating LEAs that arise concerning special education related matters or related to the interpretation of the Local Plan and other agreements or policies between or among the LEAs

### Community Advisory Committee (CAC)

30 EC 56205(b)(6)

The North Region SELPA Community Advisory Committee (CAC) serves in an advisory capacity. CAC membership includes parents of individuals with exceptional needs enrolled in public or private schools, parents of other students enrolled in school, students with disabilities, adults with disabilities, general education teachers, special education teachers, other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs. At least a majority of the CAC shall be composed of parents of students enrolled in schools participating in the local plan and at least a majority of such parents shall be parents of individuals with exceptional needs.

CAC members shall be appointed by LEA school boards. The SELPA Director or SELPA designee serves as a voting ex officio member of the CAC and acts as the liaison between the CAC and the SELPA Policy Board.

## NORTH REGION SPECIAL EDUCATION LOCAL PLAN AREA

CAC responsibilities include:

- a. Advising the SELPA Policy Board and the SELPA Director regarding the development and review of the Local Plan.
- b. Assisting in parent education and in recruiting parents and other volunteers
- c. Encouraging community involvement to participate in CAC
- d. Supporting activities on behalf of individuals with exceptional needs
- e. Assisting in parent awareness of the importance of regular school attendance

The CAC shall have regularly scheduled meetings at least once every two months for ten months a year. The SELPA Director/designee will present the CAC's input to the Policy Board for consideration.

Announcements of CAC meetings and activities will be distributed to parents of children with special needs in the SELPA. In addition, information will be posted on the SELPA web page.

### SELPA Directors' Council 30 EC 56205(a)(12)(D)(ii)(III)

The SELPA Directors' Council consists of a special education administrator from each participating LEA as well as the program specialist from the SELPA and is convened as determined necessary by the SELPA Director.

The purpose of the directors' council is to provide input to the SELPA Director regarding special education program needs; policies, procedures, agreements, and forms; and the development and implementation of personnel development programs. Meetings of the director's council also provides participants with a venue for sharing ideas regarding issues such as IEP development and implementation, curriculum scope and sequence, student performance targets, assessments, instructional best practices, and day-to-day operations.

### SELPA Director 30 EC 56205(a)(12)(D)(ii); 56836.23

The AU is responsible for the recruitment of the SELPA Director. The selection of a candidate for the position of SELPA Director shall be the responsibility of the Policy Board. The Policy Board conducts the evaluation of the SELPA Director and the Policy Board approves the evaluation.

The SELPA Director assures equal access to all programs and services in the SELPA and provides advice to members of the public, including parents or guardians of

**CLASSIFICATION: COMMUNITY RELATIONS**

**PROPOSED: 1-18-07  
REVISIONS PROPOSED: 4-9-20**

**ADOPTED: 3-22-07  
REVISIONS ADOPTED 4-9-20**

**SUBJECT: Community Advisory Committee (CAC)**

**COMMUNITY ADVISORY COMMITTEE (CAC)**

**Procedures for Appointment of Members to the Community Advisory Committee:**

North Region Special Education Local Plan Area (SELPA) Community Advisory Committee (CAC) is comprised of parents of persons with disabilities enrolled in public or non-public schools within the SELPA and may include: pupils and adults with disabilities; general education teachers; special education teachers; other school personnel within the SELPA; representatives of other public and non-public agencies; and persons concerned with the education of persons with disabilities who are located with the school district boundaries c SELPA. The school boards of the participating Local Education Agencies (LEAs) shall appoint one member and one alternate to the CAC.

A majority of the CAC shall be composed of parents of pupils enrolled in schools participating in the SELPA, and a majority of such parents shall be parents of persons with disabilities. The SELPA Director, or SELPA designee, shall be a non-voting ex-officio member of the CAC, and shall act as the CA's liaison to the SELPA Policy Board when appropriate.

Individual members of the CAC shall be appointed by and responsible to their local governing boards, The SELPA Director shall work with the various governing boards to ensure that the CAC is composed in accord with the Education Code. In the event that inadequate representation is foreseen by the SELPA Director, he/she shall have the authority to designate the constituency from which a governing board shall make its appointment.

**Responsibilities of the Community Advisory Committee:**



Advising the SELPA Policy Board and the SELPA Director regarding the development and review of the Local Plan.

Advise the Policy Board and Administrative entity(ies) regarding the development and review of the Local Plan. Select representation to the Local Plan Committee and review the Local Plan as an integral part of the development and revision of the Local Plan. A minimum of thirty days opportunity is provided to review the Local Plan prior to submission to the State to provide opportunity for the CAC to forward a recommendation to the Directors' Council and the SELPA Director.

Assisting in Parent Education and in Recruiting Parents and Other Volunteers

Developing activities to raise awareness, inform and educate parents and the community including activities such as: newsletters, activity fliers, co-sponsorship of workshops, and hosting of events, such as Disability Awareness, Resource Parents, and Alternative Dispute Resolution.

Encouraging Community Involvement to Participate in CAC

Membership in the Community Advisory Committee may include representatives from local community agencies and should be encouraged by CAC Members.

Supporting Activities on Behalf of Individuals with Exceptional Needs

During each school year, the CAC explores topics of concern based on recommendations made by the previous and current year membership. An annual needs assessment is conducted, followed by a planning activity with the officers and members of the CAC. The CAC addresses the identified needs by hosting pertinent speakers and other related activities. Consideration is given in the SELPA operations budget to support CAC requests, communications, and logistics needed to implement support activities. Members have the responsibility of forwarding relevant information shared by the CAC to their local boards.

Assisting in Parent Awareness of the Importance of Regular School Attendance

The CAC provides assistance in parent awareness of the importance of regular school attendance through word-of-mouth within the community and also through highlighting this topic periodically in its meetings.

The SELPA will provide fiscal and logistical support for CAC meetings, parent education, and other events. The Policy Board will ensure the SELPA has sufficient resources to provide fiscal and logistical support to the CAC.

It is not clear where  
this is taken from?

## Duties of CAC Members

General duties of the CAC membership should be included in the CAC bylaws.

One of the important functions of the CAC is to participate in the development, review, amendment, and implementation of the Local Plan for Special Education. This requires a broad knowledge of the programs for the range of students served in the district/county SELPA. California Department of Education does not require that the SELPA Local Plan be revised each year.

Many times new members find out about the CAC during the time of crisis or conflict and are searching for a venue to have their personal issues heard. While CACs can play a supportive role in connecting parents to one another, individual issues are best addressed by assisting family members to locate to appropriate forum or resource for their personal issue.

Although CAC members may be appointed to represent a specific population, program, or district either as a parent or a professional, members of the Committee may wear several hats. For example, a teacher representing speech and language services may also be a parent of children in general or Special Education; several parents on the committee have children in more than one program. CAC members advise the SELPA in creating and maintaining high-quality programs for all children in all settings in Special Education. In order to ensure ongoing, consistent representation, regular meeting attendance is important.

The CAC may have subcommittees and may also send representative(s) to department, district/county, and regional committees. Reports from these representatives are provided at the monthly meeting.

## Duties of Officers

Who can serve on the "subcommittees?"  
I don't see any restrictions in  
any of the other documents here!

### Chair

- Work to ensure a collaborative relationship among all CAC members and the SELPA
- Preside at all committee meetings
- Appoint subcommittee chairs
- Serve as committee spokesperson to the school district
- Serve as ex-officio member of all subcommittees
- Participate with SELPA staff to plan parent education sessions
- Oversee publications produced by the CAC
- Present report to school board/administrative entity

### Vice-Chair

- Assist the chair and in his or her absence serve as chair
- Serve as an ex-officio member of all subcommittees

- Assume position of chair in the event the chairperson leaves committee
- Serve as chairperson of membership committee

### **Secretary**

- Record minutes of all committee meetings
- Receive and transmit committee correspondence
- Supervise printing of CAC publications
- Maintain and update committee roster
- Send correspondence at direction of committee
- Maintain notebook of all minutes, agendas, correspondence, and other information pertinent to CAC and pass on to next secretary at completion of term
- Maintain web presence / social networking activities

### **Treasurer (if applicable)**

- Receive all committee funds, depositing same in the name of committee in a commercial bank approved by executive committee
- Issue receipts of committee and disburse funds by check upon order of chairperson acting with approval of executive committee
- Keep regular and accurate accounts of all funds and at all times have accounts open for inspection by chairperson and executive committee
- All checks will be co-signed by treasurer and chairperson unless otherwise directed by bylaws
- Cooperate with annual financial audit committee to be appointed by chairperson upon approval of committee
- Serve in absence of secretary, oversee dissemination of nomination forms for excellence awards
- Receive and submit to executive committee all nominations for excellence awards
- Obtain and submit to committee quarterly budget statements from department budget analyst
- Oversee collection of funds for special gifts
- Receive and submit to department budget office all requests for reimbursement from CAC members

### **Member at Large**

- Obtain, maintain, and display collection of parent information materials at all CAC meetings
- Coordinate planning of School Board Candidates' Forum (alternate years)
- Participate in agenda planning for August goal-setting meeting

## NR SELPA Community Advisory Committee

### Duties of the Officers (taken from By-Laws):

#### CHAIRPERSON

- Preside at the CAC general meetings
- Service as committee spokesperson to the North Region
- Direct planning for parent education sessions

#### VICE CHAIRPERSON

- Assist the Chairperson and in his/her absence serve as Chairperson
- Assume the position of Chairperson in the event the Chairperson leaves

#### SECRETARY

- Record minutes of meetings. Typing, duplication, and mailing services should be provided by the North Region SELPA
- Maintain notebook of all minutes, agendas, correspondence, and other information pertinent to the CAC