



North Region SELPA

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

SELPA Renewal of Community Advisory Committee (CAC)

Monday, September 28, 2020

6:00PM – 7:00PM

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 at the link below:

<https://us02web.zoom.us/j/82469527005?pwd=Y3JLamlhMWZXRDFQekVhWmlCRzdGdz09>

Passcode: 4yJKMJ

Or iPhone one-tap :

US: +16699006833,,82469527005#,,,,,0#,,442713# or +13462487799,,82469527005#,,,,,0#,,442713#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 824 6952 7005

Passcode: 442713

International numbers available: <https://us02web.zoom.us/j/kKHJNdTz9>

Join from a PC, Mac, iPad, iPhone or Android device:

Persons wishing to address action items on the agenda may do so prior to action being taken on the agenda item by using the hand raise electronic feature. Comments may be time limited by the facilitator.

Agenda

- | | |
|---|---------------------|
| 1. Welcome | |
| 2. Call to Order | |
| 3. Agenda approval (action) | ACTION |
| 4. Presentation: What is the Community Advisory Committee?
(Purpose, Members, Officers, Benefits) | PRESENTATION |
| 5. Community Questions, Comments, Input
Members of the public may speak at this time. Limits may be placed on speaking time. | |
| 6. Officer Nomination Process | INFORMATION |
| 7. 2020-2021 Meeting Dates | ACTION |

Adjournment

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.

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 of 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.

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

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

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