

# CAC

Community Advisory Committee  
for Special Education

Advising the Board of Education  
San Diego Unified School District

# Mission Statement

- To improve outcomes for ALL students by supporting needs based learning, equal opportunities, and appropriate education in the least restrictive environment

# California Education Code

- California Department of Education divides the state into “areas” for the purpose of planning and monitoring how special education services are delivered to students with disabilities.
- These areas are called Special Education Local Planning Areas or SELPAs.
- State law requires that every SELPA have a Community Advisory Committee.

# Local Plan

- Each SELPA must submit a local plan describing how services will be delivered to students with IEPs in their planning area in accordance with federal and state laws.
- This year the local plan is being presented to the Board Of Education on June 23<sup>rd</sup>.

# CAC Roles & Responsibilities

- As defined by CA Ed Code 56194:
- Advising the policy and administrative entity of the district, special education local plan area, or county office, regarding the development, amendment, and review of the local plan.
- The entity shall review and consider comments from the CAC.

# CAC Roles & Responsibilities

- Recommending annual priorities to be addressed by the plan.
- Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.
- Encouraging community involvement in the development and review of the local plan.
- Supporting activities on behalf of individuals with exceptional needs.
- Assisting in parent awareness of the importance of regular school attendance.

# CAC Composition

- Nineteen(19) parents of children with exceptional needs;
- Two (2) parents of other pupils enrolled in school (may also be parents of students with exceptional needs);
- Two (2) representatives of public and private agencies or organizations;
- Two (2) individuals concerned with the needs of individuals with exceptional needs;
- Two (2) pupils with disabilities;
- Two (2) adults with disabilities;
- Two (2) special education teachers;
- Two (2) other school personnel;
- Two (2) general education teachers

# Membership Application

- Prospective members may submit membership applications to the CAC Chairperson after attending 3 general sessions in a 5 month period or 7 general sessions within a traditional CAC school year (September to June);
- Applications shall be reviewed and approved by a vote of the Executive Board.
- Applicants approved shall be considered nominees and those names will be forwarded to the Board of Education for appointment.
- Terms shall be for four years without automatic renewal. Members may re-apply at the end of their term.
- Terms of members' appointment to the CAC shall be staggered so that no more than half of the membership terms expire the same year;
- All membership terms shall commence immediately upon appointment, with the term ending in the month of June four years following the date of appointment. Should a member no longer meet the criteria for the membership category as originally approved for membership by the Board of Education, they may apply for membership in another category for which they meet the criteria;



# Membership Requirements:

## Attendance

- Attendance shall be recorded for each general membership meeting;
- Members are responsible to attend CAC meetings. If a member will not be in attendance, he / she is to notify the Chairperson;
- If a member misses two (2) consecutive general membership meetings or three (3) general membership meetings in a traditional school year, from September to June, the member may forfeit membership on the CAC as determined by a vote of the Executive Board;
- A member may request an emergency leave of absence from the executive board in writing. The leave of absence shall not exceed six (6) months. Any member on a leave of absence shall become 'inactive' relinquishing voting privileges and not being counted toward the quorum
- Any member may resign by notifying the Chairperson in writing;

# Quorum

- Defined as more than 50% of the CAC voting membership, of which a majority present must be parents of individuals with exceptional needs
- 25 members currently, 26 as of June 23<sup>rd</sup>. 18 parents of students w/exceptional needs (19 on June 23<sup>rd</sup>), 2 agency reps, 2 other school personnel, 2 special education teachers, 1 concerned individual.
- Right now quorum = 14

# Membership Requirements

- All members must participate on at least one standing committee
- Standing committees – Bylaws Review, Membership, and Outreach
- Members may officially represent the CAC at a meeting with the consent of the Chairperson, and must report back at the next meeting.

# Executive Board

- Consists of – Chair, Vice-Chair, Treasurer, Secretary, Members at Large
- Terms are from July 1- June 30, reelected each year with no person serving more than 2 consecutive elected terms in the same position
- All must “active members in good standing” for at least 8 months prior to serving; Chair & Vice-Chair must be parents of students w/exceptional needs.

# General meeting procedures

- Brown Act – agenda and meeting notice are publically posted 72 hours in advance; 24 hours for special meetings (ie standing committee)
- Follow Robert's Rules of Order
- Minutes are taken and posted after approval
- All meetings are open to the public and are allotted time to speak.

# The Hehir Report

- Thomas Hehir is a Harvard professor. In 2007 he published a 23 page report that was commissioned by this district's Board of Ed that was essentially a service model audit of Special Education.
- The Hehir report identified 7 problems areas and offered recommendations.

# Hehir Report 3 priority recommendations

1. Improve the instructional program for students with disabilities.
2. Assure that regular education, including charter schools, takes greater responsibility for the education of children with disabilities.
3. Implement an effective Response to Intervention (RTI) model.

# Childcare & Spanish translation

- All meetings, both general and executive will offer both childcare and Spanish translation services next year (starting in Sept).
- Need to work with Translation Dept to make sure there is enough time for documents to be translated and keep in compliance with the Brown Act.



# 2015/16 Meeting dates

## General

- Sept 10
- Oct 8
- Nov 12
- Dec 10 \*\*
- Jan 14
- Feb 11
- March 10
- April 14
- May 12 \*\*
- June 9

## Executive

- August 27
- Sept 24
- Oct 22
- Nov 19
- Jan 28
- Feb 25
- March 24
- April 28
- May 26

# Planning for 2015/16:

## Meeting topics and location

- Suggestions from members for meeting topics next year. Sept - Intro to Spec Ed Dept staff, Dec - Supt Marten, May - Above & Beyond Awards.
- Locations: right now all 2015/16 meetings (general and Executive) are booked for the Ballard Center. Any new locations must be scouted ahead of time for appropriate setting for childcare (ie elementary school)