

Shasta County Special Education Local Plan Area  
**Governance Policy**

**GOVERNANCE**

It shall be the policy of the LEA to support and comply with the provisions of the governance structure and any necessary administrative support to implement the Local Plan.

Legal References: EDUCATION CODE

56205(a)(12)  
56001  
56190-4  
56195.1(b)(c)  
56195.3  
56205(b)(4)  
56205(b)(5)  
47640-47647  
56195.7  
56030  
56200  
56200(c)(2)  
56140  
56195  
56140(b)(2)

UNITED STATES CODE, TITLE 20

1412(a)  
1413(a)(1)  
1413(a)(5)

## **GOVERNANCE**

### **ADMINISTRATIVE UNIT**

Pursuant to the provisions of Education Code Section 56030 et seq., the Administrative Unit (AU) shall receive and distribute regionalized service funds, and provide administrative support for the Shasta County Local Plan for Special Education. The AU shall perform such services and functions required to accomplish the goals set forth in the plan.

The development of the annual service and budget plan shall coincide with the AU budget process.

California Education code Section 56200(c)(2) requires that the Local Plan, “specify the responsibilities of each participating county office and district governing board in the policy-making process, the responsibilities of the superintendent of each participating district and county in the implementation of the plan, and the responsibilities of district and county administrators of special education in coordinating the administration of the plan.” In accordance with this provision, Shasta County has developed the following governance structure and policy development and approval process.

### **RESPONSIBILITIES OF EACH GOVERNING BOARD IN THE POLICY-MAKING PROCESS AND PROCEDURES FOR CARRYING OUT THE RESPONSIBILITY**

The Shasta County Office of Education (SCOE) is the AU, as designated by the participating districts in the Local Plan for Special Education in Shasta County. SCOE functions as a Local Education Agency and has status equal to other Local Education Agency district program operations.

SELPA Staff EC 56205 (a)(12)(D)(ii)(I)

Recommendations will be submitted to the Shasta County Superintendent of Schools for approval. Participating districts, through the Governing Board, designate the AU for the SELPA.

The LEA governing boards, through their representatives to the SELPA Governing Board, shall identify the need for and authorize/approve staffing brought forth by the Director to include positions with job descriptions approved within the Administrative Unit.

In reviewing and approving the SELPA budget on an annual basis, the Governing Board designates staffing for the SELPA office. SELPA staff shall be employed by the Shasta COE and shall be supervised and evaluated by the SELPA Director according to the County Office policies and procedures.

Recommendations will be submitted to the Shasta County Superintendent of Schools for approval. Participating districts, through the Governing Board, designate the AU for the SELPA.

### **Responsibilities of the SELPA Governing Board**

The SELPA Governing Board members, under the direction of their respective elected Governing Boards, shall act to establish operational procedures and make decisions on any matters regarding the development, implementation, administration and operation of special education programs in accordance with the intent of the Local Plan. The SELPA Governing Board will perform the following functions:

- Review and approve needed modification of this agreement on behalf of all districts in the SELPA and adopt amendments to the permanent portion of the Local Plan on an “interim basis”, not to exceed one year. Amendments approved in this manner shall become permanent upon subsequent approval by LEA Governing Boards during the annual service and budget plan process and upon subsequent approval by the State Board of Education. There will be a review after one year for possible realignment and it will be revisited after two years thereafter.
- Adopt SELPA policies and procedures on behalf of their respective LEA Governing Boards to ensure compliance with the Local Plan and state and federal laws and regulations.
- Assure equal access to programs and services for all individuals with exceptional needs within the SELPA regardless of their district of residence.
- Approve the annual services plan and annual budget plan.
- Adopt policies for the distribution of federal, state and local funds received for special education programs.
- Adopt agreements including, but not limited to, interagency agreements with California Children’s Services, Far Northern Regional Center and other public agencies that provide services to students with exceptional needs.
- Establish and promote the Community Advisory Committee. Encourage parental involvement through members of the CAC and consider requests and recommendations from the CAC and other parent groups.
- The SELPA Governing Board with the collaboration and mutual agreement of the AU shall be responsible for the selection, direction, discipline, and annual evaluation of the SELPA Director.

### Voting by the Governing Board

The following votes are allocated to each region:

Region 1:	Three votes	(4,000-over)
Region 2:	Two votes	(2,000-3,999)
Region 3:	Two votes	(2,000-3,999)
Region 4:	Two votes	(2,000-3,999)
Region 5:	Three votes	(4,000-over)
Region 6:	Two votes	(2,000-3,999)
Region 7:	One vote	(0,000 - 1,999)

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ADA is based on prior year P2.

All Regions will agree on a procedure and criteria that the regional representative will use to make decisions for his/her region. When voting, each region must cast its entire allocation as one vote.

In order for a motion to pass the item must receive at least eight (8) votes.

A quorum will consist of four (4) voting members in attendance.

Superintendents have the option of designating a representative from their region when he/she is unable to attend a meeting of the SELPA Governing Board.

The SELPA Director must be notified in advance. Once an agenda item has been voted on by the Governing Board, it may not be placed on the agenda again unless two thirds of the voting members present agree and one district with an ADA of 4500 or more must be included.

A charter school, chartered through one of the local governing boards of the SELPA that operates as its own LEA for special education purposes, shall be assigned to a region for representation on the SELPA Governing Board.

Responsibilities of LEA Superintendents or Designees

EC 56205 (a)(12)(D)(i)

- Provide administrative leadership in support of the special education programs operated by the Local Education Agency. EC 56195.5 (a)
- Act as a liaison between the governing board of the Local Education Agency and the SELPA Governing Board, transmitting suggestions for the development and/or modification of policy to the SELPA Governing Board and vote upon such matters in accordance with direction from the Local Education Agency governing boards.
- Annually recommend to the governing board the modifications of Local Education Agency special education programs which are necessary to meet the changing needs of students, to be included in the annual service and budget plans submitted to the SELPA.
- Maintain and submit financial and program information to the administrative unit and SELPA as required.
- Establish and maintain all procedural safeguards as defined by the Individuals with Disabilities Education Act.
- Provide for the ongoing evaluation of special education programs operated by the Local Education Agency in accordance with guidelines established by the California Department of Education.
- Respond to all complaints and requests for due process relative to the provision of services to students with disabilities.

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**Program Advisory Council (PAC)**

EC 56205 (a)(12)(D)(i)

All regions will agree on a procedure and criteria that the regional representative will use to make decisions for his/her region.

The Program Advisory Council (PAC) will consist of one Special Education Director/Designee from each region and one parent member of the Community Advisory Committee. The Program Advisory Council (PAC) shall be an advisory body to the SELPA Director and the SELPA Governing Board.

The Program Advisory Council (PAC) will meet regularly according to Brown Act requirements. Additional meetings may be scheduled as the needs of the Local Plan dictate. A quorum shall consist of four PAC regional representatives of members present. Each council member shall have one vote. Members may designate another person to attend in their place or designate another member to cast their vote. The SELPA Director must be notified seven days in advance of the meeting in either case. A tie vote will be considered a negative vote.

The SELPA Director serves as the chairperson of the Program Advisory Council (PAC) and is responsible for providing timely written notice of the meeting and agenda, minutes for the meeting and additional documentation as needed to provide for informed decision making.

**Responsibilities of the Program Advisory Council**

- Advise the SELPA Director and the SELPA Governing Board regarding the status, accomplishments and needs of special education programs operated within the Local Education Agencies.
- Provide technical advice and assistance to the SELPA Director and the SELPA Governing Board.
- Work cooperatively to plan and coordinate educational programs and services for all individuals with exceptional needs within the SELPA.
- Provide leadership and support in the implementation of SELPA policies and procedures.
- Act as liaison with parents, community resources, other Local Education Agencies, the SELPA Director and the SELPA Governing Board.
- Gather, interpret, and report data regarding the implementation, administration and operation of the Local Plan.
- Advise the SELPA Director of the annual program needs of the Local Plan Area to be considered in the development of the annual budget plan.
- Provide the SELPA Director with information relative to the development of the annual service plan.
- Recommend staff development activities for the SELPA.
- Recommend members for the Community Advisory Committee (CAC).
- Recommend policies and procedures to the SELPA Governing Board.

## **Charter School**

A charter school, chartered through one of the local governing boards or the SELPA that operates as its own LEA for special education purposes, shall be assigned to a region for representation on the Program Advisory Council (PAC).

A charter school that has been approved to operate as an LEA for special education purposes shall be included in the Community Advisory Committee (CAC) in the same manner as other LEAs.

## **Finance Advisory Council**

All regions will agree on a procedure and criteria that the regional representative will use to make decisions for his/her region.

The Finance Advisory Council (FAC) is made up of the chief school business officers or designee from each Region. The Finance Advisory Council (FAC) makes recommendations to the SELPA Director and/or SELPA Governing Board regarding fiscal issues related to special education funding, facilities, and review of the fiscal allocation of special education funds. FAC will collaborate with the Program Advisory Committee (PAC) as needed.

A quorum will consist of four voting members in attendance. Finance Advisory Council (FAC) representatives have the option of designating a representative from their region when he/she is unable to attend a meeting of the SELPA Finance Advisory Council (FAC). The SELPA Director must be notified seven days in advance of the meeting.

The SELPA Director serves as the chairperson of the Finance Advisory Council (FAC) and is responsible for providing timely written notice of the meeting and agenda, minutes for the meeting and additional documentation as needed to provide for informed decision making, and recommendation of policies and procedures to the SELPA Governing Board.

## **Community Advisory Committee**

The Community Advisory Committee (CAC) for the SELPA is composed of regular and special education parents, agency representatives, general and special education teachers, persons with disabilities, support staff, and administrators. The Community Advisory Committee (CAC) is an advisory committee to the Program Advisory Council (PAC).

## **Other Committees**

SELPA Ad Hoc Committees are formed and appropriate members are appointed as needed to address current issues. Membership on these committees is designed to fulfill a particular task within a specified time frame. SELPA personnel or selected representatives will serve as chairpersons of committees.

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**Charter Schools**

EC 56195.1(f); 56207.5

A Charter School that has been approved as a Local Education Agency shall participate in the governance of the SELPA and distribution of state and federal funds for special education in the same manner as other Local Education Agency members of the SELPA.