

Shasta County Special Education Local Plan Area
Community Advisory Committee Policy

COMMUNITY ADVISORY COMMITTEE

APPROVED BY CONSORTIUM: DECEMBER 4, 2003
APPROVED BY COMMISSION: OCTOBER 16, 2003
APPROVED BY COMMISSION: DECEMBER 16, 2010

Reference: SELPA Local Plan Assurance Policy Statement # 20, Public Participation

The Shasta County SELPA shall maintain a Community Advisory Committee (CAC) as defined in California Ed Code 56190. The CAC serves only in an advisory capacity and has such authority and fulfills such responsibilities as are defined for it in Ed Code 56194. Each individual CAC member represents his/her appointing body and is responsible for maintaining communication between the CAC and that appointing body. CAC responsibilities include, but need not be limited to, the following:

- Advising the SELPA Governance bodies regarding the development and review of the local plan. The SELPA Director shall review and consider comments from the Community Advisory Committee.
- Recommending annual priorities to be addressed by the local plan.
- Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the local plan, including planning and providing appropriate parent focused programs.
- 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.
- Establishing CAC operational by-laws that are required to be consistent with state law, the local plan, and SELPA policies and procedures, including this SELPA procedure.
- Consulting with the SELPA Program Advisory Council regarding policy and budget development

Frequency of Meetings

The CAC will meet at least four times annually, and during the course of these meetings will plan events and activities that will fulfill the above described responsibilities (for example, regional parent conference, award dinner and evening programs for parents).

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Selection and Composition of the CAC:

General Membership

- Upon request to the current CAC chairperson, any parent, agency staff member, educational member, or community member may have General Membership in the Shasta SELPA CAC. General membership is for one year.
- Board members must represent an LEA within Shasta County and must be approved by that District's board.
- At the beginning of each term, if there are an insufficient number of CAC Board members appointed by LEAs to meet the SELPA-wide representation goal, the SELPA Director shall request one or more LEA boards of education to appoint CAC Board members from available candidates up to the required number of seven CAC Board members.

Candidate Eligibility for Board Membership

- Persons interested in serving on the CAC Board must attend at least two business meetings of the CAC prior to submitting their name for a board vacancy.

Nomination Process

- Requests are reviewed by the CAC Nominating Committee and are submitted by the SELPA Director to respective LEA boards of education for approval.

Recruitment

- It will be the duty of the CAC to see that an active membership is maintained by engaging in the following activities: the CAC will solicit school boards for nominations to the CAC, the CAC will solicit organizations and agencies to nominate representatives to the CAC, all school districts will be encouraged to have active membership on the CAC, and organizations representing individuals with disabilities will be invited to participate in the CAC.

Membership Composition

- The general and board membership of the CAC may be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in school, disabled pupils and adults, 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.

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- At least the majority of general membership and board membership of the CAC 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.

Board Member Terms of Appointment

The normal term of CAC Board membership will be two years and will be annually staggered to ensure that no more than one half of the membership serves the first year of the term in any one year. Reappointment to the committee is acceptable.

Channels of Communication

The SELPA Director serves as a non-voting ex officio representative to the Community Advisory Committee (CAC) and is the official contact person for all communications between the CAC and the SELPA Commission, District Superintendents/Chief School Administrators, County Superintendent, and LEA boards of education.