

SPECIAL EDUCATION LOCAL PLAN AREA  
NORTH SANTA CRUZ COUNTY

COMMUNITY ADVISORY COMMITTEE  
BYLAWS

ARTICLE I

NAME

The name of the organization shall be the Community Advisory Committee for North Santa Cruz County Special Education Local Planning Area.

PHILOSOPHY/PURPOSE

It is the Community Advisory Committee's intent to take a proactive interest in all matters concerning the Local Plan and the children and families which it serves. We wish to be directly involved in both planning and implementation being done on their behalf. In order to accomplish this, we will not only gather information but will make recommendations and will often take a stance of advocacy after due review by the committee.

LOCAL EDUCATION AGENCIES SERVED BY THE CAC:

Bonny Doon Elementary	Pacific Elementary
Delta Charter	San Lorenzo Valley Unified
Happy Valley Elementary	Santa Cruz City Schools
Live Oak School District	Santa Cruz County Office of Education
Mountain Elementary	Scotts Valley Unified School District
Pacific Collegiate Charter	Soquel Union Elementary School District

ARTICLE II

FUNCTIONS AND RESPONSIBILITIES

The function and responsibilities of the Community Advisory Committee are to serve in an advisory capacity and shall include but not be limited to:

A. Program and Quality Review

1. Advising the policy and administrative entity of the Local Plan Area (LPA) regarding the development and review of the Local Plan. The Special Education Coordinating Agency (SECA) Governing Council and the Special Education Council (SEC) shall review and consider comments from the Community Advisory Committee (CAC).
2. Recommending annual priorities to be addressed by the plan.
3. Reviewing budget revisions annually and reporting to the SECA Governing Council the results of their review.
4. Reviewing and commenting upon policies under consideration by the Governing Council.
5. Conducting an annual self-evaluation of its effectiveness.

6. Reviewing all new/modified laws and regulations pertaining to the Local Plan for Special Education on an annual basis.
  7. No person may advocate for a child as a CAC representative or speak for the CAC without prior written approval of the membership.
- B. Community Involvement/Education
8. Assisting in parent education, including parent awareness of the importance of school attendance.
  9. Assisting in the recruitment of parents and other volunteers who may contribute to the implementation of the plan.
  10. Encouraging community involvement in the development and review of the Local Plan.
  11. Supporting activities on behalf of individuals with exceptional needs.

### ARTICLE III

#### COMPOSITION OF MEMBERSHIP

The Community Advisory Committee shall be composed of:

- A. Parents of individuals with exceptional needs enrolled in public or private schools.
- B. Parents of other pupils enrolled in school.
- C. Pupils and adults with disabilities.
- D. Regular education teachers.
- E. Special education teachers and other school personnel.
- F. Representatives of other public and private agencies.
- G. Persons concerned with the needs of individuals with exceptional needs.

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 (Ed. Code 56192-56193).

A liaison from the SEC (a non-voting member) will attend Community Advisory Committee meetings.

Every effort should be made to reflect the ethnic and socio-economic makeup of communities in the plan.

#### NUMBER OF MEMBERS

Each Local Education Agency (LEA) will appoint at least one member to the Community Advisory Committee with the exception of Santa Cruz City, which will appoint two, and the four small school districts, Pacific, Mountain, Bonny Doon and Happy Valley, which will appoint a total of at least one representative to serve all four small districts. The two Charter LEAs will appoint one representative between the two of them.

#### FURTHER RESPONSIBILITY OF COMMUNITY ADVISORY MEMBERS

By being appointed to the Community Advisory Committee, each member accepts the following responsibilities:

- A. To report back to their local board.
- B. To bring concerns of the local school area/local plan area to the committee.

#### ARTICLE IV

##### MEMBERSHIP SELECTION PROCEDURES/TERM OF OFFICE

The **voting** 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 will be in accordance with a locally determined selection procedure. 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 (Ed. Code 56191).

##### TERM OF OFFICE

All committee members shall be appointed for one year with no restriction on renewal of membership. The term of office shall commence on October 1 of the school year of appointment. Service on the Committee for less than one year shall not be counted in determining length of service.

##### TERMINATION OF MEMBERSHIP

Membership of the Community Advisory Committee may be terminated if:

- A. Any member may resign by submitting a written resignation to the Chairperson of the CAC.
- B. The member is inactive for three consecutive CAC Business Meetings unless approved by the consensus of the Community Advisory Committee.
- C. The member moves from the Local Plan Area.

##### VACANCIES

When the Committee is aware of a vacancy, the Chairperson shall direct the SELPA Director to notify the Local Education Agency's special education administrator and local board of such vacancy and request a replacement as soon as possible.

##### VOTING RIGHTS

Each Committee member appointed by an LEA governing board shall have the right to cast one vote on issues considered by the Committee, to hold office, and to serve on subcommittees as appointed by the Chairperson.

#### ARTICLE V

##### COMMITTEE OFFICERS

Officers of the committee be nominated annually by the members present at the last business meeting of the school year, and these officers will serve for a term of one year. Elections will be conducted the first business meeting of the following school year. The Chairperson will be a parent, unless no parent wishes to accept the nomination. Election will be by majority vote.

Due to changes in the bylaws for nomination and election process for officers, there will be a one-time change for accepting nominations and subsequent elections for the 2014-2015 and 2015-2016 school years. Nominations will be accepted at the last business meeting, May 19, 2015 for elections at the first business meeting for 2015-2016.

#### DUTIES OF OFFICERS

- A. CHAIRPERSON - The Chairperson shall preside at all meetings of the Committee when present. Chairperson will keep roster and attendance verification as well as date of appointment of Committee members. Chairperson will be responsible for a yearly Committee self-evaluation written report. Chairperson will act as SECA Governing Council Liaison(s) and attend all Governing Council meetings and report on the activities of the CAC. He/she shall also report to the CAC on the actions of the Governing Council.
- B. VICE CHAIRPERSON - The Vice Chairperson shall preside at all meetings in the absence of the Chairperson and carry out the Chairperson's duties as indicated above.
- C. SELPA DIRECTOR - This position is not elected or appointed but is one of the duties as assigned by the Special Education Coordinating Agency (SECA).
- D. TREASURER - This position will receive all committee funds and keep regular and accurate account of all funds and at times have accounts open for inspection by the chairperson. This position will obtain and submit to committee quarterly budget statements and oversee collection of funds for special gifts. The Treasurer will serve in absence of secretary.
- E. The secretary to the SELPA Director will act as committee secretary. The secretary is not an officer.

#### ARTICLE VI

#### MEETINGS

- A. MEETING NOTICES - All meetings shall receive prior public notice (responsibility of SELPA Director). Community Advisory Committee Members shall receive written notification of scheduled meetings at least seven (7) calendar days in advance of each Community Advisory Committee meeting. Notices shall include the location, date, and hour of Community Advisory Committee meetings. A calendar of CAC meetings will be established annually and published on the SELPA website. Items to be included on the agenda must be submitted to the chairperson twenty (20) days prior to the upcoming business meeting.
- B. SPECIAL MEETINGS - Special meetings may be called by the Chairperson, Vice-Chairperson or SELPA Director. Two Community Advisory Committee members may request the Chairperson to call a special meeting, with a 7-day notice. Parties requesting the special meeting must put his/her request in writing to the Chairperson.
- C. PROCEDURES OF MEETINGS - All regular and special meetings of the Community Advisory Committee shall be conducted in accordance with Robert's Rules of Order or an adaptation thereof. A review of Robert's Rules of Order will be made by the Chairperson.
- D. QUORUM: A quorum shall consist of those CAC voting members present at the meeting. A minimum of four LEAs must be represented
- D. COMMITTEE ACTIONS - Committee actions will be communicated to the Special Education Council through liaison and minutes, to the Special Education Coordinating Agency Governing

Council through the SELPA Director, liaison and minutes of their meetings.

- E. OPEN MEETINGS – Meetings of the CAC and of standing or special committees shall be open to the public.
- F. COMMITTEES – All CAC members must sit on at least one (1) committee of the CAC.
- G. CONCERNS: NONCOMPLIANT DISTRICT: All issues of noncompliance must be documented in writing to the CAC outlining areas in which the district is out of compliance, according to CAC by-laws, local plan or IDEA 2004.
- H. NONCOMPLIANT/MEMBER: No letters or personally presented statements of charges against individuals will be heard by the CAC.

## ARTICLE VII

### CAC COMMITTEES

The CAC will have four (4) standing committees:

- A. LOCAL PLAN REVIEW AND POLICY-MAKING COMMITTEE: Will continually review the local plan and receive input from the community regarding the plan. Be involved in developing and amending the local plan. Be part of the triennial state review of compliance (Special Education Self Review, SESR). All parents' issues and concerns will go through the Local Plan Review and Policy-Making Committee for review and recommendations to the CAC as a whole, for a resolution or action plan.
- B. PARENT AND COMMUNITY EDUCATION COMMITTEE: Will assist in in-service activities and parent education and will encourage parent awareness. Assist in educating the community about individuals with disabilities through newspapers, newsletters, and other media and become involved in community activities relating to persons with exceptional needs.
- C. PROGRAM NEEDS AND PRIORITIES/PERSONNEL DEVELOPMENT COMMITTEE: Shall gather information on programs in the community and the needs of students, parents, teachers, and other school personnel. Information gathered will be used to assist in personnel trainings. Give input to the SELPA on program and personnel needs.
- D. MEMBERSHIP AND PUBLICITY COMMITTEE: Be responsible for recruiting membership that reflects the community that the SELPA serves. Provide CAC orientation packets to interested persons. Stay in contact with the CAC secretary and directors regarding CAC vacancies, members terms, and role of person needed to fill the vacancy (e.g. parent, teacher). Ensure membership stays within accordance of the CAC bylaws and the California Education Code. Provide newspaper and media with information regarding the CAC and in-service activities.

## ARTICLE VIII

These bylaws may be amended at any regular CAC Business meeting: Requires a two-thirds (2/3) vote of those present, provided that a written notice has been given to all members at least on (1) week prior to the meeting.