

**References:**

Education Code sections 56001(f), 56194, 56195.3, 56195.9(a) & (b)

**Continuation from previous discussion (page 4)**

*PROCEDURES FOR APPOINTMENT OF MEMBERS OF THE COMMUNITY ADVISORY COMMITTEE*

**Current version:**

1. Terms of appointment are for at least two years and are annually staggered to ensure that no more than half of the membership serves the first year of the term in any one year
2. The CAC shall nominate and recommend appointment to the Board of Education
3. The committee solicits nominations to ensure balanced composition from a variety of grade levels, disability areas and ethnic backgrounds
4. The executive committee of the CAC (chair, co chair, and District liaison) screen candidates for suitability and willingness to serve
5. A slate of officers/members is submitted to the CAC for ratification
6. The District liaison submits the ratified list of officers/members to the Board of Education for approval before the beginning of the next school year.

**Recommended changes:**

1. Terms of appointment are for at least two years and are annually staggered to ensure that no more than half of the membership serves the first year of the term in any one year.
2. The CAC shall nominate and recommend appointment to the Board of Education.
3. The committee solicits nominations to ensure balanced composition from a variety of grade levels, disability areas, and geographical regions. ~~ethnic backgrounds~~
4. The ~~executive membership sub-committee~~ of the CAC, which shall include at least the CAC chair or co-chair (~~chair, co chair, and District liaison~~) shall screen candidates for suitability and willingness to serve.
5. A slate of officers/members is submitted by the membership sub-committee to the CAC for ratification.
6. The District liaison submits the ratified list of officers/members to the Board of Education for approval ~~before the beginning of the next school year.~~
7. Replacements for resignations that occur before a member's term is complete shall be addressed as required by the by-laws.
8. CAC members shall represent the concerns of the Special Education community broadly, avoiding a focus on any particular disability.

**Clean version with recommendations:**

1. Terms of appointment are for at least two years and are annually staggered to ensure that no more than half of the membership serves the first year of the term in any one year.
2. The CAC shall nominate and recommend appointment to the Board of Education.
3. The committee solicits nominations to ensure balanced composition from a variety of grade levels, disability areas, and geographical regions.
4. The membership sub-committee of the CAC, which shall include at least the CAC chair or co-chair, shall screen candidates for suitability and willingness to serve.
5. A slate of officers/members is submitted by the membership sub-committee to the CAC for ratification.
6. The District liaison submits the ratified list of officers/members to the Board of Education for approval.
7. Replacements for resignations that occur before a member's term is complete shall be addressed as required by the by-laws.
8. CAC members shall represent the concerns of the Special Education community broadly, avoiding a focus on any particular disability.

**Explanation of Changes & Areas for Discussion:**

- Added 7 to allow a clear process for replacing members without the need for board approval each time there is a change in membership
- Added 8 to clarify the expectations of the CAC generally and to reinforce its mission of representing the community broadly.

***RESPONSIBILITIES OF THE COMMUNITY ADVISORY COMMITTEE***

1. Advise the SELPA on the development, amendment and revision of the Local Plan
2. Recommend annual priorities to be addressed in the Local Plan
3. Assist in parent education and in recruiting parents who may contribute to the implementation of the Local Plan
4. Encourage community involvement in the development and review of the Local Plan
5. Support activities on behalf of individuals with exceptional needs
6. Assist in the development of parent awareness of the importance of regular school attendance.

**Recommended Changes:**

***RESPONSIBILITIES OF THE COMMUNITY ADVISORY COMMITTEE***

1. Advise the SELPA on the development, amendment and revision of the Local Plan.
2. Recommend annual priorities to be addressed in the Local Plan.
3. Assist in parent education and in recruiting parents who may contribute to the implementation of the Local Plan.
4. Encourage community involvement in the development and review of the Local Plan.

5. Support activities on behalf of individuals with exceptional needs.
6. Assist in the development of parent awareness of the importance of regular school attendance.
7. Participate in the review of the annual budget and service plan.

**Explanation of Changes & Areas for Discussion:**

- We made no changes because this is taken verbatim from the Ed Code.
- We find #2 confusing because the Local Plan is not updated annually and, aside from the budget and service plan, appears to just be governance for the SELPA.
- We find #3 confusing because parents do not really implement the Local Plan beyond CAC participation/review, so that is how we interpreted this.
- We added #7 because it is an expectation for CAC annually to do so.

From page 5:

**Current Version:**

**Monitoring of the Local Plan and Policy Making Process**

The Executive Director of Special Education is directly responsible for ensuring the appropriateness of federal, state and local funds allocated for special education programs. The annual budget for the District is developed through a collaborative process in the Superintendent's cabinet. The Board of Education grants final approval of the District's budget. Both the annual budget and service plan for the District are reviewed at least annually by the Issues and Policies Committee, the Community Advisory Committee and Superintendent's Cabinet. Program and fiscal reports required for the Special Education Local Plan Area are completed by the Executive Director of Special Education. Some fiscal reports are completed by the Chief Financial Officer and reviewed by the Executive Director of Special Education.

All policies implemented in this single district SELPA are developed consistent with the Poway Unified School District Administrative Procedures (see Appendix A-5). In addition, the Issues and Policies Committee provides input on policy and budget development.

**Recommended Changes:**

The ~~Executive Director of Special Education~~ Superintendent's designee is directly responsible for ensuring the appropriateness of federal, state and local funds allocated for special education programs. The annual budget for the District is developed through a collaborative process in the Superintendent's cabinet. The Board of Education grants final approval of the District's budget. Both the annual budget and service plan for the District are reviewed at least annually by ~~the~~ Issues and Policies Committee, the Community Advisory Committee, and the Superintendent's Cabinet. Program and fiscal reports required for the Special Education Local Plan Area are

completed by the ~~Superintendent's Designee~~~~Executive Director of Special Education~~. Some fiscal reports are completed by the Chief Financial Officer and reviewed by the ~~Executive Director of Special Education~~~~Superintendent's Designee~~.

All policies implemented in this single district SELPA are developed consistent with the Poway Unified School District Administrative Procedures (~~see Appendix A-5~~). ~~In addition, the Issues and Policies Committee provides input on policy and budget development.~~

**Clean version with recommendations:**

The Superintendent's designee is directly responsible for ensuring the appropriateness of federal, state and local funds allocated for special education programs. The annual budget for the District is developed through a collaborative process in the Superintendent's cabinet. The Board of Education grants final approval of the District's budget. Both the annual budget and service plan for the District are reviewed at least annually by the Community Advisory Committee, and the Superintendent's Cabinet. Program and fiscal reports required for the Special Education Local Plan Area are completed by the Superintendent's Designee. Some fiscal reports are completed by the Chief Financial Officer and reviewed by the Superintendent's Designee.

All policies implemented in this single district SELPA are developed consistent with the Poway Unified School District Administrative Procedures.

**Explanation of Changes & Areas for Discussion**

- Use of "Superintendent's Designee" because of changing organizational structures.
- Removal of reference to Appendix because there was no appendix
- Eliminated Issues & Policies Committee because that doesn't exist – but this opens the question of the role of CAC in policy-making that CAC historically participated in

**Amendments to the Local Plan**

- We made no specific changes to this section because Education Code section 56195.9, subds. (a) and (b) have put into place a new requirement to update the Local Plan every three years, and it specifies the process to follow to do so. This is a discussion item to have between the CAC and the District.

**RESPONSIBILITIES OF THE ISSUES AND POLICIES COMMITTEE**

- We made no recommendations for this section, other than to delete it because the committee no longer exists

- This is a discussion item for determining how these issues are now handled and what role the CAC currently plays (or should play) in them under the governing Local Plan