



EL DORADO CHARTER SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

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COMMUNITY ADVISORY COMMITTEE *BY-LAWS*



ARTICLE I: NAME AND LOCATION

- 1.1 The name of the organization shall be the El Dorado Charter Special Education Local Plan Area (SELPA) Community Advisory Committee (CAC).
- 1.2 The location of the meetings shall be virtual, with each Charter Local Education Agency member at their own individual location. Meetings will be held virtually to allow for maximum participation of member LEAs and to minimize possible barriers related to geographical location.

ARTICLE II: PURPOSE

- 2.1 California Education Code (EDC) § 56190 mandates that the El Dorado Charter SELPA establish a Community Advisory Committee with the goal of providing advisement on, developing, amending, and reviewing the SELPA Local Plan. The Local Plan describes the program and services for all students with disabilities receiving services from an El Dorado Charter SELPA member LEA. The committee shall serve only in an advisory capacity.

ARTICLE III: DUTIES

- 3.1 Pursuant to California Education Code § 56194, the El Dorado Charter SELPA Community Advisory Committee will have the following responsibilities and authorities (but not limited to):
 - a) Advising the policy and administrative entity of the special education local plan area regarding the development, amendment, and review of the local plan. The entity shall review and consider comments from the community advisory committee.
 - b) Recommending annual priorities to be addressed by the plan.
 - c) Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.
 - d) Encouraging community involvement in the development and review of the local plan.
 - e) Supporting activities on behalf of individuals with exceptional needs.
 - f) Assisting in parent awareness of the importance of regular school attendance.
 - g) Supporting community involvement in the parent advisory committee established by California Education Code § 52063 to encourage the inclusion of parents of individuals with exceptional needs. EDC § 42238.01

ARTICLE IV: MEMBERSHIP

- 4.1 Per California Education Code § 56192, The El Dorado Charter SELPA Community Advisory Committee may be composed of:
 - a) Parents of individuals with exceptional needs enrolled in the member LEA
 - b) Parents of other pupils enrolled in the member LEA
 - c) General education teachers
 - d) Special education teachers and other school personnel





- e) Representatives of other public and private agencies
- f) Individuals with exceptional needs and persons concerned with the needs of individuals with exceptional needs (e.g. community advocates, service agencies, etc.)

The majority of such committee shall be composed of parents of pupils enrolled in schools who are members of the El Dorado Charter SELPA, and at least a majority of such parents shall be parents of individuals with exceptional needs (EDC § 56193).

It is the intent of the El Dorado Charter SELPA Community Advisory Committee to maintain a membership with broad representation of all disabilities within the El Dorado Charter SELPA. The SELPA Director and/or designee shall serve as an ex-officio member of the Community Advisory Committee.

- 4.2 The El Dorado Charter SELPA Community Advisory Committee will encourage all parties (as noted in 4.1) to select and approve representatives to the Community Advisory Committee with the following expectations:
 - a) The individual LEA member representatives of the Community Advisory Committee will be appointed by the respective members' LEA Board of Trustees.
 - b) Community Advisory Committee members shall be appointed for at least two years and 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 (EDC § 56191).
 - c) At least the majority of the representatives from these shall be parents of individuals with exceptional needs.
- 4.3 In the event that a member would like to resign from their position at any time, for any reason they may do so. Resignations will be accepted in writing, orally, by email or via telephone. Within forty-eight (48) hours of receipt of a resignation request, the requesting member will be notified of acknowledgement of their resignation request, and confirmation that the resignation has been granted.

ARTICLE V: MEMBERSHIP MEETINGS

- 5.1 El Dorado Charter SELPA Community Advisory Committee meetings will be held in accordance with the Ralph M. Brown Act (Government Code § 54950 et seq.) and conform to the El Dorado Charter SELPA meeting norms that include respectful treatment of all participants, equal access, and accommodations as needed to provide meaningful participation to all.
- 5.2 The El Dorado Charter SELPA Community Advisory Committee shall meet as frequently as necessary, not less than three times between September and June. Meeting schedules will be posted on the El Dorado Charter SELPA website, Community Advisory Committee meeting agendas, and announced at Community Advisory Committee meetings.





- 5.3 All members shall receive written notification at least ten working days in advance of all El Dorado Charter SELPA Community Advisory Committee meetings.
- 5.4 A quorum shall exist when the majority of the Charter LEAs who have appointed members have representatives present.
- 5.5 No member of the El Dorado Charter SELPA Community Advisory Committee shall commit the Community Advisory Committee or its membership to any action without a vote of the Community Advisory Committee. Any member may call for a roll call or ballot vote by motion, if seconded.
- 5.6 In the event of an emergent issue or need to meet before a scheduled meeting, a special meeting may be called by the El Dorado Charter SELPA Community Advisory Committee. Emergency meetings may be called provided an attempt is made to contact each Community Advisory Committee member 72 hours in advance.
- 5.7 All El Dorado Charter SELPA Community Advisory Committee meetings will be open to the public and held virtually to allow participation regardless of geographical location.
- 5.8 As a standing agenda item for all El Dorado Charter SELPA Community Advisory Committee meetings, parents will have the opportunity to make comments and share concerns.
- 5.9 Parent comments and concerns will be responded to at the meeting, however if an issue arises that requires follow up the parent will be informed for the need for follow-up and given an expected date to receive a response.

ARTICLE VI: AMENDMENTS

- 6.1 Changes in the by-laws and in the El Dorado Charter SELPA Community Advisory Committee practices and procedures will be consistent with the Local Plan and with state and federal legislation. These by-laws shall become effective immediately on their adoption. These by-laws may be altered, amended, or repealed in so far as they remain in conformity with the Local Plan and with state and federal guidelines. All proposed amendments will be presented to the CAC at a regularly scheduled meeting for review and feedback.





RELATED EDUCATION CODE SECTIONS

§ 56190. Each plan submitted under § 56195.1 shall establish a community advisory committee. The committee shall serve only in an advisory capacity.

§ 56191. The 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 shall be in accordance with a locally determined selection procedure that is described in the local plan. Where appropriate this procedure shall provide for selection of representative groups specified in § 56192 by their peers. 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.

§ 56192. The community advisory committee shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in school, pupils and adults with disabilities, 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.

§ 56193. 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.

§ 56194. The community advisory committee shall have the authority and fulfill the responsibilities that are defined for it in the local plan. The responsibilities shall include, but need not be limited to the following:

- a) Advising the policy and administrative entity of the special education local plan area regarding the development and review of the local plan. The entity shall review and consider comments from the community advisory committee.
- b) Recommending annual priorities to be addressed by the plan.
- c) Assisting in parent education and in recruiting parents and other volunteers who may contribute to other implementations of the plan.
- d) Encouraging community involvement in the development and review of the local plan.
- e) Supporting activities on behalf of individuals with exceptional needs
- f) Assisting in parent awareness of the importance of regular school attendance.

REVISION DATE: 04/27/2021

