



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Community Advisory Committee for Special Education

Role, Responsibilities, and Membership



November 4, 2019

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Why Does the CAC Exist?



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CA Education Code Section 30 EC 56190 requires our district and all, Special Education Local Plan areas, to establish and support a Community Advisory Committee for Special Education or CAC.

What Does the CAC Do?



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The CAC:

“...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, all the following:**

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 local 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

Source: California Ed Code Section 30 EC 56194

(g) Supporting community involvement in the [LCAP] parent advisory committee established pursuant to Section 52063 to encourage the inclusion of parents of individuals with exceptional needs . . .

(Amended by Stats. 2018, Ch. 32, Sec. 90. (AB 1808) Effective June 27, 2018.

So What is the Local Plan?

It is a legally required plan that describes how Special Education services will be delivered and how funds will be used to deliver those services.

What Does the Local Plan Include?

- Assurances that Special Education laws are being followed;
- Evidence that a Community Advisory Committee has been established according to the law;
- Evidence of regular consultation with regular/special education teachers, administrators, and parent members of the community advisory committee for developing policies and the special education budget;
- Personnel qualifications to ensure that teachers and other providers are prepared;
- Performance goals and indicators to show progress on those goals;
- Student information such as suspension/expulsion rates and participation in assessments;
- An annual budget plan adopted at a public hearing with 15-day advance public notice with public comment, and after the CAC has had 30 days to review and comment;
- And much more....

The Local Plan Matters.

The Local Plan ensures that all areas of Special Education support are known. It ensures that the various members of the community shape that support. It details and protects the rights of Special Education students and families. It is *the* most comprehensive document for Special Education support.

**The CAC ensures that the
Local Plan reflects **all of us.****

So WHO is the CAC?

- **Parents of students with special needs in public or private schools**
- **Parents of other students**
- **Students and adults with disabilities**
- **General Education teachers**
- **Special Education teachers**
- **Other school personnel**
- **Representatives of other public and private agencies**
- **Persons concerned with the needs of people with special needs**

Source 30 EC 56192

Other Membership Goals of the OUSD CAC

The composition of the membership shall reflect the types of programs and disabilities of the pupils, as well as the ethnic, socio-economic backgrounds and age groups of the pupils.

Article 3.1 OUSD CAC Bylaws

Other OUSD CAC Members

The Director of Programs for Exceptional Children shall be an ex-officio non-voting member of the CAC. A member of the district's Board of Education may be an ex-officio, non-voting member.

Article 3.2 OUSD CAC Bylaws

The CAC voting membership may consist of at least five (5) and up to twenty-five (25) voting members.

Article 3.1 OUSD CAC Bylaws

How Do I Become a Member?

Article 3.3 and 3.4 of the CAC Bylaws:

Recommendations or requests for nomination to the voting membership of the CAC may be made at any time by any member or interested community person. Such recommendations or requests shall be directed to the Parliamentarian(s), who will seek to ensure that all prospective nominees understand and are willing to accept the responsibilities of CAC membership as well as the time commitment involved and the duties required as a voting member of the CAC.

Article 5.3 of the CAC Bylaws:

A quorum for the transaction of business shall consist of a majority of the current CAC voting members. Matters may be discussed and information received but no business may be transacted without a quorum.

What Are the Requirements for Members?

Nominees must have attended at least three CAC monthly meetings during the six months prior to nomination in order to be eligible for membership. The Parliamentarian(s) shall submit the names of the nominees to the CAC voting members for approval. New members may be appointed at any CAC meeting during the year by a majority vote of those CAC voting members present.

Terms of appointed members are for a minimum of 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. Terms of membership begin as soon as new membership is approved.

What Does Membership Look Like?

- 1) Attending the 9 monthly meetings of the CAC. (More than 3 absences can result in loss of membership.)**
- 2) Listening to the community, particularly Special Education families and staff, to better advise on the priorities and implementation of the local plan and on the best ways to engage the community;**
- 3) Supporting the development of the committee and member leadership;**
- 4) Giving feedback on meeting agendas and other activities of the committee;**
- 5) Studying the information that will help them fulfill their responsibilities;**
- 6) Helping to ensure that the needs of Special Education students and all students with Special Needs are at the center of all OUSD initiatives.**

CAC Executive Board (Officers)

Article 4.1 of the OUSD CAC Bylaws:

Any combination of the following:

Chairperson or Co-Chairpersons

Vice-Chairperson or Co-Vice-Chairpersons

Secretary or Co-Secretaries

Parliamentarian or Co-Parliamentarians

Nominations for officers are made in November of each year with elections in December for 1-year terms that begin the following January.

CAC members voting members nominate and elect officers.

Let's Build Our CAC!

**12 out of 25 open membership
positions are open.**

At least 2 officer positions need to be filled.

WE CAN DO IT!

EVERY STUDENT THRIVES!



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