

SANTA BARBARA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA

Community Advisory Committee

(AR 1000)

I. Purpose

The purpose of the CAC is to stimulate and maintain the interest, participation, and the support of parents and community agencies in the development, and review of the Local Plan in the SELPA.

II. Primary Responsibilities

The primary responsibilities of the CAC shall be:

1. To meet on a regular basis, which shall include a minimum of four times per school year in order to allow members of the community to present priority needs and concerns relative to operation of the SELPA Local Plan.
2. To establish annual priorities for CAC activities.
3. To recommend to the JPA Board annual priorities related to the development, amendment, and review of the SELPA Local Plan.
4. To encourage community involvement in the development and review of the SELPA Local Plan.
5. To assist in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the Local Plan.
6. To assist parents in awareness of importance of regular school attendance.
7. To support activities on behalf of individuals with exceptional needs.
8. To facilitate ongoing communication between school staff and parents.
9. To communicate CAC activities to regular and special educators, member LEA boards, and the constituents that the CAC members represent.
10. To organize parent education activities on the IEP process.

All of the responsibilities of the CAC specified above are implemented through regularly scheduled meetings/events.

Reports of CAC activities are provided to member LEA administrators for their information and review.

III. Membership

At least the majority of the CAC shall be composed of parents of pupils enrolled in member LEAs who are pupils with exceptional needs.

The CAC shall consist of twenty-nine~~five (25)~~ (29) members, distributed as follows:

- Seventeen ~~Thirteen (13)~~ (17) members shall be parents or guardians of individuals with exceptional needs who are currently receiving services from member LEAs within the SELPA.

The seventeen ~~thirteen (13)~~ (17) members shall be appointed from the following member LEA governing boards:

- Blochman Union School District
- Buellton Union School District
- Carpinteria Unified School District
- College School District
- Goleta Union School District
- Guadalupe Union School District
- Hope School District
- LEA Charter Schools
 - Family Partnership Charter School
 - Manzanita Public Charter School
 - Santa Barbara Charter School
- Lompoc Unified School District
- Los Olivos School District
- Orcutt Union School District
- Santa Maria-Bonita School District
- Santa Barbara County Education Office
 - Ballard School District
 - Cold Spring School District
 - Cuyama Joint Unified School District
 - Montecito Union School District
 - Vista Del Mar Union School District
- Santa Barbara Unified School District
- Santa Maria Joint Union High School District
- Santa Ynez Valley Union High School
- Solvang School District

- Nine (9) members shall be special education certificated staff, at least one (1) of which also possesses a general education teacher credential, representing the areas within SELPA, which shall consist of
 - Six (6) members from non-direct service districts:
 - Two (2) of the six members representing non-direct service LEA members in south Santa Barbara County;
 - Two (2) of the six members representing non-direct service LEA members in North Santa Barbara County;
 - Two (2) of the six members representing non-direct service LEA members in Central Santa Barbara County; and,
 - One (1) of these six (6) members shall include one (1) member from 9-12th grade high school LEA members in this group.
 - One (1) member from direct service LEA members in North, Central and South Santa Barbara County.
 - One (1) member from charter school LEA members.
 - One (1) member from the Santa Barbara County Education Office.

- One (1) member shall be a professional representative of a community agency.
- One (1) member shall be an adult or student who currently receives or who has previously received special education services from a member LEA.
- One (1) member shall be a special education administrator of a member LEA.

Each member shall have one vote on votes taken by the CAC. Proxy and absentee voting is not allowed.

IV. Term of Appointment

All members shall be appointed to two-year terms that are annual staggered to ensure that no more than one half of the membership serves the first year of the term in any one year. Terms shall commence on September 1 of the school year of appointment. Any member who does not attend any three (3) consecutive meetings without a legitimate excuse shall be dismissed from the committee and the appointing agency notified and asked to name a replacement.

V. Officers of the CAC

The CAC shall have a chairperson and vice-chairperson. These officers shall be elected to a one-year term of office by secret ballot of a majority of the CAC members at the last meeting of the school year so that the positions can begin at the start of the next school year. (E.g., Officers elected at the last regular meeting of the 2025-2026 school year shall be seated at the start of the 2026-2027 school year.) No member shall be eligible to hold more than one office, nor can they serve more than two consecutive terms in the same office.

The Chairperson shall preside at all meetings of the CAC. The Chairperson shall work with the SELPA Executive Director to appoint chairpersons and members of special committees and shall perform such other duties as usually pertain to the office of Chairperson. The Chairperson shall be an ex-officio member of all committees.

The Vice-Chairperson shall serve as the presiding officer in the absence of the Chairperson and shall perform such other duties as may be assigned by the Chairperson and SELPA Executive Director. The Vice-Chairperson shall be an ex-officio member of all committees.

A vacancy in any office shall be filled by a majority vote of members present at a regular meeting, provided that a quorum is present.

VI. Meetings

The SELPA Executive Director or designee shall be responsible for calling meetings of the CAC. Regular meetings may be held during any month of the regular school year. The CAC shall meet no fewer than four (4) times per year. Special meetings may be called by the Chairperson and Executive Director.

The SELPA Executive Director or designee shall keep minutes of each CAC meeting.

A quorum shall consist of sixteen (16) ~~thirteen (13)~~ members of the CAC.

Pursuant to California Education Code section 35147, the CAC shall comply with the following related to open meetings:

1. Any meeting held by the CAC shall be open to the public, and any member of the public shall be able to address the CAC during the meeting on any item within the subject matter jurisdiction of the CAC.

2. Notice of meetings shall be posted at the schoolsite, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon. The CAC may not take any action on any item of business unless that item appeared on the posted agenda or unless the CAC members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the CAC subsequent to the posting of the agenda.
3. Questions or brief statements made at a meeting by members of the CAC that do not have a significant effect on pupils or employees in the SELPA, or that can be resolved solely by the provision of information, need not be described on an agenda as items of business.
4. If the CAC violates the procedural meeting requirements, upon demand of any person, the CAC shall reconsider the item at its next meeting, after allowing for public input on the item.

Approved April 13, 2026