

SANTA BARBARA COUNTY SELPA LOCAL PLAN

SECTION 3

ADMINISTRATION

SBCSELPA Executive Director Position Description

SBCSELPA Coordinator Position Description

Uniform Complaints Policies 2301-2304

Community Advisory Committee Policies 2401 – 2417

SELPA Functions Policy 2501

(Revised 5-4-2020)

SANTA BARBARA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA EXECUTIVE DIRECTOR - POSITION DESCRIPTION

DESCRIPTION OF POSITION:

The Director of the Santa Barbara County Special Education Local Plan Area (SBCSELPA) will be responsible for the overall coordination and administrative support of special education and related services to all districts and the County Education Office. It will be the duty of the SBCSELPA Executive Director to ensure each student within the county equal access to appropriate special education programs and services regardless of district of residence, and to ensure compliance with federal and state laws and regulations.

DIRECTLY RESPONSIBLE TO:

The SBCSELPA Executive Director shall be directly responsible to and evaluated by the SBCSELPA Board.

MAJOR DUTIES AND RESPONSIBILITIES:

1. The SBCSELPA Director shall be directly responsible for supervision of staff employed by the SBCSELPA Board, including SBCSELPA Coordinator, and for overall management of the fiscal, personnel and program functions of the SBCSELPA Administrative Office.
2. The SBCSELPA Executive Director shall provide administrative support and coordinate regionalized services to each district and county office participating in the Local Plan, including the following:
 - a. Oversight of the SBCSELPA comprehensive system for professional development aligned to member LEA/district Local Control Accountability Plans (LCAP).
 - b. Monitoring, review and evaluation of Member LEA/district special education programs, and oversight of regionalized programs and services
 - c. Oversight of data collection and operation of the Student Management Information System (SELPA-wide IEP database system)
 - d. Oversight of coordinated system of curriculum development and alignment with the core curriculum
 - e. Engaging in *Search and Serve* services
 - f. Coordination of vocational education/career education of SBCSELPA students
 - g. Preparation and transmission of required special education local plan area reports on behalf of member LEAs/districts

- h. Preparation and transmission of required California Department of Education (CDE) Annual Performance and Budget Plan Annual Service Plan reports
 - i. Assurance of a full continuum of educational opportunities for students with Individualized Education Plans (IEPs)
 - j. Facilitation of resolution session and other support for member LEAs/districts for due process hearings upon request
 - k. Coordination and oversight of of member LEA/district nonpublic school (NPS) residential treatment center (RTC) student placements that meet requirements for access to SBCSELPA shared funding
 - l. Coordination and oversight of development of Interagency Agreements
- 3. The SBCSELPA Executive Director shall be responsible for the preparation of the Local Plan, including its review and updates.
 - 4. The SBCSELPA Executive Director shall serve as Executive Secretary to the Board and shall be responsible for the preparation of minutes of meetings of the Board.
 - 5. The SBCSELPA Executive Director shall be responsible for the preparation of the annual SBCSELPA budget and the development of the annual allocation plan of special education funds to member LEAs/districts.
 - 6. The SBCSELPA Executive Director shall be responsible for coordinating the development of uniform policies and procedures relating to the operation and implementation of the Santa Barbara County Special Education Local Plan.
 - 7. The SBCSELPA Executive Director shall be responsible for other duties as assigned by the SBCSELPA Board.

DATE REVISED: May 7, 2018

SANTA BARBARA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA SBCSELPA COORDINATOR - POSITION DESCRIPTION

DESCRIPTION OF POSITION:

The Coordinator of the Santa Barbara County Special Education Local Plan Area (SBCSELPA) will be responsible for assisting the SBCSELPA Executive Director in the overall administrative support of special education and related services to all districts and the County Education Office. It will be the duty of the SBCSELPA Coordinator to assist the SBCSELPA Executive Director in assuring each student within the SBCSELPA has equal access to appropriate special education programs and services regardless of district of residence, and to ensure compliance with federal and state laws and regulations.

DIRECTLY RESPONSIBLE TO:

The SBCSELPA Coordinator shall be directly responsible to the SBCSELPA Executive Director.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Under the direction of the SBCSELPA Executive Director, the SBCSELPA Coordinator shall be responsible for the development and implementation of regionalized services in the area of comprehensive personnel development, program development, and program review.
2. The SBCSELPA Coordinator shall assist the SBCSELPA Executive Director in managing the SELPA. Special emphasis will be given to facilitation of the Community Advisory Committee, standardization of procedures and quality control (in the areas of assessment, placement, and procedural due process), information dissemination, program development, supervision of SBCSELPA administered services, and other duties as assigned.
3. The SBCSELPA Coordinator shall assist the SBCSELPA Executive Director in providing administrative support and coordinating regionalized services to each district and county office participating in the Local Plan, including the following:
 - a. Implementation of the Local Plan
 - b. Special Education Self Review (SESR)
 - c. Audiological services
 - d. Ongoing program review
 - e. Staff development
 - f. Coordinate interagency agreements

- g. Coordinate and monitor the Resource Specialist Assessor Panel
 - h. Coordinate the Behavioral Intervention Case Manager Assessor Panel
 - i. Assist the SBCSELPA Executive Director in the management of the SELPA office
 - j. Represent SBCSELPA on interagency committees
 - k. Serve as Acting Director in the absence of SBCSELPA Executive Director
 - l. Provide information to districts and staff.
4. The SBCSELPA Coordinator shall assist the SBCSELPA Executive Director in the update and review of the Local Plan.
5. Under the direction of the SBCSELPA Executive Director, the SBCSELPA Coordinator shall serve as Executive Secretary to the Community Advisory Committee and be responsible for the preparation of agendas and minutes of meetings of the CAC.
6. The SBCSELPA Coordinator shall be responsible for other duties as assigned by the SBCSELPA Executive Director.

SANTA BARBARA COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA

- 2000 ADMINISTRATION
- 2300 COMPLAINTS
- 2301 Uniform Complaint Board Policy

The Governing Board recognizes that the SBCSELPA is primarily responsible for complying with applicable state and federal laws and regulations governing special education programs. The SBCSELPA shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the SBCSELPA's uniform complaint procedures (5 CCR 4610).

The SBCSELPA shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any SBCSELPA program or activity that receives of benefits from state financial assistance. (5 CCR 4610)

DATE APPROVED: January 9, 2012

DATE REVISED: October 1, 2012

SANTA BARBARA COUNTY
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2000 ADMINISTRATION

2300 COMPLAINTS

2302 Uniform Complaint Procedures

Notifications

The SBCSELPA Executive Director or designee shall annually provide written notification of the SBCSELPA's uniform complaint procedures to students, employees, parents/guardians, private school officials or representatives, and other interested parties. (5 CCR 4622)

The SBCSELPA Executive Director or designee shall make available copies of the SBCSELPA's uniform complaint procedures free of charge. (5 CCR 4622)

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a. The SBCSELPA is primarily responsible for compliance with state and federal laws and regulations
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
 - c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination
 - d. The complainant has a right to appeal the SBCSELPA's decision to the CDE by filing a written appeal within 15 days of receiving the SBCSELPA's decision

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2302 Uniform Complaint Procedures (*continued*)

- e. The appeal to the CDE must include a copy of the complaint filed with the SBCSELPA and a copy of the SBCSELPA's decision

(cf. 5145.6 – Parental Notifications)

Complaint Process

The Santa Barbara County SELPA (SBCSELPA) shall handle complaints in an orderly manner and all parties shall seek an amicable resolution to the problem. Complaints shall be under the jurisdiction of the Santa Barbara County SELPA JPA Board as delineated in the JPA Agreement.

Any party (director, parent, teacher) may file a complaint.

Complaints that allege a violation of state or federal law by a SBCSELPA school district or the County Education Office are to be filed with the local education agency pursuant to the Uniform Complaint Procedures included in Title V of the California Code of Regulations (Section 5 CCR 4600-4671).

Complaints that allege a violation of state or federal law or regulation relating to the provision of a free appropriate public education, including allegations of unlawful discrimination, by staff employed by the SBCSELPA or by staff of a nonpublic school or agency under contract with the SBCSELPA shall be filed with the SBCSELPA office pursuant to the California Code of Regulations Uniform Complaint Procedures.

The SBCSELPA Executive Director shall be responsible for assisting in the resolution of complaints and work cooperatively with districts and the county office to correct identified problems.

(CCR Title 5, Sections 4600-4671, EDUCATION CODE 56500.2)

DATE APPROVED: March 3, 1989
DATE REVISED: March 3, 1995
DATE REVISED: January 9, 2012
DATE REVISED: October 1, 2012

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2300 COMPLAINTS

2303 Procedures for Filing, Investigation and Resolution of Uniform Complaints

Section I - Scope of Complaint Procedure

This procedure applies to the filing, investigation and resolution of a complaint regarding an alleged violation by the SBCSELPA or one of its contracting agents of federal or state law or regulation governing special education and complaints which allege unlawful discrimination.

Section II - Persons Who May File a Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance.

Section III - Retaliation; Confidentiality

A complainant shall be protected from retaliation as a consequence of filing a complaint. The identity of a complainant alleging discrimination shall remain confidential, as appropriate.

Section IV - Compliance Officer

The SBCSELPA Executive Director shall serve as the SBCSELPA Compliance Officer and shall be responsible for receiving and investigating complaints. The SBCSELPA Executive Director shall ensure that the SBCSELPA complies with the provisions of this procedure. The SBCSELPA Executive Director shall be knowledgeable about the laws and programs that he or she is assigned to investigate. (5CCR 4621)

Section V - Filing a Complaint; Timelines

For other than discrimination complaints, any individual, public agency or organization may file a written complaint with the SBCSELPA Executive Director, alleging a matter which, if true, would constitute a violation by the SBCSELPA of a federal or state law or regulation governing special education.

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2303 Procedures for Filing, Investigation and Resolution of Uniform Complaints
(Continued)

A written complaint alleging unlawful discrimination shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, or by one who believes an individual or any specific class of individuals has been subjected to prohibited discrimination. A complaint alleging unlawful discrimination shall be filed with the SBCSELPA Executive Director not later than six months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the SBCSELPA Executive Director or his or her designee, upon written request by the complainant setting forth the reasons for the extension. Such extension shall be made by the SBCSELPA Executive Director or his or her designee in writing. The period for filing may be extended by the SBCSELPA Executive Director or his or her designee for good cause for a period not to exceed 90 days following the expiration of the six month period. The SBCSELPA Executive Director shall respond immediately upon a receipt of a request for extension. (5CCR 4630)

Section VI - Investigation of Complaint

Within 60 days from receipt of the complaint, the Compliance Officer shall complete an investigation of the complaint and prepare a written decision. This time may be extended by written agreement of the complainant.

The investigation shall provide an opportunity for the complainant, or the complainant's representative, or both and the SBCSELPA representatives to present evidence or information relevant to the complaint. (5CCR 4631) The investigation may include an opportunity for the parties to the dispute to meet to discuss the complaint or to question each other or each other's witnesses.

To ensure that all pertinent facts are made available, the Compliance Officer and the complainant may ask other individuals to attend the meeting to provide additional information.

The SBCSELPA decision shall be in writing and sent to the complainant within 60 days of receipt of the complaint by the Compliance Officer. The decision shall contain findings of fact based on the evidence gathered, conclusion(s) of law, and disposition of the complaint, including corrective actions, if any, the rationale for such disposition, notice of the complainant's rights to appeal the SBCSELPA decision to the State Superintendent of Public Instruction and the procedures to be

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2303 Procedures for Filing, Investigation and Resolution of Uniform Complaints
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followed for initiating an appeal to the Department. (5CCR 4631)

Refusal by the complainant to provide the SBCSELPA's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

Refusal by the SBCSELPA to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Section VII - Appeal to State Superintendent of Public Instruction

Any complainant may appeal a SBCSELPA decision to the State Superintendent of Public Instruction by filing a written appeal with the Superintendent within 15 days of receiving the final SBCSELPA decision. Extensions for filing appeals may be granted, in writing, for good cause. The complainant shall specify the reason(s) for appealing the SBCSELPA decision. The appeal shall include:

1. A copy of the complaint; and
2. A copy of the SBCSELPA decision.

Upon notification by the Superintendent of Public Instruction that the SBCSELPA decision has been appealed, the Compliance Officer shall forward the following to the Superintendent:

1. The original complaint;
2. A copy of the SBCSELPA decision;
3. A summary of the nature and extent of the investigation conducted by the SBCSELPA, if not covered in the decision;
4. A report of any action taken to resolve the complaint;

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2303 Procedures for Filing, Investigation and Resolution of Uniform Complaints
(Continued)

5. A copy of this complaint procedure; and
6. Such other relevant information as the Superintendent may require.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the SBCSELPA's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining order. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the State Superintendent of Public Instruction before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

DATE APPROVED: March 3, 1989
DATE REVISED: March 3, 1995
DATE REVISED: December 9, 2002
DATE REVISED: January 9, 2012
DATE REVISED: October 1, 2012

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2300 COMPLAINTS

2304 Complaints Concerning SBCSELPA Personnel

The Joint Powers Agency Board of the Santa Barbara County SELPA (SBCSELPA) places trust in its employees and desires to support their actions in such manner that employees are freed from unwarranted spiteful or negative criticism and complaints.

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage.

1. Complaints concerning SBCSELPA personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
2. If the complaint is not or cannot be resolved at this level, the complainant may submit the complaint in writing to the employee's immediate supervisor. When necessary, a SBCSELPA administrator shall assist in the preparation of the written complaint so as to meet the requirement of this policy. The administrative staff shall inform the complainant that such assistance is available if he/she is unable to prepare the written complaint without help.

A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the employee involved and the failure to resolve the matter.

The immediate supervisor is responsible for investigating complaints and will attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the supervisor will so advise all concerned parties, including the SBCSELPA Executive Director.

3. If the complaint remains unresolved after review by the immediate supervisor, the written complaint shall be referred, together with a report and analysis of the situation, to the SBCSELPA Executive Director. Complainants should consider and accept the decision of the SBCSELPA Director as final. However, the complainant, the employee, or the SBCSELPA Executive Director may ask to address the SBCSELPA JPA Board regarding the complaint.

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2304 Complaints Concerning SBCSELPA Personnel (*Continued*)

4. All written complaints regarding SBCSELPA personnel other than administrators shall be initially filed with the immediate supervisor. If the complaint regards a principal or SBCSELPA office administrator, the written complaint shall be initially filed with the SBCSELPA Executive Director. If the written complaint concerns the SBCSELPA Executive Director, it shall be initially filed with the JPA Board.
5. Except when a complaint is directed against the SBCSELPA Executive Director, no party to a complaint may address the JPA Board, either in closed or open session, unless the JPA Board has received the SBCSELPA Executive Director's or designee's written report concerning the complaint. The SBCSELPA Executive Director or designee's report shall contain, but not be limited to:
 - a. The name or each employee involved.
 - b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the JPA Board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.
 - c. A copy of the signed original complaint.
 - d. A summary of the action taken by the SBCSELPA Executive Director or designee, with his/her specific finding that disposition of the case at the SBCSELPA Executive Director's level has not been possible, and the reasons why.

All parties to a complaint, including the SBCSELPA administration, may be asked to attend a JPA Board meeting or part of such meeting for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue.

Complaints concerning an employee shall be addressed in a closed session of the JPA Board unless the employee requests that the issue be addressed in open session.

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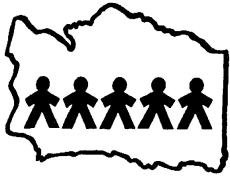
2304 Complaints Concerning SBCSELPA Personnel (*Continued*)

The decision of the JPA Board following the hearing shall be final.

DATE APPROVED: November 3, 2004

DATE REVISED: January 9, 2012

DATE REVISED: October 1, 2012



Santa Barbara County

Special Education Local Plan Area

COMPLAINT FORM

Any individual, public agency, or organization may file a written complaint of alleged noncompliance or discrimination against SELPA or SELPA staff by completing this Complaint Form and submitting it to the following Complaint Officer: SELPA Director, 401 N. Fairview Avenue, Goleta, CA 93117 (5 CCR [4630](#)). If the complaint is against the SELPA Director, the complaint shall be submitted to the JPA Board. The complainant has a right to appeal the SELPA's decision to the California Department of Education by filing a written appeal within 15 days of receiving the district's decision. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision (EC [262.3](#)).

Name of complainant: _____

Address: _____

Daytime phone number: _____ Evening/cell number: _____

Name staff member or district/LEA complaint regards: _____

Date(s) of the incident(s): _____

Location: _____

Date/time(s) of incident(s) _____

Were there witness(es) to the incident or issue? ☐ Yes ☐ No

If so, provide name(s), title, and contact information:

Explanation of incident(s): _____

Date incident(s) was discussed with employee: _____

Summary of outcome/discussion: _____

	FOR REFERENCE ONLY	
Date incident(s) was discussed with district administrator: _____		
Summary of outcome/discussion: _____		
	USABLE COMPLAINT FORM	
	IN SEIS DOCUMENT LIBRARY	
	UNDER SELPA FORMS	

Complainant Signature

Date

APPROVED: May 4, 2009

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2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2401 Formation of Community Advisory Committee

A Community Advisory Committee shall be formed. Such committee shall serve in an advisory capacity.

(EDUCATION CODE SECTION 56190)

DATE APPROVED: January 3, 1984

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2400 COMMUNITY ADVISORY COMMITTEE

2402 Role and Purpose

Primary Role: The primary role of the Community Advisory Committee (CAC) is to represent the needs and concerns of the parents, school personnel and community agencies regarding services for individuals with exceptional needs to the policy and administrative entity of the Santa Barbara County Special Education Local Plan Area (SBCSELPA). The SBCSELPA JPA Board shall review and consider comments from the Community Advisory Committee.

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 Santa Barbara County Special Education Local Plan Area.

Primary Responsibilities: The primary responsibilities of the CAC shall be:

1. To meet on a regular basis_a minimum of four times per year in order to allow members of the community to present priority needs and concerns relative to operation of the Local Plan;
2. To establish annual priorities for CAC activities;
3. To recommend to the SBCSELPA JPA Board annual priorities related to the development, amendment, and review of the Local Plan;
4. To encourage community involvement in the development and review of the 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;

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2400 COMMUNITY ADVISORY COMMITTEE

2402 Role and Purpose (*Continued*)

8. To facilitate ongoing communication between school staff and parents.
9. To communicate CAC activities to regular and special educators, district boards and the constituents that the CAC members represent.
10. To organize parent education activities on the IEP process.

Implementation of Responsibilities:

All of the responsibilities of the CAC specified above are implemented through regularly scheduled meetings/events. Reports of CAC activities are forwarded to the SBCSELPA district administrators for their review.

(EDUCATION CODE SECTION 56194)

DATE APPROVED: January 3, 1984
DATE REVISED: November 8, 1991
DATE REVISED: March 3, 1995
DATE REVISED: November 2, 2009
DATE REVISED: June 6, 2016

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2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2403 Composition of Membership

Beginning with the 2016-2017 school year, the Community Advisory Committee (CAC) shall consist of twenty-five members, distributed as follows:

1. Thirteen shall be parents or guardians of individuals with exceptional needs who are currently receiving services by a public education agency within the Santa Barbara County SELPA.
2. At least one of the thirteen parents/guardians shall also be a parent/guardian of an individual who is not currently receiving special education services by a public agency within the Santa Barbara County SELPA (SBCSELPA). This parent/guardian may also be a parent/guardian of an individual with exceptional needs.
3. Nine shall be special education certificated staff representing areas within the SBCSELPA similar to the SBCSELPA JPA Board broken down as follows:
 - 3 North County Representatives
 - 3 South County Representatives
 - 1 Santa Barbara County Education Office Representative
 - 1 LEA Charter School Representative
 - 1 Santa Ynez Valley Consortium Representative
4. At least one of the nine special education certificated staff shall possess a general education credential and/or has been a general education classroom teacher.
5. One shall be a professional representative of a community agency.
6. One shall be an adult or student who currently receives or who has previously received special education services by a public education agency within the SBCSELPA.
7. One shall be a special education administrator of a public agency within the SBCSELPA. A different special education administrator will be appointed to each meeting allowing the various districts an opportunity to be a part of the CAC.
8. Any member of the CAC whose primary language is not English may request an interpreter.

(EDUCATION CODE SECTION 56192)

DATE APPROVED: January 3, 1984

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SPECIAL EDUCATION LOCAL PLAN AREA

2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2403 Composition of Membership (*Continued*)

DATE REVISED: March 3, 1995
DATE REVISED: March 13, 1998
DATE REVISED: December 10, 2001
DATE REVISED: January 6, 2003
DATE REVISED: November 2, 2009
DATE REVISED: June 7, 2010
DATE REVISED: January 9, 2012
DATE REVISED: June 6, 2016

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2400 COMMUNITY ADVISORY COMMITTEE

2404 Appointment of Members

The members of the Community Advisory Committee (CAC) shall be appointed as indicated below:

1. Each of the following thirteen local boards of education shall appoint one parent/guardian:
 - Blochman Union School District
 - Carpinteria Unified 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
 - Orcutt Union School District
 - Santa Maria-Bonita School District
 - Santa Barbara County Education Office
 - Cold Spring School District
 - Cuyama Joint Unified School District
 - Montecito Union School District
 - Santa Barbara Unified School District
 - Santa Maria Joint Union High School District
 - Santa Ynez Valley Consortium, for the purpose of special education represents the following school districts:
 - Ballard School District
 - Buellton Union School District
 - College School District
 - Los Olivos School District
 - Solvang School District
 - Santa Ynez Valley Union High School District
 - Vista Del Mar Union School District
2. The Board of Education of any district within the Santa Barbara County SELPA (SBCSELPA) shall appoint one parent or guardian of an individual who is not currently receiving special education services by a public education agency within the SBCSELPA. This parent/guardian may also be a parent/guardian of an individual with exceptional needs.

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2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2404 Appointment of Members *(Continued)*

3. The Board of Education of any district within the SBCSELPA shall appoint one classroom teacher who also possess a general education credential and/or has been a general education classroom teacher. The districts in SBCSELPA will rotate this position every two years.
4. One representative of a community agency shall be appointed by the SBCSELPA and approved by the SBCSELPA JPA Board.
5. One adult or student who currently receives or who has previously received special education services by a public education agency within the SBCSELPA shall be appointed by the SBCSELPA JPA Board.
6. Total membership: 13 parents, 9 professionals, 1 representative of a public agency, 1 adult or student who currently receives or who has previously received special education services, and 1 special education administrator.

(EDUCATION CODE SECTION 56191)

DATE APPROVED: January 3, 1984
DATE REVISED: March 6, 1984
DATE REVISED: March 3, 1995
DATE REVISED: March 13, 1998
DATE REVISED: December 10, 2001
DATE REVISED: January 6, 2003
DATE REVISED: October 3, 2005
DATE REVISED: November 2, 2009
DATE REVISED: February 1, 2010
DATE REVISED: January 9, 2012
DATE REVISED: June 6, 2006

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SPECIAL EDUCATION LOCAL PLAN AREA

2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2405 Term of Appointment

All members shall be appointed to annually staggered two-year terms 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 automatically dismissed from the committee and the appointing agency notified and asked to name a replacement.

(EDUCATION CODE SECTION 56191)

DATE APPROVED: January 3, 1984
DATE REVISED: March 3, 1995
DATE REVISED: June 6, 2016

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2400 COMMUNITY ADVISORY COMMITTEE

2406 Duties and Privileges

All Community Advisory Committee members shall have the right to vote and hold office. Each member is entitled to cast one vote on each question considered by the committee. Voting by proxy or absentee ballot shall not be permitted.

DATE APPROVED: January 3, 1984

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2400 COMMUNITY ADVISORY COMMITTEE

2407 Officers and Minutes

The officers of the Community Advisory Committee shall be one (1) Chairperson and one (1) Vice-Chairperson. The Special Education Local Plan Area Executive Director or designee shall be responsible for the recording of the minutes of all meetings.

DATE APPROVED: January 3, 1984
DATE REVISED: November 8, 1991
DATE REVISED: March 13, 1998

SANTA BARBARA COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA

2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2408 Election and Term of Office

Officers shall be elected to a one-year term of office by secret ballot. Nominations shall be submitted at the first meeting of the school year, with the election occurring at the next meeting. No member shall be eligible to hold more than one office nor serve more than two consecutive terms in the same office. New officers shall take office at the first meeting after January 1.

DATE APPROVED: January 3, 1984
DATE REVISED: March 13, 1998
DATE REVISED: November 2, 2009
DATE REVISED: February 1, 2010

SANTA BARBARA COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA

2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2409 Vacancies

A vacancy in any office shall be filled by a majority vote of members present at a regular meeting.

DATE APPROVED: January 3, 1984

SANTA BARBARA COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA

2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2410 Removal of Officers

An officer may be considered for removal from office by placing the vote on the agenda of the next regular meeting of the CAC. A two-thirds vote of the members present at the meeting is required for passage of the recommendation for removal.

DATE APPROVED: January 3, 1984

DATE REVISED: January 6, 2003

SANTA BARBARA COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA

2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2411 Duties of Officers

Chairperson: The Chairperson shall preside at all meetings of the Community Advisory Committee (CAC). The Chairperson shall 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.

Vice-Chairperson: 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. The Vice-Chairperson shall be an ex-officio member of all committees.

DATE APPROVED: January 3, 1984
DATE REVISED: December 6, 1991
DATE REVISED: March 13, 1998

SANTA BARBARA COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA

2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2412 Regular Meetings

The Special Education Local Plan Area SBCSELPA Executive Director or designee shall be responsible for calling meetings of the Community Advisory Committee at the request of the Chairperson. Regular meetings may be held during any calendar month. The Community Advisory Committee shall meet not less than twice a year, in the fall and in the spring.

DATE APPROVED: January 3, 1984

DATE REVISED: November 8, 1991

SANTA BARBARA COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA

2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2413 Special Meetings

Special meetings may be called by the joint request of the Chairperson and Vice-Chairperson, or by the majority of members at a regular meeting.

DATE APPROVED: January 3, 1984

DATE APPROVED: December 6, 1991

DATE REVISED: March 13, 1998

SANTA BARBARA COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA

2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2414 Notice of Meeting

Regularly scheduled or special meetings of the Community Advisory Committee (CAC) shall be announced at least one week prior to the meeting date, with the public invited to attend. Such notices shall state the day, date, hour and location of the meeting. It is the responsibility of the Special Education Local Plan Area Executive Director or designee to announce notices of CAC meetings.

DATE APPROVED: January 3, 1984

DATE REVISED: November 8, 1991

SANTA BARBARA COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA

2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2415 Quorum

The presence of nine (9) members at a meeting shall constitute a quorum. The Community Advisory Committee (CAC) shall transact business only if a quorum is present. Provided a quorum is in attendance, a majority vote shall constitute a decision of the CAC.

DATE APPROVED: January 3, 1984

DATE REVISED: March 13, 1998

DATE REVISED: June 6, 2016

SANTA BARBARA COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA

2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2416 Parliamentary Authority

The CAC meetings shall comply with all provisions of the Brown Act. (Government Code Sections 54950 and following)

DATE APPROVED: January 3, 1984

DATE REVISED: November 2, 2009

SANTA BARBARA COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA

2000 ADMINISTRATION

2400 COMMUNITY ADVISORY COMMITTEE

2417 Creation of Committees

The Community Advisory Committee (CAC) shall approve the creation or deletion of special committees of the CAC.

DATE APPROVED: January 3, 1984

DATE REVISED: March 13, 1998

SANTA BARBARA COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA

2000 ADMINISTRATION

2500 SELPA FUNCTIONS

2501 SELPA Monitoring Responsibilities

Education Code Section 56195.7 requires development of written agreements to be entered into by the entities participating in the Local Plan for Special Education which include regionalized services to local programs. Among the regionalized services is the provision for ongoing review of programs conducted, and procedures utilized, under the local plan, and a mechanism for correcting any identified problem.

SELPA monitoring activities to meet the Education Code requirement specified above may include but not be limited to the following:

- Observation of special education programs operated by each SELPA local education agency (LEA)
- Periodic review of Individualized Education Program documents developed by LEA IEP Teams
- Analysis of LEA Annual Performance Report (APR) data
- Review and analysis of LEA CASMEIS data
- Participation in the state's Quality Assurance Process (i.e. CCR Self Reviews, Verification Reviews and follow-up corrective action activities)
- Participation in selected LEA IEP Team meetings
- Review of selected LEA assessment reports
- Provision of ongoing training and technical assistance regarding compliant special education procedures
- Annual meetings with district superintendents.
- Governance of LEA/CEO violations of local plan, to include determination of whether a violation of the plan shall result in a fiscal liability for the LEA/CEO.

Correction of identified problems may be carried out through the following means:

- Consultation with the administrative personnel responsible for the LEA's special education programs
- Provision of training and technical assistance as necessary to clarify compliant practices with appropriate LEA staff
- Assistance with correction of noncompliant procedures or practices identified through state or local compliance complaint investigations.

SANTA BARBARA COUNTY
SPECIAL EDUCATION LOCAL PLAN AREA

2000 ADMINISTRATION

2500 SELPA FUNCTIONS

2501 SELPA Monitoring Responsibilities (*Continued*)

In cases where the identified problem persists following implementation of such steps as outlined above, the LEA superintendent shall be notified regarding the issue.

DATE APPROVED: October 6, 2003
DATE REVISED: April 7, 2008
DATE REVISED: November 2, 2009