



## What is the Role of the Community Advisory Committee (CAC)?

The purpose of the Community Advisory Committee (CAC) is to act in support of individuals with disabilities by representing broad interests in the community and promoting maximum interaction of parents and community members with the Department of Special Education and the LEA/district in accordance with the Education Code and the El Dorado County Special Education Local Plan Area (SELPA) Local Plan.

To maintain a quorum parents must comprise a majority of the membership of the Community Advisory Committee, and of these parent members, the majority must be parents of students receiving special education services through a district of the El Dorado County SELPA.

Members of local parent/teacher associations or organizations (PTA/PTO), special education teachers, general education classroom teachers and other school personnel, students with disabilities, and/or representatives of related public and private agencies may also be represented.

The CAC is advisory to the El Dorado County SELPA. The primary responsibilities and activities of the CAC include, but need not be limited to:

1. Establish goals in conformity with the Local Plan for Special Education and state and federal guidelines.
2. Advise the SELPA Director and/or designee, and through the Governance Structure, the Board of Education in the review and further development of the Local Plan.
3. Make recommendations through the SELPA Director and/or designee to the Governance Structure on annual priorities to be addressed under the Local Plan.
4. Act in support of individuals with exceptional needs.

Participation in the CAC meetings helps keep members well informed about current district initiatives and legislation, as well as facilitates the creation and closer communication of mutual goals of school administrators, faculty, parents, and the community.

The El Dorado County SELPA office hosts the CAC meetings at 4355 Golden Center Drive, Suite B, Placerville, CA 95667. Please contact the El Dorado County SELPA office at 530-295-2462 for the dates and times or visit our website at:

<http://edcoe.org/selpa>

CAC meetings are public forums and open to the general public. While parents who have been approved by their local district are considered active members of the CAC, all parents are encouraged to attend meetings.

## Membership

The CAC is composed of:

- Parents of individuals with exceptional needs enrolled in public or private schools
- Parents of other pupils enrolled in school
- Regular education teachers
- Special education teachers and other school personnel
- Representatives of other public and private agencies
- Individuals with exceptional needs
- Persons concerned with the needs of individuals with exceptional needs

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 those parents shall be parents of individuals with exceptional needs.

It is the intent of the Community Advisory Committee to maintain a membership with broad representation of all disabilities within El Dorado County. The SELPA participates as an ex-officio member of the Community Advisory Committee.

Participation as a board-approved member of CAC is a local process, individualized to each district within the El Dorado County SELPA. Once a potential member has been approved to be the CAC representative for the district their student attends, the local district board agenda approving the member is submitted to the SELPA CAC.

## Voting

A quorum shall exist when the majority of the LEA/district s who have appointed members have representatives present. A quorum is defined as a minimum number of members in an assembly, society, board of directors, etc., required to be present before any valid business can be transacted.

A simple majority of a quorum is necessary to conduct usual business and required when voting on proposed actions of the CAC.

## Implementation of CAC Responsibilities

Members of the Community Advisory Committee have the responsibility to assist in the development and implementation of the Local Plan and to set priorities for special education programs by:

- Actively participating and providing input at regularly scheduled CAC meetings;
- Periodically reporting CAC activities to LEA Governing Boards; and
- Serving on standing and special committees of the CAC.

Community Advisory Committee members assist with parent education by:

- Organizing and participating in parent support groups;
- Developing and distributing informational materials of interest to parents;
- Organizing, attending and participating in local, regional and state CAC workshops and conferences.

Community Advisory Committee members promote community involvement activities by organizing and participating in community events and participating in public relations efforts.

## Meeting Times and Locations

Regular meeting times and locations shall be established by the SELPA in conjunction with the CAC. All meetings are open to the public. The CAC shall meet as frequently as necessary, but not less than three times between September and June. Special meetings of the CAC may be scheduled when necessary when requiring updates to the El Dorado County SELPA Local Plan. A notice of meeting and agenda of all regularly scheduled meetings shall be posted for review ten (10) days to the meeting at the SELPA Office, the El Dorado County Office of Education, and each local district main office.

**For information regarding the El Dorado County SELPA Community Advisory Committee (CAC), please call the El Dorado County SELPA office at 530.295.2462 or contact your LEA/district.**