

WEST END  
SPECIAL EDUCATION LOCAL PLAN AREA

# LOCAL PLAN FOR SPECIAL EDUCATION

Approved January 20, 2017



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WEST END  
SPECIAL EDUCATION LOCAL PLAN AREA

Susan Bobbitt-Voth, SELPA Administrator

MEMBER LOCAL EDUCATION AGENCIES

Alta Loma School District

Central Elementary School District

Chaffey Joint Union High School District

Chino Valley Unified School District

Cucamonga School District

Etiwanda School District

Mountain View School District

Mt. Baldy Joint School District

Upland Unified School District

San Bernardino County Superintendent of Schools

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## SECTION I

# CERTIFICATION OF PARTICIPATION, COMPATIBILITY, AND COMPLIANCE ASSURANCES

SECTION I  
CERTIFICATION OF PARTICIPATION, COMPATABILITY,  
AND  
COMPLIANCE ASSURANCES

SED-LP 1-Certification of Participation, Compatibility, Compliance

FREE APPROPRIATE PUBLIC EDUCATION (20 USC § 1412 (a)(1))

It shall be the policy of this LEA that a free appropriate public education is available to all children residing in the LEA between the ages of 3 through 21 inclusive, including students with disabilities who have been suspended or expelled from school.

FULL EDUCATIONAL OPPORTUNITY (20 USC § 1412 (a)(2))

It shall be the policy of this LEA that all pupils with disabilities have access to educational programs, nonacademic programs, and services available to non-disabled pupils.

CHILD FIND (20 USC § 1412 (a)(3))

It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services are identified, located and evaluated. A practical method is developed and implemented to determine which students with disabilities are currently receiving needed special education and related services.

INDIVIDUALIZED EDUCATION PROGRAM (IEP) AND INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP) (20 USC § 1412 (a)(4))

It shall be the policy of this LEA that an Individualized Education Program (IEP) or an Individualized Family Service Plan (IFSP) is developed, reviewed and revised for each child with a disability who requires special education and related services in order to benefit from his/her individualized education program. It shall be the policy of this LEA that a review of an IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions.

LEAST RESTRICTIVE ENVIRONMENT (20 USC § 1412 (a)(5))

It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special class, separate schooling, or other removal of a student with disabilities from the general educational environment, occurs only when the nature or severity of the disability of the student is such that education in general classes with the use of supplemental aids and services cannot be achieved satisfactorily.

PROCEDURAL SAFEGUARDS (20 USC § 1412 (a)(6))

It shall be the policy of this LEA that children with disabilities and their parents shall be afforded all procedural safeguards throughout the provision of a free appropriate public education including the identification, evaluation, and placement process.

EVALUATION (20 USC § 1412 (a)(7))

It shall be the policy of this LEA that a reassessment of a student with a disability shall be conducted at least once every three years or more frequently, if appropriate.

CONFIDENTIALITY (20 USC § 1412 (a)(8))

It shall be the policy of this LEA that the confidentiality of personally identifiable data information and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act (FERPA).

PART C, TRANSITION (20 USC § 1412 (a)(9))

It shall be the policy of this LEA that a transition process for a child who is participating in Early Intervention Programs (IDEA, Part C) with an IFSP is begun prior to a toddler's third birthday. The transition process shall be smooth, timely and effective for the child and family.

PRIVATE SCHOOLS (20 USC § 1412 (a)(10))

It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents.

LOCAL COMPLIANCE ASSURANCES (20 USC § 1412 (a)(11))

It shall be the policy of this LEA that the local plan shall be adopted by the appropriate local boards of the districts and San Bernardino County Superintendent of Schools and is the basis for the operation and administration of special education programs; and that the agencies herein represented will meet all applicable requirements of state and federal laws and regulations, including compliance with the Individuals with Disabilities Education Act, the Federal Rehabilitation Act of 1973, Section 504 of Public Law and the provisions of the California Education Code, Part 30.

INTERAGENCY (20 USC § 1412 (a)(12))

It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for FAPE are provided, including the continuation of services during an interagency dispute resolution process.

GOVERNANCE (20 USC § 1412 (a)(13))

It shall be the policy of this LEA to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the Local Plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Educational Agency.

PERSONNEL QUALIFICATIONS (20 USC § 1412 (a)(14))

It shall be the policy of this LEA to ensure that personnel providing special education related services meet the highly qualified requirements as defined under federal law, including that those personnel have the content knowledge and skills to serve children with disabilities.

This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the CDE about staff qualifications.

PERFORMANCE GOALS & INDICATORS (20 USC § 1412 (a)(15))

It shall be the policy of this LEA to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by the CDE.

PARTICIPATION IN ASSESSMENTS (20 USC § 1412 (a)(16))

It shall be the policy of this LEA that all students with disabilities shall participate in state and district-wide assessment programs. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments, consistent with state standards governing such determinations.

SUPPLEMENTATION OF STATE/FEDERAL FUNDS (20 USC § 1412 (a)(17))

It shall be the policy of this LEA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA; will be used to supplement and not to supplant state, local and other Federal funds those funds.

MAINTENANCE OF EFFORT (20 USC § 1412 (a)(18))

It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of children with disabilities except as provided in Federal law and regulations.

PUBLIC PARTICIPATION (20 USC § 1412 (a)(19))

It shall be the policy of this LEA that public hearings, adequate notice of the hearings, and an opportunity for comment available to the general public, including individuals with disabilities and parents of children with disabilities are held prior to the adoption of any policies and/or regulations needed to comply with Part B of the IDEA.

RULE OF CONSTRUCTION (20 USC § 1412 (a)(20))

(Federal requirement for State Education Agency only)

STATE ADVISORY PANEL (20 USC § 1412 (a)(21))

(Federal requirement for State Education Agency only)

SUSPENSION/EXPULSION (20 USC § 1412 (a)(22))

The LEA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the LEA further assures that policies, procedures and practices related to the development and implementation of the IEPs will be revised.

ACCESS TO INSTRUCTIONAL MATERIALS (20 USC § 1412 (a)(23))

It shall be the policy of this LEA to provide instructional materials to blind students or other students with print disabilities in a timely manner according to the state adopted National Instructional Materials Accessibility Standard.

OVERIDENTIFICATION AND DISPROPORTIONALITY (20 USC § 1412 (a)(24))

It shall be the policy of this LEA to prevent the inappropriate disproportionate representation by race and ethnicity of students with disabilities.

PROHIBITION ON MANDATORY MEDICINE (20 USC § 1412 (a)(25))

It shall be the policy of this LEA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substances Act as a condition of attending school or receiving a special education assessment and/or services.

DISTRIBUTION OF FUNDS (20 USC § 1411(e),(f)(1-3) (Federal requirement for State Education Agency only)

DATA (20 USC § 1418 a-d)

It shall be the policy of this LEA to provide data or information to the California Department of Education that may be required by regulations.

READING LITERACY (State Board requirement, 2/99)

It shall be the policy of this LEA that in order to improve the educational results for students with disabilities, SELPA Local Plans shall include specific information to ensure that all students who require special education will participate in the California Reading Initiative.

CHARTER SCHOOLS (E.C. 56207.5 (a-c))

It shall be the policy of this LEA that a request by a charter school to participate as a local educational agency in a special education local plan area may not be treated differently from a similar request made by a school district.

In accordance with federal and state laws and regulations, the West End SELPA ensures that policies and procedures covered by this assurance statement are on file at the Local Education Agency and/or SELPA office.

Be it further resolved that the Superintendent shall administer the local implementation of procedures, in accordance with state and federal laws, rules, and regulations, which will ensure full compliance.



WEST END SELPA  
SPECIAL EDUCATION LOCAL PLAN AREA  
LOCAL PLAN APPROVAL

District	Date of Local Board Meeting	Superintendent Signature
Alta Loma		
Central		
Chaffey Joint Union		
Chino Valley Unified		
Cucamonga		
Etiwanda		
Mountain View		
Mt. Baldy Joint		
Upland Unified		
San Bernardino County Superintendent of Schools		

West End  
Special Education Local Plan Area  
2015-16

WEST END SELPA REVIEW COMMITTEE LISTING

Administrator	West End Special Education Local Plan Area	Susan Bobbitt-Voth
Director	Special Education, Alta Loma School District	Loren Thompson
Director	Special Education, Chino Valley Unified School District	Anne Inglesrud
Director	Special Education, Etiwanda School District	Beth Freer
Director	Special Education, Mountain View School District	Jan Van Dyke
Director	West End Student Services, San Bernardino County Superintendents' of School	Peggy McFee
Member	Community Advisory Committee West End Special Education Local Plan Area	Sharon Neault
Principal	Elementary, Chino Valley Unified School District	Shawna Petit-Dinkins
Program Manager	West End Special Education Local Plan Area	Royal Lord
Teacher	Preschool, Etiwanda School District	Janie Jarvis
Teacher	General Education, Chino Valley Unified School District	Christy Koenig
Teacher	Special Education, Cucamonga School District	Meredith Fierro, Bobby Baltierra

SECTION II

GOVERNANCE  
AND  
ADMINISTRATION

## SECTION II GOVERNANCE AND ADMINISTRATION

### 1. GOVERNING BODY (Education Code 56205(a)(12)(A), 56207.5)

The governing body of the SELPA is the Superintendents' Council. The Superintendents' Council is composed of the Superintendent of each Local Education Agency (LEA) within the SELPA. Members of the Superintendents' Council are responsible to the governing board of their respective local education agency. The San Bernardino County Superintendent of Schools serves as the Responsible Local Agency (RLA) as defined in Education Code 56030, or administrative unit as referred to in Education Code 56205(a)(12)(D)(ii). The RLA Superintendent or his/her designee serves as Chairperson of the Council. One other superintendent is selected as Vice-Chairperson. The SELPA Administrator serves as Secretary to the Council. All structural changes within the organization of the SELPA, including changes in governance, are decided through deliberations of the Superintendents' Council. Each superintendent may cast one vote, if necessary, to accept or reject changes within the system. Procedures to present requests for withdrawal from or admission to the SELPA are included in the Bylaws (Appendix A).

Any independent charter school admitted to the SELPA shall participate in SELPA governance in the same manner as other local educational agencies of the SELPA.

All conflicts are ultimately resolved through the same procedure delineated above. However, most concerns are managed within various committee interactions. Program issues and staffing needs are examined by the Program Advisory Committee. Fiscal concerns are managed by the Finance Advisory Committee. If necessary, recommendations can be given to the SELPA administrator for ultimate consideration by the Superintendents' Council. Voting membership on the Superintendents' Council is one vote per LEA.

### 2. GOVERNANCE (Education Code 56205)

Each Local Education Agency will defend and indemnify the RLA against, and will hold and save RLA, its officers, agents, and employees harmless from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivisions, or any other organization arising out of the operation or maintenance or other activities of the LEA or its agents, employees, or independent contractors under this agreement.

### 3. GOVERNANCE STRUCTURE AND ADMINISTRATIVE SUPPORT (Education Code 56140, 56195, 56195.1, 56195.3, 56195.5)

The local education agencies within the West End of San Bernardino County join together pursuant to Sections 56140 and 56195 of the California Education Code to adopt a plan to assure access to special education and services for all eligible individuals with disabilities residing in the geographic area served by these agencies, hereafter known as the West End Special Education Local Plan Area, West End SELPA. In adopting the Local Plan, each participating agency agrees to carry out the duties and responsibilities assigned to it within the plan. Participating agencies may enter into additional contractual arrangements to meet the requirements of applicable federal and state law.

4. RESPONSIBILITY OF PARTICIPATING AGENCIES (Education Code 56195.1(b)(2), 56195.5, 56207)

In adopting the Local Plan, each participating local education agency agrees to carry out the duties and responsibilities assigned to it within the plan. Each agency shall provide special education and services to all eligible students within its boundaries, including students attending charter schools where that local education agency of the SELPA has granted that charter. In addition, each agency shall cooperate to the maximum extent possible with other agencies to serve individuals with disabilities who cannot be served in the local education agency of residence programs. Such cooperation ensures that a range of program options is available throughout the West End SELPA.

Any participating local education agency may provide for the education of special education students in special education programs maintained by other districts or counties, and may include within the special education program students who reside in other districts or counties.

Changes or amendments to the permanent portion of the Local Plan, which excludes Appendices only, may be considered by the Superintendents' Council. The Superintendents' Council may adopt amendments to the permanent portion of the Local Plan on an interim basis, which is not to exceed one school year. Amendments approved in this manner shall become permanent upon subsequent approval by all local education agencies governing boards and the State Board of Education.

5. WITHDRAWAL FROM SELPA (Education Code 56195.3(b))

A member LEA will cooperate with the county office and other school districts in the geographic area in planning its options under EC 56195.1 and each fiscal year, notify the California Department of Education, impacted special education local plan areas, and participating county offices of its intent to withdraw from the SELPA at least one year prior to the proposed effective date of the implementation to the alternative plan. Any such plan will be submitted to the county office for review in accordance with guidelines approved by the Superintendents' Council.

Any district initiating a proposal to withdraw from the SELPA shall bear the total cost of consultants retained by the LEA or SELPA to provide a thorough analysis of legal or fiscal implications caused by such proposed action. In addition, any due process costs associated with a withdrawal from SELPA or program transfer within the SELPA shall be born entirely by the district initiating the change.

When the local plan is revised, each LEA governing board must approve the plan in order for the district to continue as a participant in the West End SELPA. When an LEA board does not approve the plan, the LEA will have the opportunity to bring its concerns to the Superintendents' Council for review. Subsequently, the Council may determine a deadline for the LEA governing board to approve the plan or be terminated from the SELPA. If the LEA does not meet the deadline, the Council shall consider this as notice to withdraw from the SELPA. If the district does not submit its intent to withdraw, the Council will notify the district and the California Department of Education of its intent to move forward with the termination.

In the event a district is terminated, the district shall bear the total cost of consultants retained by the LEA and the SELPA to provide a thorough analysis of legal or fiscal implications caused by this action. In addition, all costs, including but not limited to due process, associated with the termination from the SELPA shall be born entirely by the district being terminated.

6. PROGRAM TRANSFERS WITHIN THE SELPA (Education Code 56207)

Any LEA initiating a transfer of educational programs and services already in operation within the SELPA shall follow appropriate Education Codes. In the event an LEA desires to initiate program or services transfers, a transfer planning committee made up of three SELPA governance members chosen by their peers shall be designated to address, at a minimum, all of the following: pupil needs, the availability of the full continuum of services to affected pupils, the functional continuation of the current IEPs of all affected pupils, the provision of service in the least restrictive environment from which affected pupils can benefit, the maintenance of appropriate support services, the assurance that there will be compliance with federal and state laws and regulations as well as SELPA policies, and the means through which parents and staff were represented in the planning process.

The day on which the transfer of programs will take effect may be no earlier than the first day of the second fiscal year beginning after the date on which the sending or receiving agency has informed the other agency and the Superintendents' Council, unless the Superintendents' Council unanimously approves the transfer take effect on the first day of the first year following the date of receipt of notification.

The approved SELPA guidelines for program transfer will be followed by SELPA staff as well as all affected agencies. Alternate dispute resolution pursuant to Education Code 56205 (d) will be utilized if either sending or receiving agency disagrees with the proposed transfer. All costs associated with due process actions will be paid by the agency initiating the program or service transfer.

7. IMPLEMENTATION OF ADMINISTRATIVE FUNCTIONS (Education Code 56195(b)(3)(c)(2), 56195.1, 56205 (a)(12)(D)(ii), 56205(a)(12)(D)(ii)(IV))

The San Bernardino County Superintendent of Schools is designated as the Responsible Local Agency (RLA) for the West End SELPA. It shall be responsible for functions such as, but not limited to:

- (1) Receipt and distribution of special education funds to district accounts for the operation of special education programs and services.
- (2) Receipt and distribution of special education funds to accounts exclusively designated for SELPA use.
- (3) The employment of staff in accordance with direction from the Superintendents' Council for functions the SELPA is required to provide.

The West End SELPA office is designated as the entity responsible for the administration of the Local Plan and assuring that the SELPA is in compliance with all applicable laws and regulations.

8. RESPONSIBILITIES OF SUPERINTENDENTS (Education Code 56205(a)(12 (D)(i), 56195.1, 56205(b))

The superintendents of each participating local education agency, or chief official in the case of a Charter School approved as a Local Educational Agency by the SELPA Superintendents' Council, shall be responsible for special education programs operated by the agency and for implementing all requirements of the Local Plan.

A charter school that operates as its own local education agency for special education purposes shall participate in the governance of the SELPA in the same manner as all local education agencies.

The Superintendents' Council shall be responsible for the following areas of Local Plan administration:

- (1) Selection and annual evaluation of the SELPA Administrator.
- (2) Designation of participants for the Program Advisory Committee and Finance Advisory Committee.
- (3) Establishment and promotion of a Community Advisory Committee.
- (4) Establishment of the number and type of SELPA office staff employed by the SELPA for SELPA-wide services.
- (5) Review, approve, and monitor all budgets assigned to the SELPA.
- (6) Provide leadership to the SELPA regarding the development, revision, implementation and review of the Local Plan.
- (7) Review, approve, and monitor the allocation of special education funds to local education agencies.
- (8) Approve all SELPA policies, regulations, standards, and guidelines.

The Superintendents' Council shall meet on a regular basis according to Brown Act requirements and shall receive and act upon information provided by the Program Advisory Committee, Finance Advisory Committee, Community Advisory Committee, and the SELPA Administrator to assist in the administration of the SELPA. Members of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the plan, may address questions or concerns to the Superintendents' Council at a regularly scheduled meeting.

9. RESPONSIBILITIES OF LOCAL EDUCATION AGENCY BOARD MEMBERS  
(Education Code 56195.1, 56195.5)

Local education agency boards shall:

- (1) Exercise authority over, assume responsibility for, and be fiscally accountable for special education programs operated by the agency.
- (2) By approving the Local Plan, enter into an Agreement for Participation (see Appendix B) with other local education agencies participating in the plan, for purpose of delivery of regional services and programs.
- (3) Review and approve revisions of the West End SELPA Local Plan for Special Education.
- (4) Participate in the governance of the West End SELPA through their designated representative to the Superintendents' Council. The governing boards provide the designated Superintendents' Council member with the authority to act as the board designee to approve and amend policies as necessary.

If the San Bernardino County Superintendent of Schools provides services to more than one SELPA within the county, relevant provisions of contracts between the county office and its employees governing wages, hours, and working conditions shall supersede like provisions contained in any other plan submitted.

10. RESPONSIBILITIES OF LOCAL EDUCATION AGENCY ADMINISTRATORS (Education Code 56205(a)(12)(D)(ii)(III))

Local education agency administrators of special education are responsible for the coordination of special education service and programs within their agencies and for the implementation of the Local Plan. The administrators participate on the Program Advisory Committee and the Finance Advisory Committee, which are given authority by the Superintendents' Council to develop policies and procedures, which are presented to the Superintendents' Council for approval.

Program Advisory Committee

Each participating LEA appoints an appropriate administrator of special education programs to

membership on the Program Advisory Committee. The duties of the Program Advisory Committee include, but are not limited to, the following:

- (1) Provide information and recommendations for the development, modification, and implementation of the Local Plan to the Superintendents' Council.
- (2) Develop and implement procedures for the identification, referral, assessment, IEP development, and placement of individuals with disabilities as established by the Local Plan.
- (3) Develop forms, procedures and recommendations for programs and services for review, modification, and approval by the Superintendents' Council.
- (4) Review, modify and recommend an annual budget for SELPA operations, including Regional Services and Program Specialist allocations for review, modification, and approval by the Superintendents' Council.
- (5) Recommend and monitor inservice/staff development programs, including parent education activities, for review, modification, and approval by the Superintendents' Council.
- (6) Provide recommendations for membership for the Community Advisory Committee.
- (7) Develop the Annual Service Plan for approval by the Superintendents' Council.

The Program Advisory Committee may be requested by the Superintendents' Council to provide advice or assistance in other areas as needs are identified within the SELPA.

The Program Advisory Committee meets on a regular basis. The SELPA Administrator serves as the secretary of the committee and is responsible for providing timely written notice of the meeting and agenda, minutes for the meeting and additional documentation as needed to provide for informed decision making.

In addition to carrying out the responsibilities identified in the Local Plan, the Program Advisory Committee may choose to form special work groups to focus on special issues. Such work groups shall report to the Program Advisory Committee or Superintendents' Council, as appropriate.

A charter school that has been approved to operate as its own local education agency for special education purposes shall be represented on the Program Advisory Committee and Superintendents' Council in the same manner as all local education agencies.

#### Finance Advisory Committee

Each participating LEA appoints a person to the Finance Advisory Committee who is knowledgeable in the area of special education finance. The duties of the Finance Advisory Committee include, but are not limited to, the following:

- (1) Provide information and recommendations for the development, modification, and implementation of the SELPA funding allocation plan to the Superintendents' Council.
- (2) Review and make recommendations to the Superintendents' Council regarding decisions that impact the finances of local education agencies.
- (3) Develop the Annual Budget Plan for approval by the Superintendents' Council.

The Finance Advisory Committee may be requested by the Superintendents' Council to provide advice or assistance in other areas as needs are identified within the SELPA.

The Finance Advisory Committee meets on a regular basis. The Fiscal Analyst serves as the chairperson of the committee and is responsible for providing timely written notice of the meeting and agenda, minutes for the meeting and additional documentation as needed to provide for informed decision making.



In addition to carrying out the responsibilities identified in the Local Plan, the Finance Advisory Committee may choose to form special work groups to focus on special issues. Such work groups shall report to the Finance Advisory Committee or Superintendents' Council as appropriate.

A representative of a charter school that operates as its own local education agency for special education purposes may be appointed to participate on the Finance Advisory Committee in the same manner as all local education agency representatives.

11. SELPA STAFFING (Education Code 56205 (a) (12)(D)(ii))

The governing boards of each of the participating local education agencies agree to invest the Superintendents' Council with the responsibility of designating an appropriate agency as the Responsible Local Agency (RLA) for the administration of the Local Plan and its implementation. The boards assure that the Superintendents' Council shall identify the need for and designate positions necessary for the operation of the SELPA functions according to this policy.

SELPA Administrator

The fundamental role of the SELPA Administrator is to direct all SELPA staff, as well as provide leadership and facilitate the decision making process. The SELPA Administrator's role includes the provision of information, specific services identified by the Superintendents' Council, technical assistance, leadership and arbitration. It is the SELPA Administrator's responsibility to represent the interests of the SELPA as a whole without promoting any particular local education agency interest over the interest of any other agencies. In the event there are differences of opinions and/or positions on issues, it is the SELPA Administrator's responsibility to mediate a reasonable resolution of the issue(s).

The Superintendents' Council shall be responsible for the selection, direction, monitoring, discipline, and annual evaluation of the SELPA Administrator. The Superintendents' Council shall be assisted in the hiring and selection process by the Responsible Local Agency. It is understood that this includes responsibility for any allegations of violations arising under the federal and state equal employment law.

The SELPA Administrator is subject to the Responsible Local Agency's policies and procedures for day-to-day operations, but receives direction from, and is responsible to, the Superintendents' Council. The SELPA Administrator is evaluated by a joint committee comprised of the Responsible Local Agency Superintendent and two other superintendents chosen by their peers from the Superintendents' Council.

SELPA Staff

The Superintendents' Council shall be responsible for designating the staff to support the functioning of the SELPA. In reviewing and approving the SELPA budgets on an annual basis, the Superintendents' Council designates the staffing for the SELPA office upon recommendation of the SELPA Administrator.

SELPA staff shall be employed by the Responsible Local Agency and supervised by the SELPA Administrator according to the Responsible Local Agency's policy and practices. The SELPA Administrator shall use a selection process that is in accordance with the law and personnel policies of the Responsible Local Agency.

The supervision of West End SELPA staff will be determined by the SELPA Administrator. An organizational chart showing the staff to be supervised by the members of the SELPA management team will be provided to the governance committees annually.

### Program Manager –Alternative Services Unit

The description of due process procedures in Education Code Sections 56500 – 56508, for purposes of Code of Federal Regulations, 34 C.F.R. 300.500 – 300.529, is hereby included in the Local Plan by reference. Within the SELPA administrative unit, a program manager responsible for due process and individual protections is employed. This person assists and/or conducts the procedures involved in alternative dispute resolution, due process hearings, complaints, and investigations for all participating units within the SELPA. Inherent to this assignment is dissemination of information and initiation of procedures that ensure compliance with all parent/child rights requirements. These include availability of parent/child rights notices, equal access to programs, correction of identified program/service problems, and compliance with mandated timelines for assessment and placement of children.

The following job elements are identified with this position:

- (1) Inter-SELPA program placements
- (2) Placement in as well as oversight and evaluation of nonpublic schools
- (3) Determination of as well as oversight and evaluation of private services/nonpublic agencies (NPA)
- (4) Review and assistance in district IEP team procedures
- (5) Review of compliance procedures within all SELPA participating units
- (6) Assistance to local units in complaint/mediation procedures and alternative dispute resolution
- (7) Represent districts at due process fair hearings

The supervision of West End SELPA staff will be determined by the SELPA Administrator. An organizational chart showing the staff to be supervised by the members of the SELPA management team will be provided to the governance committees annually.

Any district failing to adhere to SELPA advice regarding state and federal law relative to the IEP development process shall bear any and all subsequent due process or private contracting costs associated with said independent actions. West End SELPA notification of fiscal responsibility shall be in the form of a written formal memo directed to the district special education director with a copy to the district superintendent.

Any district wishing to appeal this decision by the SELPA Administrator shall request the matter be placed on the agenda at a Program Advisory Committee meeting with a subsequent recommendation to Superintendents' Council for final action.

All contacts with SELPA-retained attorneys or legal consultants shall be made only after approval of the SELPA Administrator, or designee. Any district initiating contact with a legal advisor without prior approval will bear the cost of the contract.

### Counseling Services

The SELPA employs licensed counselors to serve students receiving special education and their parents who reside within the SELPA. Counseling services are provided in accordance with SELPA guidelines. Counseling interns are utilized as appropriate. Effective July 1, 2014 and based on the Superintendents' Council decision on February 21, 2014, the SELPA will continue to provide: staff development training; counseling and assessment services through a fee-for-service model; and case management for students with IEPs that include counseling services and who are placed in nonpublic schools and residential treatment centers.

### Program Manager – Staff and Curriculum Development

A program manager responsible for SELPA-wide staff and curriculum development activities is employed by the SELPA. This individual interacts with all local districts to determine staff development needs, initiate training activities/programs, and manage resources available to support staff development training and transition services for all individuals who are responsible for special education and for youth with disabilities. Activities are initiated through the Program Advisory Committee as well as with various teacher/administrator groups. Program specialists, behavior specialists, transition staff, school-to-career staff (vocational team members hired under grants including but not limited to Transition Partnership Program, WorkAbility1 and the CaPROMISE Grant), and teacher-on-assignment positions may be supervised by this program manager.

### Program Specialists (Education Code 56205 (b)(1)(F), 56206, 56368)

The program specialists are employed by the SELPA and serve the SELPA districts. The Superintendents' Council designates the number and type of specialists upon recommendation of the Program Advisory Committee as well as approves the SELPA budget for its expenditures. The Program Specialist holds a valid special education credential or a school psychologist authorization and has advanced training and related experience in the education of individuals with exceptional needs. The Program Specialist also has specialized, in-depth knowledge in preschool disabilities, career vocational development, or one or more areas of major disabling conditions.

The governing boards of the local education agencies identify the importance of employment of program specialists to provide unique and necessary services to the agencies and to pupils in the SELPA. Program specialists shall provide the following services:

- (1) Observe, consult with, and assist, in accordance with local education agency procedures, special education teachers and support staff.
- (2) Utilize evidence-based data to plan programs, coordinate curricular resources and share in the evaluation of the effectiveness of programs for children with disabilities.
- (3) Assist with local education agency staff development, program development and innovation of special methods and approaches.
- (4) Provide coordination, consultation and program development in one or more specialized areas of expertise.
- (5) Upon request, participate in and/or conduct IEP team meetings where technical assistance is needed.
- (6) Assist in mediation, due process hearings and compliance proceedings by providing expertise in knowledge of special education law and regulations as well as programs and appropriate interventions available throughout the SELPA.
- (7) Assist in developing training for parents and members of the Community Advisory Committee.
- (8) Provide in-service training and technical assistance for general and special education teachers, administrators, support staff and parents
- (9) Assist as a liaison to various community agencies such as Department of Behavioral Health, Department of Rehabilitation, Inland Regional Center, California Children's Services, and the Probation Department.
- (10) Conduct nonpublic school visitations to verify students are making appropriate educational progress in accordance with the IEP.
- (11) Coordinate the assessment of student needs for assistive technology or specialized in the least restrictive environment.
- (12) Direct instructional support.

### Behavior Specialist

The functions of the behavior specialists are driven by Education Code requirements as well as IEP team specification which include inservice training; activity organization; individual parent, teacher, and student support; intra-SELPA communication; student socialization activities; and committees and councils for support and planning. Behavior specialists promote implementation of these activities throughout the region.

These behavior specialists are employed by the SELPA and supported by regional service funds as well as the fee-for-service structure. They are selected to represent skills and expertise in specific areas of disability, and they provide coordinated, centralized, and individualized service.

### Vocational Assessment and Transition Planning

School-to-work activities are provided through vocational assessment, WorkAbility activities, and on-the-job training opportunities, when appropriate, as well as linkage to the Department of Rehabilitation. A "Work Project" program provides work from the community to be completed in the classroom setting as appropriate. Transition planning is developed as part of the IEP process.

### Teacher-On-Special-Assignment

Teachers-On-Special Assignment (TOSA) are employed by the SELPA or contracted with districts in the SELPA. They serve the SELPA under the supervision of a Program Manager. The Superintendents' Council approves the number and type of (TOSA) s upon recommendation of the Program Advisory Committee.

(TOSA)'s are supported by regional service funds and may be employed permanently or for a limited, contracted period of time. They are selected to represent skills and expertise in specific areas of disability as well as provide coordinated, centralized, and individualized service.

### Fiscal Consultant

The Fiscal Consultant is the primary fiscal advisor employed by the SELPA. The Fiscal Consultant is responsible for the development, implementation, and maintenance of fiscal operations and procedures as well as the analysis of fiscal data and the preparation of fiscal and budgetary reports in support of SELPA operations.

### Other Administrative Services

West End Student Services – While employed as a San Bernardino County Superintendent of Schools (SBCSS) employee, the county area director works collaboratively with the SELPA Administrator for all program effectiveness and quality issues. Through communication with the area director, the SELPA Administrator assures that services provided by the West End Student Services comply with SELPA polices/guidelines and interface effectively with program services provided by other units within the consortium.

Management Information System – the SELPA is responsible for effective collection and maintenance of data relevant to program, placement of children, and other data required by state and federal mandates.

Fiscal Consultant Service – accounting services are provided in the areas of excess cost billings, audit procedures, and other areas of special education finance.

12. REGIONALIZED SERVICES AND OPERATIONS (Education Code 56195.1 56195.7, 56205, 56206)

The SELPA Administrator shall serve on behalf of the member local education agencies and implement the Local Plan including the following regional services and operations:

- (1) Coordination of the SELPA and the administration of the Local Plan
- (2) Coordinated system of identification and assessment
- (3) Coordinated system of procedural safeguards
- (4) Coordinated system of staff development and parent education
- (5) Coordinated system of curriculum development and alignment with the core curriculum
- (6) Coordinated system of internal program review, evaluation of the effectiveness of the local plan and implementation of a local plan accountability mechanism
- (7) Coordinated system of data collection and management
- (8) Coordination of interagency agreements
- (9) Coordination of services to medical facilities
- (10) Coordination of services to licensed children's facilities and foster family homes
- (11) Preparation and transmission of required SELPA reports
- (12) Fiscal and logistical support of the Community Advisory Committee
- (13) Coordination of transportation services for students with disabilities
- (14) Coordination of career, vocational, and transition services
- (15) Assurance of full educational opportunity
- (16) Fiscal administration and the allocation of state and federal funds
- (17) Direct instructional support provided by program specialists
- (18) Direct programmatic support provided by behavior specialists
- (19) Coordination of the distribution and assignment of specialized equipment and services
- (20) Coordination of services to individuals with exceptional needs in juvenile court schools or county community schools pursuant to EC 56150

13. DISPUTE RESOLUTION (Education Code 56205(b)(5))

In the event of a disagreement among local education agencies, local education agencies and the Responsible Local Agency, local education agencies and/or the Responsible Local Agency and the SELPA regarding the distribution of funding, responsibility for service provision and any other governance activities specified in the Local Plan, it is the intent of the Superintendents' Council that issues be resolved at the lowest level possible in the governance structure outlined in the Local Plan. The Superintendents' Council is considered to be the board of last resort. This policy is intended to resolve disagreements within a period of 45 days, but is not intended to undermine local authority.

If a local education agency disagrees with a decision or practice of another agency or the SELPA office, that local education agency has a responsibility to discuss and attempt resolution of the disagreement with the party, or parties, directly involved. The parties involved will present the issues to their respective superintendents, or designees, who will attempt to resolve the matter. Either party may request the direct assistance of the SELPA Administrator, or his/her designee, or Chair of the Superintendents' Council or the services of a neutral mediator from outside the SELPA. In the event the issue has not been resolved, either party may request review by the Program Advisory Committee or Finance Advisory Committee. If either party disagrees with the recommendation of the Program Advisory Committee or Finance Advisory Committee, either party may request that the issue be placed on the Superintendents' Council agenda. If this process fails, the parties may pursue a hearing on the issues and resolution with the Superintendents' Council. The decision of the Superintendents' Council shall be final.

14. METHOD OF DISTRIBUTION OF FEDERAL AND STATE FUNDS (Education Code 56205(a)(12)(D)(ii), 56205 (b)(1) and 56195 (h))

All federal and state special education funds shall be allocated to the SELPA for distribution to local education agencies according to an approved Special Education Funding Allocation Plan. The Superintendents' Council shall make any changes to the allocation of federal and state special education funds. The SELPA Administrator is responsible to ensure that the funds are distributed in accordance with the funding allocation plan.

15. RESPONSIBILITIES FOR DISTRIBUTION OF FEDERAL AND STATE FUNDS (Education Code 56195, 56195.1 (b) (3))

The governing boards of the local education agencies participating in the SELPA have agreed that students with disabilities will be provided with appropriate special education services. The Superintendents' Council has been designated the authority to determine the distribution of all federal and state special education funds in order for local education agencies to carry out their responsibilities. The SELPA shall be responsible for the distribution of the funds according to an approved Special Education Funding Allocation Plan. The SELPA Administrator is responsible to ensure that the funds are distributed in accordance with the funding allocation plan.

The fiscal analyst shall develop the Annual Budget Plan for review and recommendation by the Finance Advisory Committee to the Superintendents' Council for approval. A public meeting shall be held annually to provide the Community Advisory Committee and members of the public the opportunity to review the Annual Budget Plan and Annual Services Plan and provide input to the Superintendents' Council. Upon approval by the Superintendents' Council, these documents shall be submitted to the LEAs and the California Department of Education.

16. PROVISION OF SPECIAL EDUCATION SERVICES TO STUDENTS WITH DISABILITIES (Education Code 56195.7(a), 56205 (a)(12)(D)(ii)(III), 56205(b)(1)(C,E), 56205(b)(1)(D), 56303)

The SELPA provides a full continuum of services to students with disabilities, including students in charter schools as well as alternative education, throughout the geographic region of the SELPA. Access to services is through each of the local education agencies. The referral, assessment and IEP process is utilized to identify the needs of each individual student with disabilities. The local education agencies have committed to policies and procedures to assure that students will have their rights to appropriate supplemental aids and services provided in the least restrictive environment. A student shall be referred for special educational instruction and services only after the resources of the general education program have been considered and where appropriate, utilized.

The Program Advisory Committee shall identify on a regular basis any unmet needs for students within the SELPA. With the assistance of the SELPA Administrator and administrative staff, the Program Advisory Committee identifies the resources within the SELPA that could provide the appropriate services. When services are required beyond the programs and services being provided by any local education agency, the Program Advisory Committee shall develop a plan for consideration by the Superintendents' Council. Any plan having a fiscal impact on local education agencies shall be reviewed by the Finance Advisory Committee prior to consideration by the Superintendents' Council.

17. DEVELOPMENT OF THE ANNUAL SERVICE PLAN (Education Code 56205(b)(2))

West End SELPA is required to submit an "Annual Service Plan" to the California Department of Education. The Program Advisory Committee shall develop the Annual Service Plan for review by the Community Advisory Committee and approval by the Superintendents' Council. A public meeting shall be held annually to provide the Community Advisory Committee and members of the public the

opportunity to review the Annual Budget Plan and Annual Services Plan and provide input to the Superintendents' Council. Upon approval by the Superintendents' Council, these documents shall be submitted to the California Department of Education.

The Superintendents' Council shall adopt policies to describe program and service options available in the SELPA. Innovative service designs or the piloting of new options is encouraged, however after one year of operation, the LEA providing the service must present the new service delivery model to the Superintendents' Council for adoption. The Superintendents' Council may provide guidelines for staffing patterns, student patterns, curriculum, and/or instructional methodology.

Amendments to the Annual Service and Budget Plans (EC 56205(b)(1))

The governing boards of the local education agencies agree to designate authority to the Superintendents' Council to approve the SELPA-wide annual service and budget plans and any subsequent modifications.

18. MONITORING THE USE OF SPECIAL EDUCATION FUNDS (Education Code 56205(a)(12)(ii)(IV))

It is the intent of the SELPA that the needs of students with disabilities as identified in the IEP shall be met. Funds allocated for special education programs shall be used for services to students with disabilities. Federal funds under Part B of IDEA may be used for the following activities:

- (1) For the costs of special education and related services and supplementary aids and services provided in a general education class or other education-related setting to a child with a disability in accordance with the IEP for the child, even if one or more nondisabled children benefit from these services.
- (2) To develop and implement a fully integrated and coordinated services system.

The SELPA Administrator, with the assistance of the Program Advisory Committee, the Finance Advisory Committee, and the Responsible Local Agency, shall be responsible to monitor on an annual basis the appropriate use of all funds allocated for special education programs. The Superintendents' Council through the Annual Budget Plan process shall make final determination and action regarding the appropriate use of special education funds.

19. PREPARATION OF PROGRAM AND FISCAL REPORTS (Education Code 56205(a)(12)(D)(ii)(V))

The SELPA Administrator, with the assistance of the Fiscal Consultant, Program Advisory Committee, Finance Advisory Committee, and Responsible Local Agency, shall be responsible to prepare all program and fiscal reports required of the SELPA by the state.

20. SELECTION OF REPRESENTATIVES FOR DEVELOPMENT OF THE LOCAL PLAN (Education Code 56195.3)

The Local Plan is developed and updated cooperatively by a committee of representatives of special and general education teachers and administrators and representatives of charter schools selected by the groups they represent and with participation by the chair of the CAC Local Plan Committee to ensure adequate and effective participation and communication. Teacher participants shall be selected by their peers. General education and special education administrators shall be selected by the representative superintendents. Directors of charter schools shall be requested to select a representative to serve on the Local Plan committee

21. PUBLIC PARTICIPATION (Education Code 56205(b)(4))

Members of the public, including parents or guardians of individuals with exceptional needs who are

receiving services under the plan are informed of and invited to a public input meeting to discuss the plan. Notification of the public input meeting date is posted in member school districts for two weeks prior to the meeting date. The Local Plan is also presented as a discussion item at appropriate governance meetings. Members of the public, including parents or guardians of students with disabilities, may address, through standardized procedures, questions or concerns to the governing boards of the local education agencies, the Superintendents' Council, the Program Advisory Committee, the Finance Advisory Committee and any subcommittees of these governance groups.

22. CONSULTATIONS FOR POLICY AND BUDGET DEVELOPMENT (Education Code 56195.7(a), 56205(a)(12)(c))

All policy, procedure and budget development matters shall be reviewed by the Community Advisory Committee prior to action by the Superintendents' Council. Special education teachers, regular education teachers, administrators and parent members of the CAC shall participate in regular consultations regarding policy and budget development through input at regularly scheduled CAC meetings.

23. COMMUNITY ADVISORY COMMITTEE (CAC) (Education Code 56205 (a)(12)(C))

Membership in the Community Advisory Committee is by appointment and action of the participating LEA board of education. Each of the WESELPA districts has a board approved policy which outlines the process for nomination, selection and board approval of CAC members and alternates. A continuous effort is maintained to inform and interest parents in participating on the committee. Terms of office are approved as two years, and at least 51 percent of the committee's members are to be parents of special education students. Each CAC member will receive information that outlines the duties and responsibilities of the organization.

The SELPA Administrator works collaboratively with the CAC. Officers may request presentation, discussion, or explanation of any program service provided within the SELPA. The CAC chairman, in conjunction with other officers if necessary, may request to present information to any governance body within the SELPA. Additionally, the CAC shall prepare and present an annual report to the SELPA administrator regarding the status of programs and issues studied by the group. This report, if the individual members wish, may be presented to the board of education which appointed that member. Any concerns or recommendations determined to be of importance by the group may be presented at the CAC or other SELPA governance meetings for consideration in the rewriting of the local plan.

During its annual activities, the CAC will regularly forward communications to all parents of children receiving special education services within the SELPA via the district directors of special education. Parents will be invited to attend any of the regularly scheduled meetings held by the committee. Various programs of interest will be scheduled for presentation. The committee will determine the need to study various issues, and all interested community members will be invited to attend. Input by individual parents, teachers, and others will be encouraged. It will be the goal of the CAC to support all local and regional activities organized on behalf of students with special needs. A complete listing of their duties is as follows:

1. Assist the SELPA in the development and implementation of the local plan for special education.
2. Serve as a liaison between community members and the district administrator of special education.



3. Raise the community consciousness through parent education programs, and increase community acceptance of the differences in learning abilities in children and the need for educational and vocational provisions to accommodate these differences.
4. Provide a forum where needs can be assessed, issues can be raised, and suggestions for change and/or improvement can be discussed and recommendations for action can be made with respect to planning and provision of special education programs and services.
5. Provide a parent representative to participate on the evaluation team for the local plan for special education.
6. Interact with parent groups and individual students' parents to encourage consistent and continuous attendance of children to their school programs
7. Promote and elicit broad community support for special programs and services.
8. Submit a written report annually to the West End SELPA Program Advisory Committee and an annual report to the Superintendent of the Responsible Local Agency and LEA member boards of education.
9. Become familiar with the laws pertaining to special education and their implication for people with special needs.
10. Encourage the establishment of procedures to ensure public access to all written documentation related to state and federal laws, as well as the local plan.
11. Receive training regarding the selection and utilization of parent surrogates.

Parent education is facilitated through the network and communication of the Community Advisory Committee. Informative presentations are given during some CAC meetings to provide parent education. In depth parent training series are available through the SELPA to CAC members and all parents in the districts served by the SELPA. The CAC members continuously seek to recruit additional parents to participate in the meetings and activities.

24. COMMUNITY ADVISORY COMMITTEE MEMBERSHIP (Education Code 56205) See Appendix C for CAC Bylaws, Section 4.01.

25. BEHAVIORAL INTERVENTIONS FOR SPECIAL EDUCATION STUDENTS (Education Code 3001, 5CCR 3052, CFR 300.346-300.520, 56341(c)(2))

The SELPA shall develop procedures regarding behavioral assessment and intervention to guide all staff members and parents in responding to students with challenging behaviors. Behavioral assessment and intervention plans will be considered when a student's disciplinary actions constitute a "change of placement," when behaviors impede the learning of the student or others, and when behaviors occur that are dangerous to the student and others.

The West End SELPA has Policies and Procedures which outline the behavioral interventions for students receiving special education services within the West End SELPA region.

26. CHARTER SCHOOL POLICY

WEST END SELPA  
CHARTER SCHOOL POLICY  
Education Code 56195, 56195.1(f), 56207.5

Provision of Special Education Services to Students Voluntarily Enrolled in Charter Schools

A. Rationale

This policy applies to all dependent charter schools that are chartered by educational entities located within West End SELPA, as well as independent charter schools designated as a Local Education Agency (LEA). Additionally, this policy applies to any charter school petition granted by the County Board of Education or State Board of Education (SBE) in which oversight responsibilities have been assigned to a district within the SELPA (EC 47605(k)(1), 47605.5). In compliance with EC 47645, the West End SELPA will treat the review and approval of a charter school's request to be an LEA in the same manner as a request from another district to join the SELPA.

As students enrolled in charter schools are entitled to special education services provided by state and federal funding, the charter schools shall follow all applicable requirements of state and federal law regarding provision of special education services (EC 56000 et seq.), Individuals with Disabilities Education Act (20 U.S.C. Chapter 33).

B. Policy Statement

Special education and related services shall be provided to all eligible individuals within West End SELPA in accordance with this Local Plan. Students enrolled in charter schools chartered within the county shall receive services in a manner similar to students enrolled in member districts within the SELPA. Funding for special education services, participation in the governance structure and responsibility for provision of services shall be based on the status (dependent vs. independent of the individual charter school).

All approved charter schools will be deemed as public schools within a district unless the charter school has been deemed an LEA.

1. SELPA Involvement with Approval and Renewal of Charters

- a. Prior to approval of a new charter or renewal of an existing charter, the superintendent or designee of the chartering entity shall consult with the SELPA Administrator regarding the status of the charter school. In order to be deemed an LEA, the chartering entity will provide assurances that all eligible students, including those students enrolled in the charter school, will receive appropriate special education services.
- b. A charter may be granted pursuant to EC Section 47605, 47605.5, and 47606 for a period not to exceed five years.
- c. A material revision of the provisions of a charter petition may be made only with the authority that granted the charter; a school district governing board, a county board of education, or the State Board of Education
- d. The authority that grants the charter may inspect or observe any part of the charter school at any time.
- e. Reversals and material revisions of charters shall be governed by the standards and criteria in EC 47605.
- f. A charter may be revoked by the granting authority if it is found that the charter:
  - i. Committed a material violation of any of the conditions, standards, or procedure set forth in the charter;

- ii. Failed to meet or pursue any of the pupil outcomes identified with the charter,
    - iii. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement;
    - iv. Violated any provision of law.
  - g. Prior to revocation, the authority that granted the charter shall notify the charter public school of any violation and give the school a reasonable opportunity to remedy the violation, unless the authority determines, in writing, that the violation constitutes a severe and imminent threat to the health or safety of the pupils.
- 2 Status of Charter Schools - For the purposes of provision of special education services, charter schools may be deemed either an LEA or a public school within the chartering district.
- a. Public School Within a School District - Charter schools that are deemed to be public schools within a district will participate in the state and federal funding in the same manner as other schools within the chartering district. The chartering district will be responsible for ensuring that all children with disabilities enrolled in the charter school receive special education and designated instructional services in a manner that is consistent with all applicable provisions of state and federal law. The district will determine the policies and procedures necessary to ensure that the protectionism of special education law extend to students in the charter school in the same manner as students in the regular program. The chartering district will receive all applicable special education funds. The chartering district will represent the needs of charter schools, like other schools within the district, in the SELPA governance structure. The chartering district will be responsible for ensuring that all eligible students are appropriately served. The district will be responsible for procuring and funding appropriate special education services, even though the student may reside anywhere in the State of California. The district and the charter school may enter into agreements whereby the charter school is billed for excess costs associated with providing special education services to identified students, including the administration of special education programs. The charter school should also be held fiscally responsible for a fair share of any encroachment on district general funds that is created by the provision of special education services throughout the district.
  - b. Charter School as an LEA Within the SELPA - A charter school may apply to become an LEA for the provision of special education services. Application must be made to the SELPA by February 1 of the school year preceding the school year in which the charter school anticipates operating as an LEA within the SELPA. The Superintendents' Council will make the final determination whether the charter school has met all requirements of an LEA. The requirements include:
    - i. Meet the terms of the agreement regarding Identification, Screening, Referral, Assessment, Instructional Planning, Implementation, and Review.
    - ii. Meet the terms of the agreement regarding Procedural Safeguards.
    - iii. Meet the terms of the agreement regarding Regionalized Services.
  - c. Once deemed an LEA, the charter school will be responsible for and entitled to the following:
    - i. Participant in governance of the SELPA in the same manner as other districts within the SELPA
    - ii. Receive state and federal funding for special education in accordance with the SELPA Allocation Plan.

iii. Be responsible for all costs incurred in the provision of special education services. These costs may include, but are not limited to, instruction, transportation, non-public school/agency placements, inter/intra SELPA placements, due process proceedings, complaints, and attorney fees.

iv. Receive services from the SELPA including dispute resolution and nonpublic school/agency tuition in the same manner as other districts within the SELPA.

### C. Administrative Guidelines

1. A petition for the creation of a charter school, or renewal of an existing charter, which seeks to be deemed an LEA, must contain adequate assurances that the proposed school will comply with all applicable provisions of state and federal law and implementing regulations related to the rights of disabled students and their parents (20 U.S.C. Chapter 33, Individuals with Disabilities Education Act).
2. The LEA governing board may require that a petition include the means by which the charter school intends to serve students with disabilities. This may include a specific reference as to whether the charter school intends to be deemed an LEA or public school for the provision of special education services.
3. The LEA governing board shall require that a petition contain assurances that no student will be denied admission to the charter school based on disability or lack of available services or performance levels.
4. Prior to approving a charter school petition, the superintendent or designee of the chartering entity may consult with the SELPA Administrator regarding the provision of special education services to students enrolled in the prospective charter school.
5. The charter petition, or an accompanying Memorandum of Understanding or Business Services Agreement, may provide for the allocation of excess costs and/or the charter school's fair share of special education encroachment on the district general fund.
6. Once admitted to a charter school, any special education services required by enrolled students will be provided by the district which authorized the charter if the school is deemed a public school within the district or by the charter school if deemed an LEA.
7. If a charter school IEP team places a student in a special education program provided by another educational entity (i.e., a COE, non-public school, non-public agency, or another district or SELPA), the charter school will be responsible for any excess costs attributable to the placement in accordance with the SELPA fiscal allocation plan. Responsibility for excess costs will rest with the placing charter school or LEA authorizing the charter school.
8. A district IEP team may place a student in a charter program only with agreement between responsible educational entities and parental consent. Under such circumstances, the placing district will be responsible for any excess costs in accordance with the Local Plan.
9. The chartering district will be allocated all special education funds that are generated by a charter school that is deemed a public school. The chartering district will represent the needs of the charter schools it authorizes that are deemed public schools of the LEA in the

SELPA governance structure. The charter school will receive SELPA services in the same manner as other schools within the chartering district depending on charter school agreement or MOU with the LEA.

10. If the approval of a charter school requires a change in the SELPA allocation plan, such change shall be adopted pursuant to the policy making process outlined in the SELPA Local Plan.

## SECTION III

### LITERACY POLICY

## SECTION III LITERACY POLICY

### 27. LITERACY POLICY

To ensure positive student outcomes in literacy, West End SELPA follows the Common Core State Standards and the Reading/Language Arts Framework for California Public Schools, Kindergarten through Grade Twelve, and state adopted literacy standards. The districts and the SELPA strive for student progress toward grade level performance. Students with severe disabilities who require a functional curriculum receive instruction for literacy and communication based upon standards from an alternate curriculum. The West End SELPA goals for literacy are to:

- (1) Increase the percentage of children with disabilities who are literate and achieve at grade level
- (2) Improve the rate of reading gain for students in special education achievement of grade level reading
- (3) Have qualified staff who provide evidence-based strategies and use the California Reading/Language Arts Framework and Standards or the state supported alternate curriculum for students with severe disabilities
- (4) Support collaboration between special and general education to provide explicit, systematic instruction for special education and at-risk students
- (5) Support ongoing assessment to measure student progress and to provide a prescriptive basis for instruction
- (6) Prepare students to participate in statewide or alternate curriculum assessments with or without accommodations
- (7) Provide techniques for meeting the needs of diverse learners

Reading/Language Arts present levels, goals, and benchmark objectives are documented in each student's initial IEP and annually as appropriate.

The West End SELPA assures that students with disabilities will have full access to the Common Core State Standards and all required core curriculum including state adopted core curriculum text books and supplementary text books as well as instructional materials and support in order that students with disabilities attain higher standards in reading.

### 28. STAFF DEVELOPMENT OPPORTUNITIES

To achieve goals for students in Reading/Language Arts, the West End SELPA provides staff development opportunities:

- (1) For special educators, general educators, and families in the core curriculum and the California Reading/Language Arts Framework and Standards evidence-based reading programs
- (2) That support literacy programs in the areas of reading, writing, speaking and listening with more instructional time, precisely sequenced direct instruction, more coaching and practice, and careful progress monitoring

Special education instructional personnel will participate in staff development in-service opportunities in the areas of literacy that include:

- (1) Information about current literacy and learning research
- (2) State adopted standards and frameworks aligned with the federal Common Core State Standards
- (3) Increased participation of students with disabilities in statewide student assessments
- (4) And, evidence-based instructional strategies aligned with the Common Core State Standards for teaching reading and writing to a wide range of diverse learners in order to increase the percentage of children with disabilities who are literate

## SECTION IV

### ANNUAL SERVICE PLAN



SECTION IV  
ANNUAL SERVICE PLAN  
AND  
EARLY INTERVENTION SERVICE  
UNDER PART C OF IDEA

29. PROVISION OF SPECIAL EDUCATION SERVICES TO STUDENTS WITH DISABILITIES (Education Code 56140)

The SELPA provides a full continuum of services to students with disabilities, including students in charter schools as well as alternative education programs including opportunity schools and classes, community schools offered by districts, community schools offered by county offices of education, and juvenile court schools throughout the geographic region of the SELPA. Access to services is through each of the local education agencies. The referral, assessment and IEP process is utilized to identify the needs of each individual student with disabilities. The local education agencies have committed to policies and procedures to assure that students will have their rights to appropriate services provided in the least restrictive environment.

The Program Advisory Committee shall identify on a regular basis any unmet needs for students within the SELPA. With the assistance of the SELPA Administrator and administrative staff, the Program Advisory Committee identifies the resources within the SELPA which could provide the appropriate services. When services are required beyond the programs and services being provided by any local education agency, the Program Advisory Committee shall develop a plan for consideration by the Superintendents' Council. Any plan having a fiscal impact on local education agencies shall be reviewed by the Finance Advisory Committee prior to consideration by the Superintendents' Council.

The Program Advisory Committee shall develop the Annual Service Plan for review and approval by the Superintendents' Council. The Annual Service Plan shall be distributed to the local education agencies and the Community Advisory Committee upon approval.

30. CERTIFICATED INSTRUCTIONAL AND SUPPORT PERSONNEL (Education Code 56205(b)(1))

LEAs will report annually to the SELPA at specified dates the number of special education staff employed to serve special education students. This report will include certificated, classified and management categories.

31. RESPONSIBILITIES OF LEA AND REGIONAL CENTER (Education Code 56205(b)) The SELPA will provide services to infants through pre-school aged children in accordance with federal and state laws. See Appendix F: Interagency Agreement between West End SELPA and Inland Regional Center

# SECTION V

## ANNUAL BUDGET PLAN

SECTION V  
ANNUAL BUDGET PLAN  
Education Code 56205(b)(1)

32. ANNUAL BUDGET PLAN

The local plan shall contain an annual budget plan that shall be adopted at a public hearing held by the SELPA. Notice of this hearing shall be posted in each school in the local plan area at least 15 days prior to the hearing. A copy of the Public Hearing Notice must be submitted with the annual budget plan. The annual budget plan may be revised during any fiscal year according to the policymaking process established pursuant to subparagraphs (D) and (E) of paragraph (12) of subdivision (a) and consistent with subdivision (f) of Section 56001 and Section 56195.9.

The annual budget plan shall identify expected expenditures for all items required by this part which shall include, but not be limited to, the following:

- A) Funds received in accordance with Chapter 7.2 (commencing with Section 56836).
- B) Administrative costs of the plan.
- C) Special education services to pupils with severe disabilities and low incidence disabilities.
- D) Special education services to pupils with nonsevere disabilities.
- E) Supplemental aids and services to meet the individual needs of pupils placed in regular education classrooms and environments.
- F) Regionalized operations and services, and direct instructional support by program specialists in accordance with Article 6 (commencing with Section 56836.23) of Chapter 7.2.
- G) The use of property taxes allocated to the special education local plan area pursuant to Section 2572.

It is understood that the annual budget plan will be submitted in accordance with State guidelines once the Local Plan is approved.

Supplementation of state/federal funds

LEAs contribute annually to a SELPA X-Pot that is used to supplement regional services provided within the SELPA.

Maintenance of financial effort

LEAs provide data reports regarding financial expenditures to the West End SELPA on a regular basis. These reports are evaluated to determine continued maintenance of financial effort. Each district in the SELPA assures the maintenance of fiscal support and understands that Part B funds will not be used to reduce the level of support beyond the amount permitted under federal law and regulations.

Use of property taxes (EC 56205(b)(1)(G))

County property taxes are allocated to regional provider classes operated by San Bernardino County Superintendent of Schools.

APPENDIX A  
WEST END SELPA BYLAWS

## APPENDIX A

### WEST END SELPA BYLAWS

#### WEST END SPECIAL EDUCATION LOCAL PLAN AREA

##### PURPOSE

The West End Special Education Local Plan Area (SELPA) is a consortium of school districts and the County Superintendent's Office, functioning under a state certified plan to provide special education services to children with disabilities in a programmatically meaningful and fiscally viable fashion. The SELPA is structured to comply with the requirements of the state of California Education Code as well as specifics of federal law as written under the Individuals with Disabilities Education Act and Section 504 of Public Law and the provisions of the California Education Code, Part 30.

##### PARTIES

The parties listed below mutually agree to cooperate under the policies, rules, and directives established by the consortium governing bodies and the specifications written into the Agreement for Participation:

- Alta Loma School District
- Central Elementary School District
- Chaffey Joint Union High School District
- Chino Valley Unified School District
- Cucamonga School District
- Etiwanda School District
- Mountain View School District
- Mt. Baldy Joint School District
- Upland Unified School District
- San Bernardino County Superintendent of Schools

##### AUTHORITY

The West End Special Education Local Plan Area of San Bernardino County is organized under the authority of Education Codes 56140, 56195.1 through 56195.5 and 56205 through 56207.5, which requires local educational agencies to participate in a Special Education Local Planning Area.

##### GOVERNANCE AND ADMINISTRATION

This SELPA, as a consortium of school districts, will be governed separately from the individual participating school districts through the establishment of the following bodies and positions:

1. Responsible Local Agency (RLA)

The RLA will be one of the participating parties as determined by vote of the Superintendents' Council. The RLA will receive and distribute Regional Services dollars; employ personnel necessary to staff the WESELPA; and assure compliance with state and federal program mandates through policies and guidelines formed by the Superintendents' Council. The RLA Superintendent will assure compliance with the Local Plan as submitted to the State Department of Education.

2. Superintendents' Council

A. Purpose:

The Council will exercise leadership of WESELPA through direction of the RLA and WESELPA administrator at scheduled meetings and through the formulation and adoption of written guidelines and policies. The Council will determine necessary action for WESELPA by consideration of recommendations gained from the RLA Superintendent, WESELPA administrator, Program Advisory Committee, Finance Advisory Committee, and Personnel Committee. The adoption of policies for WESELPA shall be gained through a majority vote of the Council and recorded in the official meeting minutes.

B. Membership:

Each party of WESELPA will appoint its superintendent, or in the case of a charter school LEA, an appropriate administrator, to membership on the Council. There shall be no other members.

C. Alternates:

District superintendents may select an alternate to attend Council meetings on an emergency basis. Standing alternates are not designated and are discouraged.

D. Voting:

Each member of the Council shall have one vote. The member or the emergency alternate must be present at the meeting to cast a vote.

E. Officers:

The RLA Superintendent shall be the chairperson of the Council. One other member will serve as Vice Chairperson as determined by the rotation schedule approved by the Council. The RLA will employ an administrator, selected by the Council, to function as secretary to the Council and as administrator of WESELPA

F. Meetings:

The Council will have a minimum of six meetings per year. Special meetings may be scheduled at the discretion of the members. A meeting quorum will consist of five voting members.

G. Committees:

There are no standing committees within the Council. Special committees or work groups may be formed for specific purposes as deemed necessary by the membership.

3. Program Advisory Committee

A. Purpose:

To study issues, laws, program needs, problem solution, and cooperative planning for developing recommendations for action by the Superintendents' Council as presented through the WESELPA administrator.

B. Membership:

Each party participating in WESELPA shall appoint one administrator of special education programs to membership on the Program Advisory Committee. No standing alternates are accepted. Emergency alternates may be selected for specific meetings.

C. Voting:

Each member shall have one vote. The member or the emergency alternate must be present to cast his/her vote unless the Committee determines otherwise by its action. A quorum consists of five voting members.

D. Chairperson:

The WESELPA Administrator will function as chairperson of the Committee. In his/her absence, the WESELPA Program Manager shall serve as chair. The administrator's secretary will function as secretary to the committee.

E. Meetings:

The Committee will have a minimum of six meetings per year. Special meetings may be scheduled as the membership deems necessary.

F. Committees:

The Program Advisory Committee will have no standing subcommittees. Special subcommittees or work groups may be formed for limited and specific purposes as determined necessary by the Committee membership.

4. Finance Advisory Committee

A. Purpose:

To review current fiscal issues as they impact the policies and direction of WESELPA and form recommendations, presented through the WESELPA administrator, to the Superintendents' Council for action.

B. Membership:

Each party participating in WESELPA shall appoint one manager of district business services to membership on the Finance Advisory Committee. Alternates may be selected to attend individual and specific meetings.

C. Voting:

Each member shall have one vote. The member or selected alternate must be present at the meeting to cast a vote. A quorum consists of five voting members.

D. Officers:

The WESELPA administrator or a selected designee will function as chairperson of the Finance Advisory Committee for purposes of reporting information or recommendations to the Superintendents' Council.

E. Meetings:  
Meetings will be scheduled quarterly. Special meetings may be scheduled for the purpose of meeting specific needs of WESELPA or its individual parties.

F. Committees:  
There are no standing subcommittees. Individual subcommittees or work groups may be established to study or investigate special subjects or issues on a time-limited basis.

5. Personnel Committee

A. Purpose:  
To project, review, and propose solutions to personnel issues as they affect the positions and programs required in WESELPA operations and to recommend proposed solutions or actions to the Superintendents' Council through the WESELPA administrator.

B. Membership:  
Each participating party shall appoint one administrator to this Committee. Alternates may be selected to represent the regular member at individual meetings.

C. Voting:  
Each member may have one vote. The member or selected alternate must be present at the meeting to cast a vote. A quorum consists of five voting members.

D. Officers:  
The WESELPA administrator will function as chairperson of the Personnel Committee for purposes of reporting information or making recommendations to the Superintendents' Council.

E. Meetings:  
Meetings will be scheduled semi-annually or as needed to address issues or concerns requiring additional consideration by the Committee members.

F. Committees:  
There are no standing subcommittees. Individual subcommittees or work groups may be established to study or investigate special subjects or issues on a time-limited basis.

COMMITTEE ACTIVITIES

All formal committees of the West End Special Education Local Plan Area will have designation, membership, and purposes determined by the Superintendents' Council. All business meetings of the Community Advisory Committee, Program Advisory Committee, Finance Advisory Committee and Superintendents' Council shall be open to the public. The only exceptions are those meetings or portions of meetings which may be held in closed session under the provisions of the Ralph M. Brown Act, such as a closed personnel session.



## REQUIREMENTS OF PARTICIPATION

### 1. Certification of Participation

Each party participating in the West End Special Education Local Plan Area will complete and certify through district board action an Agreement for Participation in the West End Special Education Local Plan Area. This agreement will be in force for the term of the Local Plan. In order to comply with new legislation, or to comply with the agreements of the participants, this agreement may be modified and updated through formal action of the Superintendents' Council prior to renewal.

### 2. Withdrawal from Participation

Either party may by giving written notice to the RLA and SELPA on or before December 31 of any year and therein specifying the effective withdrawal date of July 1 of the second succeeding school year, terminate the Agreement to Participate in whole or in part. Upon receipt and acceptance of the notice of withdrawal by formal action of the Superintendents' Council, the requesting party will:

- receive assignment of all approved state revenues allocated to that district for service to its resident pupils.
- receive all pupils resident to that district previously being served by other consortium parties.
- return to the consortium parties all revenues allocated to the district for service to non-resident pupils.
- return all non-resident pupils to the consortium parties for assignment to appropriate classes/services within the consortium programs.

Questions concerning disbursement and allocation of classroom equipment and materials utilized to serve pupils withdrawn from consortium programs may be addressed to a three-member special committee appointed by the Superintendents' Council. This committee will be selected and activated only when necessary.

Any district initiating a proposal to withdraw from the SELPA shall bear the total cost of consultants retained to provide a thorough analysis of legal or fiscal implications caused by such proposed action. In addition, any due process costs associated with a withdrawal from SELPA or program transfer within the SELPA shall be paid entirely by the district initiating the change.

Exceptions to the above requirements may be initiated only by specific action of the Superintendents' Council.

### 3. Program Transfer

Any LEA initiating a transfer of educational programs and services already in operation within the SELPA shall follow Education Code 56207. In the event an LEA desires to initiate program or services transfers, a transfer planning committee made up of three SELPA governance members shall be designated to address, at a minimum, all of the following: pupil needs, the availability of the full continuum of services to affected pupils, the functional continuation of the current IEPs of all affected pupils, the provision of service in the least restrictive environment

from which affected pupils can benefit, the maintenance of appropriate support services, the assurance that there will be compliance with federal and state laws and regulations as well as SELPA policies, and the means through which parents and staff were represented in the planning process.

The day on which the transfer of programs will take effect may be no earlier than the first day of the second fiscal year beginning after the date on which the sending or receiving agency has informed the other agency and the Superintendents' Council, unless the Superintendents' Council unanimously approves the transfer take effect on the first day of the first year following the date of receipt of notification.

The approved SELPA guidelines for program transfer will be followed by SELPA staff as well as all affected agencies. Alternate dispute resolution pursuant to Education Code 56205 (d) will be utilized if either sending or receiving agency disagrees with the proposed transfer. All costs associated with due process actions will be paid by the agency initiating the program or service transfer.

#### PUBLIC PRESENTATIONS TO THE COUNCIL

All business meetings of the Superintendents' Council shall be open to the public. The only exceptions are those meetings or portions of meetings which may be held in closed session under the provisions of the Ralph M. Brown Act, such as a closed personnel session.

Members of the public shall have a right to place matters directly related to the business of the Council on the agenda by presenting those agenda items in writing to the WESELPA administrator no later than two weeks in advance of a scheduled Council meeting. Agenda items received later than two weeks prior to the meeting shall be placed on the agenda for the subsequent meeting, unless the WESELPA administrator, in his or her sole discretion, determines that there is still time to place the matter on the agenda without interfering with the normal process of preparing and mailing the agenda.

Along with his or her request to place an item on the agenda, the member of the public shall submit copies of any "handout" or other materials he or she wishes to present to the Council or give to the public at the meeting.

Members of the public shall be given the opportunity to address the Council regarding items of business on the agenda as such items are taken up. In addition, a portion of each meeting shall be set aside for public comment on matters not on the agenda which any member of the public may wish to bring before the Council, provided that no action shall be taken by the Council on such matters at the same meeting at which such items are presented.

All public comments shall be limited to a maximum of three minutes in duration per person, unless a longer period is expressly granted by a majority vote of the Council. Any provision of the above policy may be waived by majority vote of the Council.

APPENDIX B  
AGREEMENT FOR PARTICIPATION  
IN  
WEST END SELPA

Amended by the West End Superintendents' Council

4/22/16 to include the RLA Chart

## APPENDIX B

### AGREEMENT FOR PARTICIPATION IN WEST END SELPA

THE SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS, hereinafter referred to as RLA and SCHOOL DISTRICT hereinafter referred to as "Participating Unit," mutually agree as follows:

#### DEFINITIONS: RLA

Responsible Local Agency as defined in Education Code Section 56030.

#### SELPA

The West End Special Education Local Plan Area (WESELPA) is the administrative unit responsible for assuring services in Education Code 56001 (a) through (o) as provided in a Local Plan - Education Code 56195 through 56195.5.

#### SPECIAL EDUCATION

As defined in Education Code Sections 56000 through 56001.

#### GOVERNANCE COUNCIL

The decision-making council for the Local Plan comprised of the superintendent or approved representative from each Participating Unit.

#### PROGRAM ADVISORY COMMITTEE

A committee whose members represent each participating unit who meet on a regular basis to ensure coordination of services in compliance with the Local Plan and with state/federal law.

#### LOCAL PLAN

As defined in Education Code 56027.

#### PARTICIPATING UNIT

A local school district, charter school LEA, and the county Superintendent of Schools participating in the WEST END SELPA. Approval of the Local Plan by the LEA governing board is a requirement for each participating unit.

#### COMMUNITY ADVISORY COMMITTEE

Composed of citizen members the majority of whom are parents to advise on the implementation of the Local Plan per Education Code 56190 through 56194.

## ARTICLES:

- I. Pursuant to the provisions of Education Code Sections 56000 et seq., the SELPA shall plan, facilitate, implement, and administer the activities of the San Bernardino County West End Special Education Local Plan Area as approved by the State Board of Education, and shall perform those services as required to accomplish the elements set forth in the plan as well as those required by state and federal law. Those services include, but are not limited to the following:
  - A. Act as agent for participating units as specified in the Plan and law. Receive, compile, and submit required reports to state and federal agencies and collect state aid funds for regionalized services per Education Code 56836.23 through 56836.25.
  - B. Provide fiscal and legal guidance for compliance with state and federal mandates.
  - C. Assist Participating Units in the development and implementation of a systematic method for referring, placing, and educating individuals with exceptional needs who are their responsibility, including the methods and procedures for communication with the parents and/or legal guardians.
  - D. Assist the Participating Units in the development and implementation of program objectives and provide for continuous expert evaluation of the identified objectives to assure that such objectives are effective and in compliance with the intent of the Local Plan.
  - E. Assist in the development and determination of the duties of program specialists in compliance with Education Code Section 56368 and the Local Plan.
  - F. Provide such assistance as may be requested by the Participating Unit to organize and coordinate the activities of the IEP Team.
  - G. Organize and assist Participating Units in the activities of the IEP Team as provided in Education Code Section 56328.
  - H. Assist in the selection, when requested, of appropriate staff members. Such assistance may include the development of criteria for staff recruitment, qualification, and performance evaluation consistent with Education Code requirements and established consortium policy as well as actual assistance in recruitment.
  - I. Organize and coordinate the activities of the Community Advisory Committee to facilitate the achievement of the Comprehensive Plan and advise the SELPA Administrator in the operation of the Local Plan. Provide for the attendance of designated members of the SELPA staff at all regularly scheduled Community Advisory Committee meetings.
  - J. Coordinate community and state agency resources with those provided by Participating Units and the RLA, including initiation of such contractual agreements as may be required.
  - K. Structure and maintain the Program Advisory Committee for the purpose of monitoring the program operations of the Local Plan and make recommendations to the SELPA for necessary modifications.
  - L. Provide, if requested, guidelines for coordination of pupil transportation services to the special classes conducted by Participating Units by contracts with the RLA, other districts, and/or private contractors.
  - M. Provide for the regular in-service training and staff development of SELPA staff responsible for the operation and conduct of the Local Plan.
  - N. Provide the process and forms to enable the Participating Units to report to the SELPA on student enrollment/attendance, and on teacher/pupil program placement necessary to verify compliance with state/federal requirements.
  - O. Establish and maintain a pupil Management Information System in compliance with state requirements.

- P. Perform other services necessary to the administration and coordination of the Local Plan as directed by the Superintendents' Council.
- Q. Provide services to meet the legally required demands of dispute resolution and/or Due Process requests by parents and others in compliance with state and federal law.
- R. Provide and manage nonpublic school placements and appropriate private services to SELPA children as required by state and federal law.

II. Participating Units in the Local Plan shall perform the following:

- A. Select, compensate, and assign the duties of the resource specialists, special education teachers, DIS staff, instructional aides, and other personnel as required to conduct programs in compliance with the Local Plan.
- B. Organize and administer the activities of the IEP Teams in conformance with Education Code Section 56340 through 56347 and in compliance with the Local Plan and SELPA policy.
- C. Organize and maintain the activities of the Special Day Classes, Resource Specialist Program, and DIS staff in conformance with the Education Code and in compliance with the Local Plan and SELPA policy.
- D. Provide facilities as required to house the programs conducted by the RLA and the SELPA as part of the Local Plan and SELPA policy.
- E. Provide such transportation services as may be required to meet program mandates and in compliance with the Local Plan.
- F. Assist the SELPA in development of curriculum for the classes and in the development of program objectives. Assist in the evaluation of the programs as specified in the Local Plan.
- G. Assist the SELPA in the development of procedures and methods of communicating with the parents and/or legal guardians of the individuals served in conformance with provisions of the Local Plan and federal and state law.
- H. Provide for the documentation, reporting, and security of diagnostic procedures used for the placement of individuals. Provide for the continuous review of placements and diagnostic procedures employed to ensure their effectiveness and applicability in conformance with state and federal law.
- I. Provide for the integration, when appropriate, of individuals educated under this Agreement into the general education school programs and provide for evaluating the results of such integration according to specifications of the Local Plan.
- J. Prepare and submit all necessary and required reports, including reports on student enrollment, program evaluation, and program management to the SELPA.
- K. Provide individuals to represent the Participating Unit at regularly scheduled meetings of the SELPA Program Advisory Committee, and Finance Advisory Committee to monitor the implementation of the Local Plan and make necessary recommendations for Local Plan modifications to the SELPA.

III. The RLA will provide the following services:

- A. The prior year ending balance remaining in the SELPA Services Account shall be returned by transfer from the SELPA to the Participating Unit at such time as the Annual Financial Reports have been completed by the SELPA, reported to the RLA, and filed with the California Department of Education. No funds shall be transferred until such time as the prior year ending balance has been returned to the Participating Units in accordance with this section. The amount to be transferred to each Participating Unit shall be in proportion to the Participating Unit contribution of the prior year.

- B. A supporting personnel system will be provided for contacting, recruiting, and employing necessary SELPA staff to comply with state law, the Local Plan, and Superintendents' Council decisions. The personnel will be employees of the RLA and responsive to the same policies as other members of that office.
  - C. The RLA will provide support to the SELPA for completion of necessary operational contractual arrangements, and for a purchasing process for obtaining necessary equipment, materials, and supplies to meet outlined responsibilities. These business procedures will comply with all necessary policies and procedures of the RLA fiscal management system.
- IV. The Participating Unit will defend and indemnify the SELPA and RLA against, and will hold and save the SELPA and RLA, its officers, agents, and employees harmless from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities that may be asserted or claimed by any person, firm entity, corporation, political subdivisions, or any other organization arising out of the operation or maintenance or other activities of the Participating Unit or its agents, employees, or independent contractors under this Agreement.
  - V. The Participating Unit shall provide and shall maintain in force, during the term of this contract, comprehensive personal injury and property damage liability insurance, including automobiles, with minimum personal injury liability limits of \$1,000,000 per person and \$5,000,000 per occurrence, and minimum property damage liability limits of \$500,000 aggregate. The policy or policies of liability insurance shall name the RLA as additional named insured under the terms of such policy or policies. Further, such policy shall not be canceled without thirty (30) days prior written notice to the RLA.
  - VI. It is expressly understood that the Participating Unit is an independent contractor in carrying out the terms of this Agreement and shall not act, in any manner, as the servant or agent of the RLA.
  - VII. The Participating Unit shall maintain such records and accounts including property, personal and financial records, as are deemed necessary by RLA and the California State Department of Education, and such records and accounts will be retained for five years after expiration of this Agreement unless permission to destroy them is granted by both RLA and California State Department of Education.
- VIII. The term of this Agreement is concurrent with the term of the Local Plan.
  - IX. Either party may, by giving written notice on or before December 31 of any year, and therein specifying the effective withdrawal date of July 1 of the second succeeding school year, terminate this Agreement in whole or in part in the manner stipulated within the bylaws of this consortium.
  - X. This Agreement may be amended only by the mutual written consent of the parties hereto.
  - XI. This Agreement supersedes all prior Agreements of the West End Special Education Local Plan Area.

### WESELPA - Role Clarification

Issue	Superintendent, Elected Official	RLA - SBCSS - Organization	Superintendents' Council	SELPA Administrator
Personnel	Oversight of all SBCSS Operations,	Responsible for recruitment, hiring, discipline, of SELPA Employees  See III.B p. 47).	Selection, direction, monitoring, discipline, and annual evaluation of SELPA Administrator (p. 16). Determine number and type of SELPA staff, and approve changes to personnel recommended by the Personnel Committee.	Subject to the RLA's policies and procedures for day-to-day operations, but receives direction from the Superintendents' Council.
SELPA Administrator	RLA Superintendent and two other superintendents chosen by their peers comprise the joint committee to evaluate the SELPA Administrator (p. 16).	WESELPA Administrator is an employee of SBCSS	Selection and annual evaluation of the SELPA Administrator	The SELPA Administrator is subject to the RLA's policies and procedures for day-to-day operations but receives direction from, and is responsible to, the Superintendents' Council (p. 16).
SELPA Staff	Oversight of SBCSS Operations	Employees of SBCSS and supervised by WESEPA management employees	Establish number and type of SELPA office staff	Direct all staff (p. 16)
Superintendents' Council Meetings	Chair (p. 37).	N/A	Voting body for West End SELPA	Secretary to the Council
Business	Oversight of all SBCSS Operations	Receives and distributes funds per WESELPA Fiscal Allocation Plan. Provides all business and technology functions for WESELPA. See III.A and C, p. 47).	Review, approve and monitor all budgets assigned to the SELPA (p. 13).	Responsible for all day-to-day business operations which are managed by the WESELPA (Fiscal) Consultant and staff.
Local Plan	Signs as representative of SBCSS and Oversees all SBCSS Operations. The RLA Superintendent will assure compliance with the Local Plan as submitted to the State Department of Education (. P. 37).	The RLA will receive and distribute Regional Services dollars; employ personnel necessary to staff the WESELPA; and assure compliance with state and federal program mandates through policies and guidelines formed by the Superintendents' Council (p. 37).	Provide leadership to the SELPA regarding the development, revision, implementation and review of the Local Plan (p. 13). Follow process to receive input from other governance committees and SELPA management team regarding the Local Plan. Voting body on approval of content and/	Oversight and monitoring of the Local Plan implementation, including the process to make revisions to the plan.



### WESELPA - Role Clarification

Issue	Superintendent, Elected Official	RLA - SBCSS - Organization	Superintendents' Council	SELPA Administrator
			or changes of the local plan.	
Response to Public Records Act (PRA) Requests	Provides public records held by Superintendent's office	Provides public records held by SBCSS	Provides public records held by the district	Provides public records held by the SELPA
Response to requests for Agenda Items for Superintendents' Council	Informs SELPA Administrator of items to be added to agenda	WESELPA staff work collaboratively with SBCSS departments to provide information to superintendents for information or decision making purposes through formal agenda items or via the Administrator's report.	Informs SELPA Administrator of items to be added to agenda	Develop agenda and supporting materials, including those requested by the RLA Superintendent, Superintendents' Council and the public.
Complaints regarding West End SELPA	<p>The Superintendents' office informs the WESELPA Administrator of any complaints received. The WESELPA follows up, as is appropriate.</p> <p>If the complaint is regarding WESELPA staff, the Superintendents' office refers to SBCSS Human Resources Dept. to follow-up with the WESELPA Administrator..</p>		The WESELPA Administrator is responsible to follow up on any complaints presented to the Council.	<ol style="list-style-type: none"> <li>1. SELPA Administrator contacts complainant to discuss and offer resolution.</li> <li>2. If complaint is regarding a WESELPA District, Administrator contacts the Director to apprise of the need to respond and to offer any assistance needed.</li> </ol>

County/District	Signature	Date
RLA Ted Alejandre San Bernardino County Superintendent of Schools		
Alta Loma School District		
Central Elementary School District		
Chaffey Joint Union High School District		
Chino Valley Unified School District		
Cucamonga School District		
Etiwanda School District		
Mountain View School District		
Mt. Baldy Joint School District		
Upland Unified School District		
San Bernardino County Superintendent of Schools		

# APPENDIX C

## COMMUNITY ADVISORY COMMITTEE BYLAWS

APPENDIX C  
COMMUNITY ADVISORY COMMITTEE BYLAWS  
ORGANIZATION OF CONSTITUTION AND  
BYLAWS FOR COMMUNITY ADVISORY COMMITTEE

4/22/16

Article 1  
NAME AND LOCATION

- Section 1.1 The name of this organization of volunteers shall be the Community Advisory Committee (CAC) for the West End Special Education Local Plan Area (WESELPA)
- Section 1.2 The location shall be within the West End Special Education Local Plan Area (WESELPA)
- Section 1.3 The area served includes the following local education agencies (LEAs): Alta Loma, Central, Chaffey Joint Union High School, Chino Valley Unified, Cucamonga, Etiwanda, Mountain View Mt. Baldy, Upland Unified, and San Bernardino County Superintendent of Schools (SBCSS) West End Student Services.

Article II  
PURPOSE

- Section 2.1 The purpose of this committee is to:
- Section 2.1.1 Advise the West End SELPA regarding the development, amendment and review of the SELPA Local Plan.
- Section 2.1.2 Recommend annual priorities to be addressed under the local plan.
- Section 2.1.3 Assist in parent/guardian education and recruiting parents and other volunteers who may contribute to the implementation of the plan.
- Section 2.1.4 Encourage community involvement in the development and review of the local plan.
- Section 2.1.5 Support activities on behalf of individuals with exceptional needs.
- Section 2.1.6 Assist in parent/guardian awareness of the importance of regular school attendance.

Article III  
GOAL AND OBJECTIVES

Section 3.1 Goal

The broad goal of the CAC is to involve interested parents/guardians, students, teachers, community members and education specialists in advising and providing input to the WESELPA and District Boards and their administrative and professional staff of students with exceptional needs, to assist the administration in furthering and improving the functioning of the Special Education Local Plan Area, and to support local and regional activities organized on behalf of students receiving special education services.

Section 3.2 Objective

Section 3.2.1 To promote communication between parents/guardians of individuals with exceptional needs and school district administrators and professional staff to obtain support for improved educational opportunities for individuals with exceptional needs. Parents with individual concerns, needs, or issues relating to their child shall be encouraged to contact the District Director

Section 3.2.2 To maintain, communication among local, county, state legislative and administrative personnel to inform them of new developments in special education and to give for students with exceptional needs within the WESELPA.

Section 3.2.3 To encourage attendance and recruitment for the CAC and obtain community support for improved educational opportunities for all students with exceptional needs.

Section 3.2.4 To conduct informative presentations. Parents and/or guardians as well as professional staff are invited to attend all CAC presentations and scheduled meetings held by the CAC. All interested community members are also welcome to attend. The CAC will solicit input from parents of children with disabilities in determining topics for CAC presentations.

Section 3.2.5 Directors will be provided with brochures and presentation flyers for distribution and will promote the dissemination of CAC information on member websites so that parents are informed of the CAC yearly activities.

Section 3.2.6 To receive the Local Plan for special education at least 30 days prior to the Superintendents' Council's final review in order to provide recommendations and advisement prior to submission, both for initial plan development and subsequent revisions of the Local Plan. Once reviewed, the Chairperson will sign the Local Plan as specified in Education Code.

Section 3.2.7 District representatives serve as a liaison between the community, Superintendents' Council and local Board of Education. As needed, attend district Board meetings to give input on CAC goals. Gather information regarding district school board actions and report these matters at CAC meetings.

- Section 3.2.8 Provide a forum where needs can be assessed, issues can be raised, suggestions for change and/or improvements can be discussed and recommendations for action can be made with respect to planning and provision of special education programs and services identified in the Local Plan.
- Section 3.2.9 Provide a parent/guardian representative to participate on the development team for the Local Plan review.
- Section 3.2.10 Participate in parent training offered by their district and the SELPA.

Article IV  
MEMBERSHIP

- Section 4.1 **Composition**  
The Community Advisory Committee shall be composed of one designated parent representative and one alternate from each district participating in the West End SELPA, three teachers or other district staff members, one community agency representative, and one student representative  
  
At least the majority of the members shall be parents of students enrolled in schools participating in the Local Plan, and at least a majority of those parents shall be parents of students with exceptional needs. The selection process is determined by each district as approved by its Governing Board.
- Section 4.2 **Appointment**  
Membership shall include the following:
  - Section 4.2.1 The West End SELPA Administrator as an ex-officio non-voting member who may not serve as an officer.
  - Section 4.2.2 Each district shall appoint one parent of a student residing and enrolled in the school district or district offered school program. In addition, the district may appoint an alternate member who votes in the absence of the designated member. In cases where the district is unable to obtain a parent representative they may appoint an individual, residing in or employed by the school district, concerned with the interests of students with exceptional needs, as long as this does not adversely affect the requirement for the majority of members of the CAC to be parents of students enrolled in schools within the West End SELPA. District representatives shall be approved by their respective School Boards of Education.
  - Section 4.2.3 Representatives of private or public community agencies providing services to individuals with exceptional needs, may apply to the Executive Committee. The Executive Committee shall recommend one representative for consideration of approval by the Superintendents' Council. This position may be filled by a member and an alternate.  
  
Agencies considered for representation to the CAC may be, but are not limited to Family Resource Center, Inland Regional Center, Head Start Program, Early Start Program, County Mental Health, California Children's Services, and Department of Rehabilitation.

- Section 4.2.4 Districts may nominate teachers or other District staff, who shall be reviewed by the West End SELPA Program Advisory Committee. The Program Advisory Committee shall recommend up to three school staff representatives for approval by the Superintendents' Council.
- Section 4.2.5 Each Unified or High School District may nominate one student with exceptional needs residing and enrolled in the district. Student nominees shall be reviewed by the CAC and the selected student representative shall be recommended for approval by the Superintendent's Council.
- Section 4.2.6 Board of Education members from the nine participating districts within the West End SELPA may serve as ex officio non-voting members who may not serve as an officer.
- Section 4.3 Term  
The term of office shall be for two years with half the members approved every year. Term of membership begins July 1 through June 30 of the designated odd/even year.
- Section 4.3.1 Chaffey JUHSD, Chino Valley USD, Etiwanda, and Upland shall appoint parent representatives in odd numbered years. Alta Loma, Central, Cucamonga, Mountain View, Mt. Baldy shall appoint parent representatives in even numbered years.
- Section 4.3.2 One agency representative, two teacher representatives will be appointed in even numbered years, and one teacher and one student representative will be appointed in odd numbered years.
- Section 4.3.3 Voting Members shall cast one vote on issues, give input, hold office, and serve on standing and special committees. The alternate to any position has a vote when the designated voting member is absent. Members must be present to vote. Members shall not use information readily available to CAC members for personal gain, but shall make every effort to put community-wide issues ahead of personal issues, or that of any one organization or agency.

## Article V MEETINGS AND PROCEDURES

- Section 5.1 Meetings  
The Committee shall meet as frequently as deemed necessary, but no less than eight regularly scheduled business or presentations meetings each year.
- Section 5.1.1 All meetings subject to the Ralph M. Brown Act shall have 72 hours' prior public notice and be open to the public
- Section 5.1.2 Unless the Committee decides otherwise, all meetings shall be held at the West End Educational Service Center.
- Section 5.1.3 All members shall receive written or personal notification at least five working days in advance of all regular Committee meetings

- Section 5.1.4 The last regular meeting before the end of the fiscal school year of the Responsible Local Agency shall be designated the annual meeting
- Section 5.1.5 A quorum shall consist of 50% of the appointed voting members.
- Section 5.1.6 The Chairperson shall not commit the Committee or its members to any action without a vote of the Committee. Any member may call for a roll call or ballot vote by motion, if seconded.
- Section 5.1.7 Emergency meetings may be called provided each Committee member is personally contacted at least twenty-four (24) hours in advance.
- Section 5.2 Procedures  
Every act or decision done or made by a majority of the members present at a meeting at which a quorum is present is the act of the Committee unless the Bylaws require a greater number.
- Section 5.2.1 Committee officers shall be elected at the annual meeting of the Committee.
- Section 5.2.2 Any member may resign or make a request for a leave of absence by filing a written request to the CAC Chairperson for approval of the body.
- Section 5.2.3 Any vacancy on the Committee shall be filled for the remainder of the unexpired term by process outlined in Article IV.
- Section 5.2.4 Any member who misses three consecutive regular meetings in the year without due cause, as determined by the Committee members, may be recommended for replacement to their local governing board. Excused absences are accepted when a member has notified an Executive Committee member of a valid reason for the absence.
- Section 5.2.5 In the event a member misrepresents the CAC goals and objectives or procedures as outlined in Article III and VI of the body's bylaws, the CAC Executive Committee may recommend replacement of the member to the local governing board.
- Section 5.2.6 There shall be a portion of the meeting designated as Public Comment provided for input from the community at large. Community input will be limited to four (4) minutes for each speaker for items not on the agenda, and four (4) minutes for each speaker for items on the agenda with a maximum of twenty (20) minutes total for each agenda item, unless recognized by the Chairperson to exceed the time limit.
- Section 5.2.7 No letters or personally presented statements of concerns against individuals will be acted on by the West End SELPA CAC.
- Section 5.2.8 All CAC members will encourage a positive atmosphere during any CAC meeting or event. West End SELPA CAC members will conduct themselves in a professional manner that



encourages respectful dialogue between all persons present.

Section 5.2.9 All regular and special meetings of the West End SELPA CAC shall be conducted in accordance with Robert's Rules of Order Newly Revised, or in accordance with an appropriate adaptation thereof

## Article VI OFFICERS

Section 6.1 Composition  
There shall be the following officers: Chairperson, Chairperson Elect, Parliamentarian, Secretary, and Immediate Past Chairperson. Whenever possible, a majority of officers will be parents/guardians of students with disabilities residing and enrolled within the local plan area. Officers must be members in good standing.

Section 6.2 Nomination  
Nomination for officers will be taken from the floor at the annual meeting. Officers will assume office as of July 1. Nominees must state a willingness to serve before elected. In the event no nominations are submitted for a position, the Chairperson may appoint a person to the position or extend the current officer for an additional term.

Section 6.3 Terms of Office  
The term of office shall be two years. No person shall serve more than three consecutive terms in one office with the exception of the Chairperson who may serve four consecutive terms. In the event of a vacancy for any reason, the office shall be filled by majority vote of the quorum present at the next meeting following the vacancy.

Section 6.4 The major duties of the officers are as follows:

Chairperson - Preside at all Committee meetings. Appoint convener Chairperson of the committees. Serve, or appoint a designee, as CAC spokesperson to the school districts and Superintendents' Council Meetings. Serve as a non-voting ex officio member of all CAC committees. In Collaboration with the SELPA Administrator, develops the agenda for the CAC meeting, prepare reports as needed or requested, direct the planning of parent educational presentations oversee and approve, before dissemination, all correspondence written on behalf of CAC, such as but not limited to: letters, reports, publication of articles in the West End SELPA newsletter and CAC pamphlet. Sign off on Local Plan Reviews.

Chairperson Elect – Assist the Chairperson in his/her absence and in the event the Chairperson is unable to continue to serve, assume that position. Preside at meetings in the Chairpersons' absence. Serve on the Executive Committee and any subcommittees as appointed to do so. Will serve as chair in next term.

Parliamentarian - To assist the Chairperson in keeping the meeting focused on the agenda and to follow parliamentary procedures and those required by the Ralph M. Brown Act.

Secretary - Record attendance and minutes of all Committee meetings. Advise Chairperson and SELPA Administrator of the membership status of each member. Keep a membership list that includes dates of appointment and end of term. Maintain subcommittee membership list and subcommittee reports. Receive and transmit Committee correspondence and materials designated by the members, including public notification and notification to members prior to the meetings. The Secretary may designate these tasks to West End SELPA staff.

Immediate Past Chair Person -The Chairperson becomes the Immediate Past President, following his/her term as Chairperson and is a member of the Executive Committee, provided he/she continues as a CAC member for an additional term. The Immediate Past President's role is primarily limited to performing such duties and provides such advice as is requested by the current Chairperson.

## Article VII COMMITTEES AND STRUCTURE

- Section 7.1 There shall be three types of committees: Standing committees, ad hoc committees, and an executive committee
- Section 7.1.1 The authority and duties of the Committees shall be delegated by the Community Advisory Committee Chairperson.
- Section 7.1.2 Each subcommittee shall have a minimum membership of three subcommittee members appointed by the chairperson. A quorum shall consist of a majority of the committee members.
- Section 7.1.3 The Chairperson shall appoint the convener of standing and ad hoc committees as well as standing and ad hoc committee chairpersons.
- Section 7.1.4 Business shall be conducted in accordance with Robert's Rules of Order Newly Revised.
- Section 7.1.5 Committees shall not take action without a meeting.
- Section 7.1.6 Committee members shall receive written or personal notification of all meetings at least five working days prior to the meeting.
- Section 7.1.7 Committees may be created or inactivated as deemed necessary by a majority of the Community Advisory Committee.
- Section 7.2 The CAC shall have the following standing committees: The Public Information and Membership Committee, the Parent and Community Education Committee, the Local Plan Review Committee, the Legislative Committee, the Art and Writing Contest Committee, and the Executive Committee.
- Section 7.2.1 Executive Committee – The Executive Committee shall be comprised of the

Chairperson, Chairperson Elect, Parliamentarian, Secretary and Immediate Past Chairperson. Each member shall have one vote. A majority of members of the Executive Committee must be present to constitute a quorum. A majority vote shall be required for any motion to be approved by the Executive Committee. The Executive Committee can call an emergency meeting of the CAC in accordance with the CAC Bylaws. The Executive Committee will participate in annual goal setting each year.

- Section 7.2.2 Public Information and Membership Committee – Members will provide information about the CAC to interested persons in the local community. The committee will work collaboratively with the CAC Secretary regarding membership vacancies, member term of office, and ensure that the membership stays in accordance with the CAC Bylaws and the California Education Code.
- Section 7.2.3 Parent and Community Education Committee – The Parent and Community Education Committee will assist in educating students, parents, school staff, and the community about individuals with exceptional needs through newspapers, newsletter articles, and organized educational presentations. It will coordinate with the SELPA to plan and deliver training topics and/or presenters for the full CAC. Members will assist and participate, when appropriate and available, with in-service activities, parent education, and any CAC training.
- Section 7.2.4 Local Plan Review and Legislative Committee – The Local Plan Review and Legislative Committee will read and review the Local Plan, assist in the development and provide recommendations for changes and/or improvements in programs for students with disabilities, in accordance with the California Education Code. It will encourage involvement and comments from the community regarding the programs, services, and the Local Plan. It will submit a written report and/or send a representative as needed, to the West End SELPA Program Advisory Committee and Superintendents’ Council. It will keep CAC members and community informed regarding pertinent legislation.
- Section 7.2.5 Art and Writing Contest and Awards Committee – The Art and Writing Contest and Awards Committee will assist in the planning, organizing, and promotion of this event. It will assist in the solicitation of nominees, assist in judging, and assist in the selection of finalists for the Art and Writing Contest and Teacher Awards. It will assist in determining the number of finalists and the number and amount of monetary award(s).

Article VIII  
ROLE OF WESELPA ADMINISTRATOR

- Section 8.1 The West End Special Education Local Plan Area (WESELPA) Administrator shall serve as a liaison to the CAC and will assist with the operation and implementation of the CAC activities and serve as an ex-officio non-voting member of the Executive Committee of the CAC.
- Section 8.2 SELPA Administrator Duties and Responsibilities include, but are not limited to, collaborating with the CAC to accomplish the following objectives:

- Section 8.3      Develop an organized program of publicity and public information, such as assisting with articles in the WESELPA newsletters.
  
- Section 8.4      Develop a forum where parents, guardians, or community members can express needs and/or concerns regarding their child’s educational progress
- Section 8.5      Develop an understanding of the WESELPA and CAC in the community.
  
- Section 8.6      Inform local, county, and state legislators of the needs of students receiving special education services
- Section 8.7      Inform CAC members of federal and state laws and regulations governing special education.
  
- Section 8.8      Inform CAC members of activities occurring within the WESELPA and make available for review a copy of minutes of the most recent Superintendents’ Council meeting.
  
- Section 8.9      Provide an annual report of CAC activities to be distributed to the WESELPA Governance groups and members of CAC.
  
- Section 8.10     Provide information concerning in-service training

Article IX  
EFFECTIVE DATE OF BYLAWS

- Section 9.1      CAC Bylaws shall conform to the California Education Code, Part 30, Chapter 2, Article 7: Community Advisory Committee as well as the West End SELPA Local Plan.
  
- Section 9.2      These Bylaws Amendments thereto shall become effective immediately upon approval by the West End SELPA Superintendents’ Council.
  
- Section 9.3      Changes to the bylaws may be proposed by the Community Advisory Council for approval by the Superintendents Council. All changes shall require a two-thirds vote of all Committee members present at a regularly scheduled CAC business meeting.

CAC Review: March 8, 2016 and April 14, 2016  
Superintendents’ Council Approval: April 22, 2016

APPENDIX D

ANNUAL SERVICE  
PLAN GRID

COPIES of the CURRENT  
ANNUAL BUDGET AND SERVICE DELIVERY PLAN LOCATED IN THE  
WEST END SELPA OFFICE AND LEA OFFICES.

## APPENDIX E

# INTERAGENCY AGREEMENT WITH INLAND REGIONAL CENTER INFANT TO PRESCHOOL TRANSITION

COPIES of the CURRENT  
INTERAGENCY AGREEMENT WITH INLAND REGIONAL CENTER  
LOCATED IN THE WEST END SELPA OFFICE AND LEA OFFICES.

## APPENDIX F

# INTERAGENCY AGREEMENT WITH DEPARTMENT OF PUBLIC HEALTH CALIFORNIA CHILDREN SERVICES

COPIES of the CURRENT  
INTERAGENCY AGREEMENT WITH DEPARTMENT OF PUBLIC  
HEALTH, CALIFORNIA CHILDREN SERVICES LOCATED IN THE  
WEST END SELPA OFFICE AND LEA OFFICES.