

THE ELK GROVE UNIFIED SCHOOL DISTRICT
COMMUNITY ADVISORY COMMITTEE FOR SPECIAL EDUCATION

BY-LAWS

ARTICLE I: NAME

The name of the organization shall be the Elk Grove Unified School District (EGUSD) Special Education Community Advisory Committee (CAC).

ARTICLE II: AUTHORITY

As mandated by the California Education Code Sections 56190-56194, the CAC shall serve in an advisory capacity to the EGUSD Board of Education and Administration regarding the development, amendment, and review of the Special Education Local Plan Area (SELPA) and make annual priority recommendations to be addressed by the plan.

ARTICLE III: PURPOSE

The purpose of the CAC shall be to bring together parents/guardians, professionals, and community members for development of strategies to promote effective special education programs and services within the EGUSD.

ARTICLE IV: DUTIES

The CAC shall have the following duties:

Section 1. Advise the EGUSD Board of Education and EGUSD Administration regarding the development, amendment, and review of the SELPA Local Plan and make annual priority recommendations to be addressed by the plan.

Section 2. Assist in parent education and in the recruiting parents and other volunteers who may contribute to the implementation of the plan.

Section 3. Communicate on a regular and continuing basis with the EGUSD Board of Education, SELPA Director, and District Personnel.

Section 4. Prepare reports that include recommendations, and statements regarding the activities of the CAC and the implementation of special education programs and services. All such expressions of the CAC shall be presented to the EGUSD Board of Education and EGUSD Administration.

Section 5. Prepare an annual status report, above and beyond the monthly minutes, to be submitted to the Board of Education at the end of the school year. Any member may attach a minority report to any such action by the CAC.

Section 6. Participate in ongoing trainings. The CAC may provide training for committee members, parents, district staff and the community.

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Section 7. CAC members shall be included in the design of, and participate in, Staff Development Programs provided for the EGUSD.

Section 8. Assist EGUSD in the collection and dissemination of information to all parents of special education students served by the SELPA and related agency and community representatives.

Section 9. Appoint representatives from the CAC to meet with other organizations and agencies.

ARTICLE V: LOCATION

Section 1. The CAC service area shall be within the confines of the geographical boundaries of the Elk Grove Unified School District SELPA.

Section 2. The CAC shall meet at the Elk Grove Unified School District, Special Education Student Services, Robert Trigg Center, 9510 Elk Grove-Florin Road, Elk Grove, CA 95624.

ARTICLE VI: FREQUENCY

Section 1. CAC business meetings shall be conducted on the second Tuesday of the month during the traditional school calendar year (September through June – excluding December).

Section 2. The first meeting of the traditional school calendar year shall be held in September and be deemed the organizational time at which the annual calendar is adopted.

ARTICLE VII: MEMBERSHIP

Section 1. The Community Advisory Committee (Members who have voting privileges) may be composed of the following:

- a. A majority of these voting members must be parents/guardians of children attending public and private school whose education is provided by the Elk Grove Unified School District. A majority of these are to be parents/guardians of individuals with exceptional needs.
- b. Disabled pupils and adults.
- c. Teachers and other EGUSD personnel.
- d. A staff liaison(s) appointed by the Director of Special Education.
- e. Representatives of other public and private agencies.
- f. Persons concerned with the needs of individuals with exceptional needs.

Section 2. The composition of the membership may reflect the types of programs and disabilities of the pupils, as well as the ethnic, social-economic background and age groups of the pupils.

Section 3. The CAC shall have at least five (5) voting members.

Section 4. The CAC members shall vote all members into membership. They must attend two consecutive meetings prior to applying for membership.

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Section 5. SELPA Director. The EGUSD SELPA Director shall be a continuing non-voting participant of the CAC and to provide a monthly Director's Report.

Section 6. All voting CAC members will be encouraged to serve on at least one sub-committee.

Article VIII: OFFICERS

Section 1. The elected officers of the CAC shall be the Chair, Vice Chair, Secretary, and Treasurer. Those officers, the past Chair and the Chairs of the Standing Committees shall form the Executive Committee.

Section 2. The term of elected officers shall be two consecutive years. An officer may not serve more than two consecutive terms in the same office. If there is no nominee for a position, the current person in that position may be elected for an additional term.

Section 3. Election of Officers:

- a. Officer's elections are held in May.
- b. Nominations for officers will be taken from the floor at the April meeting and those names will be posted on the CAC website in April prior to the May meeting. Nominations will also be taken from the floor prior to the election at the May meeting. A nominee must be a member of the CAC and must agree to have their name placed in nomination.
- c. Members of the CAC may make nominations for officers from the floor.
- d. Elections shall be by ballot unless only one nominee then election may be by voice vote.
- e. Vacancies in office shall be filled at the next regular meeting following the resignation of an officer.
- f. Officers elected at the May meeting will assume office as of July 1st.
- g. The June Executive Committee meeting will be a transition and planning meeting to be attended by both the incoming and outgoing officers.

Section 4. The duties of the officers shall be as follows:

- a. CHAIR
 - Preside at the monthly CAC General Meeting.
 - Preside at Executive Committee meetings.
 - Preside at any special meetings called by the Chair or by a majority of the CAC.

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- Ensures that all meetings are run according to Robert's Rules of Order - Newly Revised, and all motions are properly made and passed.
- Appoint chairs of all committees.
- Shall vote on motions only to break ties.
- Shall sign the annually reviewed By-laws.
- Serve as committee spokesperson to the school district.
- Appoint representatives from the CAC to meet with other organizations and agencies.
- Direct planning for parent education sessions.
- Present annual report to school board/administrative entity (district SELPA or county office) (See Article IV, Section 4)

b. VICE CHAIR

- Assist the Chair and in his/her absence serve as Chair.
- Preside at alternate meetings, or in the Chair's absence.
- Assume the position of Chair in the event the Chair leaves the committee.
- Responsible for management of the CAC website.
- Oversee publicity, (i.e., CAC brochure, and other CAC publications.)

c. SECRETARY

- Record minutes of all Executive Committee and General Meetings. (Duplication and distribution shall be provided by the Elk Grove Unified School District.)
- Maintain a record of the attendance of members at monthly meetings, and keep track of membership as to committee membership and parent/professional status.
- Responsible for maintaining and updating the CAC email and contact list and sending monthly email meeting invites.
- Maintain a record of all minutes.
- Obtain, maintain, and display collection of parent information materials at all CAC meetings.
- Responsible for maintaining and updating the CAC email and contact list and sending monthly email meeting invites.

d. TREASURER

- Maintain copies of submitted reimbursement receipts.
- Maintain record of budget of money spent.
- Manage petty cash.

Article IX: SUB-COMMITTEES

Section 1. The CAC shall have three types of sub-committees: Standing Committees, Ad Hoc Committees, and an Executive Committee.

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Section 2. The CAC shall have the following Standing Committees:

1. Planning, Monitoring and Evaluation.

- Annually review the Local Plan for Special Education.
- Have an annual community meeting to discuss what is working, what could work better, and what the strategies are, and what groups can assist.
- Produce an annual report to be presented to the Board of Education at the end of the school year.
- Work with the EGUSD to ensure that there is an effective Alternative Dispute Resolution Program.
- Advocate for information to be provided to families who are not fluent in English.

2. Training and Education.

- Actively work to include families from diverse communities on the EGUSD committees that plan for and allocate resources for training and education.
- Advocate for sufficient resources and support to ensure that staff have research-based and up-to-date knowledge of best practices, as well as ongoing training.
- Advocate for ongoing support for general education teachers so they see the student as a whole child, not just as disabled.
- Encourage the District to publicize trainings to families, so that parents/guardians and teachers have the same information about how to support their children's success.
- Develop and distribute materials that increase families' knowledge of special education.

3. Leadership Development

- Develop strategies that address the barriers to participation of families in their children's education, and support active involvement of families in groups supporting public education.
- Identify and publicize model special education programs so that best practices can be replicated.
- Develop and implement the means to recognize the successes of students receiving special education services.
- Recruit individuals from Elk Grove's diverse communities to maximize their involvement in the CAC and leadership in the community.
- Maintain ongoing working relationships with other community organizations that represent the range of families in the district.
- Identify, publicize and collaborate with community resources that provide training that might benefit families.
- Collect new additions to the mailing list from outreach efforts of all committees and transmit these additions to the Secretary on a regular basis.

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4. Disability and Diversity Awareness

- On an ongoing basis search for opportunities to promote awareness of and sensitivity to all abilities, including cultural differences and invisible disabilities.

5. CAC Management – Executive Leadership Committee

- Oversee the annual election of officers to serve as the Executive Committee.
- Survey members regarding leadership and training needs.
- Oversee CAC resolutions in progress and ensure that resolutions are introduced in a standardized format.
- Annually review the Service Delivery/Budget Plan.
- Create an annual calendar, including the programs for monthly meetings.
- Responsible to resolve conflict(s) of interest that occur when any member of the CAC could hinder the mission of the CAC. For example: business interest which could be construed as a conflict of interest and that member would be deemed no longer a CAC Board Member or a CAC voting member. Conflict of interest is defined as: the circumstance of a CAC officeholder or CAC voting member, whose personal interest might benefit from his or her official actions or influence. Or, the circumstance of a CAC Board Member or CAC voting member who finds that one of his or her activities, interest, etc., can be advanced at the expense of participation in the CAC. All persons interested in becoming a member of the CAC will complete the Application for Membership that includes a conflict of interest statement.

Section 3. Subcommittees shall be formed whenever a particular issue or need arises.

Section 4. The Executive Committee shall meet at a frequency determined by the Chair.

Section 5. The CAC may establish ad hoc committees to carry out its purpose.

Section 6. The Chair, in the absence of any objection of any CAC member, shall appoint the committee chairs and other members of the committees.

Section 7. Each committee shall appoint a member to keep a written record of its proceedings and report its actions to the next regular meeting of the CAC.

Section 8. Any CAC member or member of the public may participate on all committees, except that voting shall be reserved to CAC members.

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Article X: MEETINGS

Section 1. The CAC shall meet at least once a month for nine (9) out of twelve (12) months a year. The CAC does not have a membership meeting in July or August. CAC meetings shall be conducted on the second Tuesday of the September thru June – excluding December. Notice of regular meetings is to be posted on the websites and on the CAC Brochure that is to be given to each parent at I.E.P meetings.

Section 2. All meetings shall be open to the public and held in facilities accessible to disabled persons.

Section 3. Special meetings may be called by the Chairperson or by a majority of the CAC. All members must be notified at least 48 hours prior to such meeting.

Section 4. Meeting notices shall include time, date, place and agenda.

Section 5. A quorum shall consist of a majority of CAC members.

Section 6. Every act or decision done or made by a majority of members present at a meeting duly held at which a quorum is present is an act of the CAC unless the Bylaws require a greater number.

Section 7. Any CAC member may introduce text of a proposed Resolution to the CAC Membership for discussion and voting at the next regularly scheduled meeting.

a. Content of Resolutions:

- Resolutions must contain statements of fact, supported by at least two pieces of current, valid documentation (such as journal articles, quantitative data from a reputable source, legal citations, letters or other official documents);
- Actions called for in the Resolution must be in accordance with the By-Laws of the CAC;
- Resolutions must contain a Background Summary of the facts supporting the Resolution and the actions called for in the Resolution so that the content of the resolution is easily understood by someone new to the issue;
- Resolutions must contain a bibliography detailing all sources used in the creation of the Resolution;
- Copies of all supporting documentation must be attached to any proposed Resolution.

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b. In order to be adopted as a Resolution of the full CAC:

- Proposed Resolutions must be passed by a majority of CAC members;
- Resolutions cannot be passed if a quorum is not present. In the event a quorum of members is not present, voting on any proposed Resolutions shall be postponed until the next regularly scheduled meeting.

c. Resolutions passed by the CAC shall become part of the public records of the CAC.

Section 8. The Chair may grant persons other than members the privilege of the floor.

Section 9. Any CAC member may add an agenda item for an upcoming meeting by submitting said item in writing to the Chair and Vice Chair. Only CAC members may submit agenda items ahead of regular meetings. Nonmembers may bring up non-agenda items during the public comment period of each regularly scheduled meeting.

Section 10. No letter or personally presented statement of charges against individuals will be heard by the CAC.

Section 11. The CAC Handbook shall be reviewed and revised as needed by the CAC Membership. Typing and distribution shall be provided by the Elk Grove Unified School District.

Article XI: PARLIAMENTARY AUTHORITY

On question or point of order not contained in these Bylaws, Robert's Rules of Order-Newly Revised shall govern the CAC.

Article XII: AMENDMENTS - These Bylaws may be amended at any regular CAC meeting by a majority vote of the quorum. In the event a quorum of members is not present, voting shall be postponed until the next regularly scheduled meeting.

Article XIII: EFFECTIVE DATE OF BY-LAWS AND/OR AMENDMENTS

Adopted September 9, 2014

Section 1. Procedures

These bylaws shall become effective immediately upon their adoption. Amendments to these bylaws shall become effective immediately upon adoption unless the Committee members specify otherwise.

Signed Copy on File

Diana Barnes, CAC Chair 2014-2015

Signed Copy on File

William Tollestrup, Director
Special Education