



Special Education Community Advisory Committee Bylaws

I. Name

The name of the committee shall be the Special Education Community Advisory Committee (CAC).

II. Authority

The Special Education Community Advisory Committee, hereinafter referred to as “the committee,” is a standing committee of the San Juan Unified School District Board of Education as mandated by California Education Code sections 56190-56193. The committee shall operate in compliance with the state’s open-meeting laws including the Greene Act, Education Code section 35147 and the requirements of these bylaws. In this regard, any number of committee members may meet outside a district-scheduled committee meeting at the same time and place to hear, discuss or deliberate upon any matter within the function of the committee, but shall not take any action on any item of business outside of a district scheduled committee meeting with a quorum of members present.

When members of the committee wish to meet and discuss CAC business outside of a district-scheduled committee meeting in which a quorum of members is present:

- A. Meetings will be open to the public.
- B. Public notice of the meeting will be provided at least 72 hours in advance and will include the date, time and location of the meeting.
- C. Minutes will be taken of each meeting that will include the subject matter(s) discussed, a record of those in attendance, the location, time and date of each meeting.
- D. Minutes shall be provided to the committee secretary, chair and staff liaison who will include the minutes as an informational item on the agenda of the next scheduled committee meeting.
- E. No action shall be taken on any item of business outside of any district-scheduled committee meeting.

III. Charge

In alignment with Education Code section 56194, the committee:

- A. Advises the Board of Education, superintendent and director of special education regarding the development, amendment and review of the special education local plan area (“SELPA” or “the plan”).
- B. Recommends annual priorities to be addressed by the plan.
- C. Assists in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.
- D. Encourages community involvement in the development and review of the plan.
- E. Supports activities on behalf of individuals with exceptional needs.
- F. Assists in parent/guardian awareness of the importance of regular school attendance.
- G. Supports community involvement in the Local Control and Accountability Plan Parent Advisory Committee established pursuant to Education Code section 52063 to encourage the inclusion of parents/guardians of individuals with exceptional needs to the extent the students also fall within one or more of the definitions in Education Code section 42238.01.

IV. Function

The committee is considered one of multiple educational partners that the special education department, superintendent and board consult with and seek advice from in the development and revision of the Local Plan. It is the board's expectation that the committee shall fulfill its charge pursuant to California Education Code. In doing so, the work of the committee shall be aligned with board priorities and available resources, including staff time. At the board or superintendent's direction, the committee may meet and share information, interpretations or recommendations with other committees and district administration pertaining to special education services and actions contained within the plan.

The committee shall also provide written and/or oral presentations to the board as requested, or at the committee's initiative.

V. Meetings

- A. Regular committee meetings shall be scheduled during the committee's annual organizational meeting (see section XIII).
- B. Additional meetings of the committee may be called if deemed necessary by the committee chair and staff liaison to ensure adequate time is provided to meet the committee's charge to provide input on the development, amendment and review of the local plan. The superintendent or designee may also call a committee meeting if deemed necessary.
- C. All meetings shall be properly agendaized and meet posting and public access requirements of these bylaws, district policies and state law including the Greene Act.
- D. All meeting locations must comply with district policy and state and federal laws.
- E. Meetings shall be conducted using the San Juan Unified Rules of Order as detailed in the appendix of the Board of Education's Governance Handbook.

VI. Voting and Quorum

For the purposes of taking action, a quorum shall consist of a simple majority of the appointed members of the committee, and a quorum shall be present at the time of the agenda item vote. No action may be taken if a quorum is not present. Taking action shall only occur at district-scheduled committee meetings. Non-voting members of the committee shall not be considered when determining quorum for committee business.

VII. Staff Liaison

- A. The director of special education, or designee, shall serve as staff liaison to the committee and as a non-voting member.
- B. The staff liaison shall serve as a resource providing information and materials to the committee, as well as feedback to district administrators and the board from the committee.
- C. The staff liaison, or designee, shall prepare and post agendas as required for the committee as well as compile minutes of each meeting for the committee's approval.
- D. The staff liaison and other district staff serve under the direction of the superintendent, who prioritizes their time and other resources. Individual committee members shall not direct staff or contact staff to request data or other information. Such requests will come from the committee chairperson to the staff liaison who will determine if staff resources are available and if the request aligns with the charge of the committee and the priorities of the superintendent, board and state law.

VIII. Board Liaison

- A. One board member will serve as a liaison to the committee and will be a non-voting member. The board may also appoint an alternate board member to serve as a liaison in case of absence.
- B. At their discretion, the board liaison may provide a brief update at committee meetings when properly agendaized.
- C. The board liaison will provide clarification to the committee at their discretion and as deemed appropriate.

IX. Composition

The composition of the committee shall consist of eighteen (18) appointed members.

- A. Each member of the Board of Education shall appoint two (2) members.
 - 1. Appointments are subject to ratification by a majority vote of the board.
 - 2. One appointee of each board member must reside within the trustee area of the board member.
 - 3. Committee members may only serve on one board-appointed advisory committee at a time.
 - 4. Board members are encouraged to appoint parents/guardians of students receiving special education services but may appoint any individual who is eligible for service.
- B. The superintendent shall appoint four (4) members.
 - 1. Two (2) members appointed by the superintendent shall be students who receive special education services from the district. If two (2) or more student members have already been appointed by board members, the superintendent may appoint up to four (4) non-students.
 - 2. Appointments are subject to ratification by a majority vote of the board.
 - 3. Members appointed by the superintendent may only serve on one board-appointed committee.
 - 4. The superintendent is encouraged to make appointments that provide a representation of staff and community voice to the committee but may appoint any individual who is eligible for service.
- C. A majority of the committee shall be parents/guardians of students who receive special education services from the district. Appointments that would cause a majority of the committee to be composed of non-parents/guardians of students who receive special education services are not allowed.
- D. Staff or community members appointed to the committee shall be providers of special education services or otherwise engaged in the special education community as determined by the appointing board member/superintendent.
- E. Non-voting members of the committee shall include the board liaison as determined by the Board of Education, the staff liaison and any additional staff deemed necessary and appropriate by the superintendent. These members shall be in addition to the 18 appointed and voting members of the committee and are not considered when determining quorum for the committee's business.

X. Selection of Members

Selection of committee members shall be determined by the board and superintendent as follows:

- A. The staff liaison will inform the board administrative assistant of all committee vacancies.
- B. The board administrative assistant will inform the appropriate board member and superintendent of vacancies.
- C. Interested individuals will submit an application to the board administrative assistant. Applications can be submitted at any time even if an opening is not currently available and will be kept on file for the current school year.
- D. Each board member and the superintendent shall select individuals to appoint to the committee from those who have applied by notifying the board administrative assistant who shall schedule the appointment for ratification by the board.
- E. The appointment becomes effective upon ratification of a majority of the board.

XI. Term

- A. Committee members shall serve two-year terms.
- B. A committee member may only serve up to three consecutive full terms for a total of six years. Members who are appointed to fill a vacancy may complete up to three full consecutive terms if reappointed. Board members must notify the board administrative assistant of their intent to reappoint and reappointments must be ratified by majority vote of the board.
- C. Terms will begin on August 1 and end on July 31. Terms shall be staggered such that nine (9) members' terms will expire in even-numbered years and nine (9) members' terms will expire in odd-numbered years.
- D. All members should be prepared to attend all regularly scheduled committee meetings. Two unexcused absences from district-scheduled committee meetings within the academic school year will initiate a notice to the appointing board member or superintendent. The appointing individual will determine whether the committee member should continue on the committee.
- E. Newly elected board members will be given the option to appoint their own committee members or continue with current appointee. New appointments are subject to ratification vote by the board.
- F. The board member or superintendent who appoints a committee member may remove that committee member at any time and make a new appointment. New appointments are subject to ratification vote by the board.
- G. Civil and appropriate behavior are expected of all committee participants. Committee members who fail to meet the requirements of board policy 0201 and the district's volunteer code of conduct are subject to removal by majority vote of the board.
- H. Upon adoption of these bylaws, existing committee members shall be assigned to a trustee as their appointing official and assigned an even or odd year term on the committee. This shall constitute their first term on the committee for purposes of item B above. Additional terms are subject to reappointment. Any existing committee members who become ineligible to serve upon adoption of these bylaws shall be allowed to complete the remainder of their assigned term, subject to removal by their assigned board member or removal by majority vote of the board.

XII. Vacancies

- A. The staff liaison and board administrative assistant shall collaborate to promptly identify any vacancies on the committee and ensure notification of the appropriate board member(s) or superintendent.
- B. The appropriate board member or the superintendent shall appoint a replacement committee member to serve the remainder of the vacant term. If the board member or superintendent fails to make an appointment within thirty (30) days after notification, the board president will serve a written reminder notice of the need to fully staff the committee to the appropriate board member or superintendent.

XIII. Organizational Meeting

The annual organizational meeting of the committee shall occur at the committee's first meeting of each academic year. The committee shall do all of the following at its organizational meeting:

- A. Establish an annual schedule of regular meetings.
- B. Review the committee bylaws and receive training on the Greene Act.
- C. Elect committee officers (see section XIV).

XIV. Elections

Elections shall be held during the committee's organizational meeting, and the committee shall:

- A. Seek nominations from all eligible members.
- B. With a quorum at the organizational meeting, the committee shall elect by majority vote the following officers:
 1. A chairperson who shall be elected for one year and be eligible for re-election for one additional year. The chairperson shall:
 - a. Preside at all meetings.
 - b. Coordinate with the staff liaison in developing each meeting's agenda.
 - c. Work with the staff liaison to ensure compliance with the Greene Act and these bylaws.
 - d. Review a draft of meeting minutes prior to their presentation to the committee.
 - e. Prepare or delegate the preparation of the annual summary report and any committee reports.
 - f. Sign all letters, reports and other communications representing the committee.
 - g. Meet with the board liaison, staff liaison, superintendent and/or board president as needed.
 2. A vice chairperson who shall be elected for one year and be eligible for re-election for one additional year. The vice chairperson shall assume the duties of the chair in the chair's absence.
 3. A membership officer who shall be elected for one year and be eligible for re-election for one additional year. The membership officer shall:
 - a. Welcome and help orient new members to the committee.
 - b. Support the recruitment of new members when vacancies occur.

- c. Lead a sub-committee to review and provide feedback to staff on recruitment practices used to solicit new committee members with an emphasis on ensuring the participation of parents and guardians of students who receive special education services from the special education local plan area (SELPA).
 - d. Chair sub-committees as directed by the chairperson or committee vote.
 - 4. An engagement officer who shall be elected for one year and be eligible for re-election for one additional year. The engagement officer shall work collaboratively with the staff liaison and other committee members to:
 - a. Serve as a resource for members of the public seeking information.
 - b. Create opportunities for learning and engagement on topics related to special education and the actions contained within the local plan.
 - c. Chair sub-committees as directed by the chairperson or committee vote.
- C. If the committee cannot have an election or does not reach a decision, the board liaison(s) shall select a chairperson to serve until the committee elects a successor.
- D. If an officer position becomes vacant during the course of a year, the chairperson may appoint any eligible member in good standing to fill the remaining term of the position. If both the chairperson and the vice chairperson become vacant at the same time, the board liaison shall appoint officers to fill the vacancies until such time that the committee can elect new officers at a regularly scheduled meeting.
- E. Training for officers shall be held annually.

XV. Agendas

To provide consistency in how the public may expect to engage with district committees, the committee's agenda and minutes format will mirror that of the school board and other appointed committees.

A. Visitor comments

- 1. General visitor comments regarding topics not on the agenda shall be heard prior to regular committee discussion or action items.
- 2. Visitor comments related to an agenda item shall be heard after the item is presented but prior to discussion by the committee to allow for consideration of comments in the discussion.
- 3. Visitor comments will be limited to two minutes. Time shall be extended for those who use a translator or need other communication supports.
- 4. Visitors must submit a speaker card to the designated committee member or staff person at the meeting informing the committee of their interest to speak.

B. Agenda Items

- 1. Agenda item requests from committee members shall be forwarded to the committee chairperson and staff liaison. If the chairperson and staff liaison jointly determine that the topic meets the charge of the committee, is aligned with current board priorities and staff resources are available, the item shall be placed on a future agenda. The superintendent or superintendent's designee may also place an item on the committee agenda in preparation for a future board discussion.
- 2. If the chairperson and staff liaison are not in agreement that a requested agenda item meets the charge of the committee, is aligned with current board priorities or can be met with available staff resources, the question may be appealed to the superintendent who shall make a final determination.

3. To determine if a majority of the board would like committee input on a topic, the committee may, after majority vote, request that the board liaison present the topic to the board president and superintendent. At the discretion of the board president and superintendent, the item may be placed on a board agenda for discussion. A majority of the board, through action or consent, may or may not refer the topic back to the committee for further research and discussion.

C. Posting Requirements

1. Agendas for all meetings must be posted to the committee's webpage at least 72 hours prior to the meeting.
2. Members of the public who require agendas in an alternative format may request accommodations through the committee's staff liaison.

XVI. Annual and Board Reports

- A. The committee chairperson will prepare an annual summary report for the board no later than June 15 of each year.
 1. The report should compare committee activities and products with its charge and function.
 2. The report should be concise and of one to two letter-size pages.
 3. The report will outline work in progress, unforeseen issues and provide a summary of input and feedback collected by and generated from the committee.
- B. The committee chairperson may provide update reports to the board on topics and business directly related to the committee's work.
 1. Written updates may be delivered to board members via email.
 2. Time is provided on each regular agenda of the board of education for board-appointed and other district committees to provide updates. Because the specific committees and topics provided under this agenda item are not agendized in advance for public consideration, updates provided should be brief in nature and for the purpose of informing members of the board. If a topic requires or would benefit from significant board discussion or public participation, it must be agendized as a business item on the board agenda and should not be presented as a committee update report. As a courtesy, the committee chair should notify the staff liaison of their intent to provide an update at a board meeting no later than noon on the day of the meeting.

XVII. Budget

The board will determine the budget, which will cover the operating cost of all board advisory committees.

XVIII. Amendments

As the authorizing and appointing body, the Board of Education must approve changes to the committee bylaws. Amendments can be made in one of two ways:

- A. A majority of the committee at a scheduled and agendized committee meeting, may vote to recommend changes. The staff liaison will present changes supported by a majority vote of the committee to the superintendent for consideration and recommendation to the board.

- B. District staff may propose revisions to align the bylaws with Board of Education interests, current practices or changes to legal requirements when necessary. Such recommendations will be presented to the committee for input and feedback prior to being placed on the board agenda for consideration.

Adopted by the Board of Education June 13, 2023