Form - Section B: Governance and Administration SPECIAL EDUCATION LOCAL PLAN AREA Part 1

Form Validated?	Last Modified By	Last Modified Date
true	Nicole Wells	6/15/2026, 12:27 PM

B. Governance and Administration

California Education Code (EC) sections 56195 et seq. and 56205

Participating Local Educational Agencies

Participating local educational agencies (LEAs) included in the Special Education Local Plan Area (SELPA) local plan must be identified in Attachment I.

Special Education Local Plan Area—Local Plan Requirements

1. Describe the geographic service area covered by the local plan: [EC 56195.1(d);EC 56195.1(a)(1);EC 56211; EC 56212]

The Lake County SELPA is a multi-district SELPA, covering the geographic area of Lake County, located in the north central portion of the state. It is approximately 1,322 square miles and encompasses all or parts of the towns of Kelseyville, Middletown, Lower Lake, Clearlake, Clearlake Oaks, Nice, Lucerne, Upper Lake and Lakeport among other smaller communities around Clear Lake. The Lake County SELPA offers the full continuum of special education programs and services to individuals age birth through 21 years old. Lake County SELPA is made up of six local education agencies and the Lake County Office of Education. The following are Lake County SELPA agencies: Kelseyville Unified School District Konocti Unified School District Lake County Office of Education Lakeport Unified School District Lucerne Elementary School District Middletown Unified School District Upper Lake Unified School District For more information about Lake County local education agencies or the SELPA services, visit our website at https://www.lakecoe.org/ and https://www.lakecoe.org/selpa.

2.Describe the SELPA regional governance and administrative structure of the local plan. Clearly define the roles and structure of a multi-LEA governing body, or single LEA administration as applicable: [EC 56195.1(b)(1)-(3)(c);EC 56205(a)(12)]

The Lake County Special Education Local Plan Area (SELPA) is a multi-district SELPA, comprised of six Local Education Agencies (LEAs) and the Lake County Office of Education (LCOE) within the geographic area of Lake County. Together these education agencies have joined in a cooperative plan to provide special education services for individuals with disabilities, birth through age 21, who are enrolled in LEAs in Lake County. The Lake County Office of Education is designated as the Administrative Unit (AU) for Lake County SELPA. The Superintendents' Governance Council oversees the activities of the SELPA by developing fiscal and operational policies, procedures and agreements on matters regarding implementation, administration and coordination of special education programs in accordance with state and federal requirements. The Superintendent of each participating LEA shall be responsible for special education programs operated by their respective LEA and for implementing all duties and responsibilities of the Local Plan, ensuring compliance under EC 56205(a)(12)(A)(D)(ii)(IV). Under the direction of the Superintendents' Governance Council, the SELPA Executive Director coordinates the development and implementation of the Local Plan. The SELPA Executive Director is a non-voting member of the Superintendents' Governance Council whom provides administrative support by preparing agendas, support documents and reports for each council meeting. The Community Advisory Committee (CAC) is composed of volunteer parent representatives of students with disabilities enrolled in a participating LEA. Representatives are appointed by LEA governing boards to participate in an advisory capacity to their LEA's Superintendent regarding provision of services, annual priorities, Local Plan development and approval, parent education and support, and other related special education activities. The active participation of each committee member meets the mandate of informed parent-community involvement between those who provide special education programs and services and those who receive special education services as, EC Article 7 [56190-56194]. The responsibilities of the Lake County Superintendents' Governance Council include: 1. Act as the decision-making body for the SELPA. 2. Direct the allocation and utilization of special education funding through the adoption of the annual budget and service plan provided by the SELPA in accordance with the Local Plan. 3. Review special education issues and recommend effective solutions to the Governance Council Advisory Committee and/or the LEA's governing board, to ensure individuals with disabilities have access to a free and appropriate public education including procedural safeguards for such individuals and their parents/guardians. 4. Provide leadership in the development of both professional goals for the SELPA Executive Director and department goals for the SELPA. 5. Provide leadership in the development of policy and procedures, goals, priorities, and plans for the comprehensive and systematic provision of special education programs and services and recommend their adoption by the LEA's governing board. 6. Approve the provision of special education support services and the implementation of necessary agreements to be provided by the SELPA. 7. Direct that data related to special education services be gathered, interpreted and reported to facilitate the monitoring of compliance and continuum of special education services in accordance with the Local Plan. 8. Adopt guidelines for the implementation of special education programs and services available through the Local Plan. The Lake County Office of Education is designated as the Administrative Unit (AU) for the Lake County SELPA. It shall be responsible for, but not limited to, the following functions: 1. Provide fiscal services and support to the SELPA for the preparation of budgets, distribution of funding and related reporting. 2. Recruitment and employment of staff to support SELPA functions. 3. Provide space to house the SELPA staff and operations. The SELPA Executive Director within the guidance of the Superintendents' Governance Council is responsible to plan, direct, manage and oversee the activities, operations, and implementation of the Lake County SELPA. The Lake County SELPA shall be responsible for: 1. Conducting annual and triennial review of SELPA policy and procedures, and the Local Plan. 2. Facilitate collaboration and maintain

agreements between the SELPA and the LEAs, Administrative Unit (AU), and community resources. 3. Provide reports, information and recommendations to the Superintendents' Governance Council and the advisory committees.
To learn more about the Lake County SELPA governance structure, meetings dates and agendas visit or website: https://www.lakecoe.org/selpa/governance.

3.Describe the SELPA's regional policy making process.Clearly define the roles of a multi-LEA governing body, or single LEA administration as applicable related to the policy making process for coordinating and implementing the local plan: [EC 56195.7(i)(j)(1)(2)]

In adopting the Local Plan, each participating local education agency (LEA) agrees to carry out the duties and responsibilities assigned to it within the Local Plan. Each LEA shall provide special education programs and services to all eligible students within its boundaries, including students enrolled in charter schools where an LEA of the SELPA has granted that charter. In addition, each LEA shall cooperate to the maximum extent possible to serve individuals with disabilities who cannot be served in programs in the LEA of the residence. Such cooperation ensures that a range of program options is available through Lake County, EC 56205(a)(12)(ii) (III). Suggestions leading to the development of policy statements and/or changes in existing policy may originate at any level within the governance structure of the Lake County SELPA or from the Community Advisory Committee in its capacity. Policy considerations are to be dealt with according to the following procedure: 1. All suggestions and/or requests for policy development or change are to be directed to the Governance Council Advisory Committee, passing through any intermediate review steps, as dictated by the governance structure. 2. The Superintendents' Governance Council will consider all such requests. 3. If the Superintendents' Governance Council determines such a policy is desirable or needed, the council will have a draft of such policy written. 4. The Superintendents' Governance Council shall consist of the superintendent of each of the participating LEA, each of whom shall provide a liaison function between the LEA governing board and the Council. LEA Superintendents exercise their authority and responsibilities in accordance with policies and procedures of their local governing boards and within the voting procedures of the Superintendents' Governance Council, EC 56205(a)(12)(D)(i). A. Public Participation The Local Plan shall be developed and updated cooperatively by a committee representing the general and special education teachers and administrators, representatives from the CAC and charter school(s). Meetings will be planned in a manner that allows members to consult routinely with the groups they represent and provide input on the development of and revisions to the Local Plan, EC 56205(a)(18) & EC 56205(a)(12)(E). The ongoing exchange of information with the public, general and special education teachers and administrators, the CAC and charter school personnel occurs through regularly scheduled meetings of the Superintendents' Governance Council, CAC and the Local Plan Committee. Meetings of the Superintendents' Governance Council and CAC are public meetings and a chance for public input is provided on all agendas, EC 56205(a)(12)(E)(18)(b)(4). B. Permanent and Interim Amendments to the Local Plan Changes or amendments to the permanent portion of the Local Plan may be considered during the annual service and budget plan revision process. The Lake County SELPA may adopt amendments to the Section B portion of the Local Plan on an interim basis, not to exceed one year. Amendments approved according to the adopted policy setting process become permanent upon approval by the State Board of Education. This policy is then included in the governance section of the Local Plan. C. The Governance Council Advisory Committee (GCAC) The Superintendents' Governance Council has one standing committee - the Governance Council Advisory Committee (GCAC). The role of the GCAC is to serve as an advisory body to the SELPA Executive Director and Superintendents' Governance Council. The functions of the GCAC include: 1. Recommending the development or revision of policies and procedures for the effective operation and coordination of special education programs and services throughout the SELPA. 2. Recommending county-wide regional programs as needed to the Superintendents' Governance Council for consideration. 3. Developing implementation strategies for the provision and coordination of special

education programs and services in accordance with state and federal regulations and SELPA policies. 4. Considering and seeking solutions to challenges encountered in meeting state and federal requirements and in carrying out SELPA policies. 5. Advising the SELPA Executive Director and the Superintendents' Governance Council of the status, accomplishments and needs of the special education programs maintained by the participating LEA's and county-wide regional programs. 6. Providing input and feedback regarding the SELPA professional development offered. The Governance Council Advisory Committee (GCAC) is appointed by the Superintendents' Governance Council and is composed of the special education director, or other designee, of each participating education agency. The SELPA Executive Director serves as chairperson of the GCAC and is responsible for preparing agendas, scheduling and conducting meetings and preparing support documents, as appropriate, for each meeting.

4. Clearly define the roles of the County Office of Education (COE) as applicable, and/or any other administrative supports necessary to coordinate and implement the local plan:[EC 56195.1(c); EC 5620(a)(12)(D)(i); EC 56195.5]

The Lake County Office of Education is designated as the Administrative Unit (AU) for the Lake County SELPA. It shall be responsible for, but not limited to, the following functions: 1. Provide fiscal services and support to the SELPA for the preparation of budgets, distribution of funding and related reporting. 2. Recruitment and employment of staff to support SELPA functions. 3. Provide space to house the SELPA staff and operations. The specific duties and responsibilities of the County Superintendent of Schools necessary for carrying out that responsibility include: 1. Representing the LEA as a member of the Superintendents' Governance Council and carrying out the functions of the Superintendents' Governance Council as described in the Local Plan. 2. Providing leadership within the County Office of Education in support of special education programs and services. 3. Collecting information on the County Office of Education special education program operation and reporting such information to the SELPA Executive Director. 4. Supporting and cooperating in SELPA regional activities, such as: a) Personnel development b) Coordination of curriculum c) State and federal reporting d) Program evaluation e) Student management information systems 5. Consulting with the SELPA Executive Director before taking action which may lead to violation of due process, a complaint or a major programmatic change affecting the SELPA. 6. Implementing and monitoring actions directed by administrative hearing officers or compliance officers. EC 56205(a)(12)(D)(i) & EC 56205(a)(12)(D)(ii)(III)

5.Does the SELPA have policies and procedures that allow for the participation of charter schools in the local plan?[EC 56207.5]

Yes

6.Identify and describe the representation and participation of the SELPA community advisory committee (CAC) pursuant to EC Section 56190 in the development of the local plan: [EC 56194(a)(b)(d); EC 56195.9(a)]

The Local Plan shall be developed and updated cooperatively by a committee representing the general and special education teachers and administrators, representatives from the Community Advisory Committee (CAC) and charter school(s). Meetings will be planned in a manner that allows members to consult routinely with the groups they represent and provide input on the development of and revisions to the Local Plan, EC 56205(a)(18) & EC 56205(a) (12)(E). The ongoing exchange of information with the public, general and special education teachers and administrators, the CAC and charter school personnel occurs through regularly scheduled meetings of the Superintendents' Governance Council, CAC and the Local Plan Committee. Meetings of the Superintendents'

Governance Council and CAC are public meetings and a chance for public input is provided on all agendas, EC 56205(a)(12)(E)(18)(b)(4). The Community Advisory Committee (CAC) is composed of volunteer parent representatives of students with disabilities enrolled in a participating LEA. Representatives are appointed by LEA governing boards to participate in an advisory capacity to their LEA's Superintendent regarding provision of services, annual priorities, Local Plan development and approval, parent education and support, and other related special education activities. The active participation of each committee member meets the mandate of informed parent-community involvement between those who provide special education programs and services and those who receive special education services as, EC Article 7 [56190-56194].

7.Describe the SELPA's process for regular consultations regarding the plan development with representative of special education and regular education teachers, and administrators selected by the groups they represent and parent members of the CAC: [EC 56205(a)(12)(E); EC 56205(b)(7)]

The Local Plan shall be developed and updated cooperatively by a committee representing the general and special education teachers and administrators, representatives from the Community Advisory Committee (CAC) and charter school(s). Meetings will be planned in a manner that allows members to consult routinely with the groups they represent and provide input on the development of and revisions to the Local Plan, EC 56205(a)(18) & EC 56205(a) (12)(E). The SELPA Executive Director will meet with this committee a minimum of three times annually during required periods of review to allow for multiple readings and an opportunity to provide input regarding the content of the Local Plan prior to submission to the CAC for review and the Lake County SELPA Governance Council for approval prior to submission to California Department of Education (CDE), in alignment with EC 56195.3.

8.Identify and describe the responsible local agency (RLA), Administrative Unit (AU), or other agency who is responsible for performing tasks such as the receipt and distribution of funds, provision of administrative support, and coordination and implementation of the plan: [EC 56836.01(a)(b); EC 56205(a) (12) (D) (ii); EC 56195(b)(3); EC 56030]

The Lake County Office of Education is designated as the Administrative Unit (AU) for the Lake County SELPA. It shall be responsible for, but not limited to, the following functions: 1. Provide fiscal services and support to the SELPA for the preparation of budgets, distribution of funding and related reporting. 2. Recruitment and employment of staff to support SELPA functions. 3. Provide space to house the SELPA staff and operations.

The SELPA Executive Director, within the guidance of the Superintendents' Governance Council, is responsible to plan, direct, manage and oversee the activities, operations, and implementation of the Lake County SELPA. The Lake County SELPA shall be responsible for: 1. Conducting annual and triennial review of SELPA policy and procedures, and the Local Plan. 2. Facilitate collaboration and maintain agreements between the SELPA and the LEAs, Administrative Unit (AU), and community resources. 3. Provide reports, information and recommendations to the Superintendents' Governance Council and the advisory committees.

9.Describe the contractual agreements and the SELPA's system for determining the responsibility of participating agency for the education of each student with special needs residing within the geographical area served by the plan: [EC 56195.7. EC 56195.1(b)(c)]

Contractual agreements and/or Memorandums of Understanding (MOUs) between the Lake County SELPA and any LEA, Non-Public Agency (NPA) or other service agency may be developed as appropriate to ensure each student with disabilities is offered the services they are eligible to receive. The Lake County

SELPA will determine the need for such agreements or MOUs based on current funding allocation plans and following policy on such matters as identified in the Local Plan and as outlined in the Lake County SELPA Policy & Procedures.

10.For multi-LEA local plans, specify:

a. The responsibilities of each participating COE and LEA governing board in the policymaking process: [EC 56205(a)(12)(D)(i)]

The Governing Board of each LEA and the County Office of Education will have the responsibility to operate those programs which have been assigned through the annual budget and service plan developed for the Special Education Local Plan Area (SELPA), maintain an awareness of the special education activities of the Local Plan through the LEA Superintendent and participate in the development and implementation of policy decisions as provided for in the Local Plan. Each participating County Office of Education (COE) and Local Education Area (LEA) governing board shall: 1) Appoint a representative to the Superintendents' Governance Council and the Community Advisory Committee (CAC). 2) Understand as the LEA or COE governing board's designated representative of the Superintendents' Governance Council and CAC, LEA Superintendents exercise their authority and responsibilities in accordance with policies and procedures of their local governing boards. Within the procedures of the Superintendents' Governance Council, each representative provides the liaison function in passing through any intermediate review steps, as dictated by the governance structure to request or approve policy and procedures of the SELPA. The LEA governing boards agree that they shall participate in the operation of the SELPA for the purposes of ensuring provision of programs and services. The Superintendents' Council facilitates this responsibility. Each superintendent, or administrative designee, participates in the Governance Council meetings as representatives of their district, LEA or COE. There are seven voting member LEA Superintendents (or alternate representative as described in section 10.b.) that make up the Lake County SELPA Superintendents' Governance Council, including one from the county office of education, seven from the school districts.

b. The responsibilities of the superintendents of each participating LEA and COE in the implementation of the local plan: [EC 56205(a)(12)(D)(i)]

The Superintendent of each participating LEA is responsible for assuring the provision of appropriate special education programs and services for students with disabilities for whom the district is responsible in accordance with the policies, agreements and procedures established by the governing board and those described in the Local Plan. The responsibilities of the LEA and COE Superintendents include: 1) Representing the LEA as a member of the Superintendents' Governance Council and carrying out those responsibilities as described in the Local Plan. 2) Acting as a liaison between the LEA governing board and the Superintendents' Governance Council to advise the governing board of policies revised and/or adopted by Local Plan. 3) Recommending to the governing board the development and adoption of local policies for special education programs and services. 4) Recommending to the governing board any revisions of special education programs and services which are necessary to meet the changing needs of the district and which should be considered in the Local Plan. 5) Providing leadership within the district in support of special education programs and services as agreed upon in the Local Plan. 6) Direct the development and maintenance of fiscal accounting records and information compatible with procedures established by the Local Plan in a manner that facilitates an audit or review by a certified public accountant, the State Department of Education (CDE) or the Superintendents' Governance Council. 7) Collect information on the LEA’s special education program operation and report such information to the SELPA Executive Director as required for the maintenance of the Local Plan. 8) Supporting and cooperating in SELPA regional activities outlined in the Local Plan, such as: a) Personnel development b) Coordination of curriculum c) State and Federal reporting d) Program evaluation e) Student management information systems 9) Designating and directing the activities of the LEA’s director/coordinator of

special education. 10) Consulting with the SELPA Executive Director before taking action which may lead to violation of due process, a complaint or a major programmatic change affecting the SELPA. 11) Implementing and monitoring actions directed by administrative hearing or compliance officers. EC 56205(a)(12)(D)(i) GOVERNANCE COUNCIL ALTERNATE MEMBER PARTICIPATION Superintendents have the option of designating a temporary alternate representative, from their LEA when unable themselves to attend a meeting of the Superintendents' Governance Council. The SELPA Executive Director or SELPA Administrative Assistant must be notified in advance of the meeting of the name of the representative designated by the Superintendent who will attend to act as the LEA agent in their absence.

c. The responsibilities of district and county administrators of special education in coordinating the administration of the local plan: [EC 56205(a)(12)(D)(i)]

In adopting the Local Plan, each participating Local Education Agency (LEA) and County Office of Education (COE) agrees to ensure compliance with the Local Plan and to carry out the duties and responsibilities assigned to it in the Local Plan. This may include, but is not limited to: 1) Provide special education services to all eligible students within its boundaries, including students enrolled in charter schools where an LEA of the SELPA Superintendents' Governance Council has granted that charter. 2) Cooperate to the maximum extent possible with the Lake County Superintendent of Schools and the other participating LEAs to assure the availability of appropriate services to eligible students with disabilities regardless of district of residence, in alignment with Lake County SELPA Policy and Procedure guide. Such cooperation ensures that a range of program options are available throughout Lake County. 3) Maintain contractual agreements and/or Memorandums of Understanding for services provided by any service providers outside of the district's employ, other LEAs, COEs and the SELPA as appropriate. 4) Participate through a designated representative in the Superintendents Governance Council, Governance Council Advisory Committee, Community Advisory Committee and the Local Plan Committee. 5) Provide suitable housing for special education programs maintained by the LEA. EC 56205(a)(12)(ii)(III).

11. Identify the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAS associated with the SELPA related to:

a. The hiring, supervision, evaluation, and discipline of the SELPA administrator and staff employed by the AU in support of the local plan:[EC 56205(a)(12)(D)()())

The Lake County Office of Education (Lake County SELPA Administrative Unit) serves as the employing agency for the SELPA Executive Director and the SELPA office staff in accordance with personnel policies of the Lake County Office of Education and procedures developed by the Superintendents' Governance Council which enables the SELPA Office to operate as a separate department within the structure of the County Office. The participating Local Education Agencies (LEAs) of the Lake County SELPA, through their representative to the Superintendents' Governance Council, cooperates with the COE in the hiring and evaluation of the SELPA Executive Director. This includes: 1) Participating in the review of applicants and, through an appointed member, the interviews of potential candidates. 2) Provides a recommendation of preferred candidates to the County Superintendent of Schools for the appointment of the SELPA Executive Director. 3) Provides evaluation criteria and goals for the SELPA Executive Director. 4) Provides, at minimum, an annual evaluation based on the criteria and goals of the SELPA Executive Director to the County Superintendent of Schools. 5) Recommends and directs the SELPA Executive Director's activities in support of the Local plan and the provision of regionalized services. The SELPA Executive Director within the guidance of the Superintendents' Governance Council is responsible to plan, direct, manage and oversee the activities, operations, and implementation of the Lake County SELPA. The Lake

County SELPA shall be responsible for: 1. Conducting annual and triennial review of SELPA policy and procedures, and the Local Plan. 2. Facilitate collaboration and maintain agreements between the SELPA and the LEAs, Administrative Unit (AU), and community resources. 3. Provide reports, information and recommendations to the Superintendents' Governance Council and the advisory committees. The participating LEAs and COE of the Lake County SELPA, through their representative to the Superintendents' Governance Council, approve the annual budget and staffing for the SELPA. Through a designated representative they can participate with the SELPA Executive Director in the selection of the SELPA staff. The AU shall employ a sufficient number of staff to meet the needs of the Lake County SELPA as approved by the Superintendents' Governance Council. Such personnel will be employed in accordance with the personnel and employment practices of the AU and, for the purposes of supervision and evaluation, be assigned to the SELPA Executive Director. Specific assignments and responsibilities of SELPA staff shall be made by the SELPA Executive Director.

b. The local method used to distribute federal and state funds to the SELPA RLA/AU and to LEAs within the SELPA: [EC 56205(a)12(D) (ii)(II); EC 56195.7(1)]

As the SELPA Administrative Unit (AU) the County Superintendent of Schools shall be named as the Grantee for all Federal and State special education funds. The Superintendents' Governance Council has been designated as the authority to determine the distribution of all Federal and State special education funds in order for all participating LEAs to carry out their responsibilities. Any changes to the allocation of Federal and State special education funds shall be made by the Superintendents' Governance Council. The SELPA in coordination with the Administrative Unit (AU) shall be responsible for the distribution of funds according to the Special Education Funding Allocation Plan and the SELPA Local Plan Annual Budget Plan as approved by the Superintendents' Governance Council and in alignment with the AU policies and procedures for such transactions. The SELPA Executive Director is responsible to ensure that the funds are distributed according to the approved allocation plan.

c. The operation of special education programs: [EC 56205(a)(12)(D)(ii)(III)]

The governing board and superintendent of each participating LEA and COE is responsible for the operation of special education programs within their districts in accordance with state and federal laws and regulations, the Local Plan, and the SELPA’s policies and procedures. The SELPA assists and supports all participating LEAs, including charter schools where a LEA of the SELPA Superintendents' Governance Council has granted that charter, in the operation of special education programs in accordance with state and federal laws and regulations, the Local Plan and the SELPA’s policies and procedures. The Governance Council Advisory Committee (GCAC) shall identify on a regular basis any challenges in meeting the needs for students within the SELPA and communicate those challenges to the SELPA Executive Director in a timely manner. With the assistance of the SELPA Executive Director, the GCAC will identify potential resources within the SELPA which could provide the appropriate services. When services are required beyond the programs and services being provided by an LEA or within the SELPA, the GCAC shall develop a plan to meet those needs for consideration by the Superintendents' Governance Council.

d. Monitoring the appropriate use of federal, state, and local funds allocated for special education programs: [EC 56205(a)(12)(D)(ii)(IV)]

Funds (Federal, State and Local) allocated for special education programs shall be used for services for students with disabilities in accordance with federal and state regulations. All participating LEAs and COE, their governing board and superintendent acknowledge and agree that federal funds under Part B of IDEA are subject to the supplement not supplant statute and shall be used and reported accordingly. Federal funds under Part B of IDEA may be used for the following

activities: 1) The cost of special education and related services including supplementary aids and services provided in a regular class or other education-related setting to a child with a disability in accordance with the IEP for the student, even if one or more non-disabled children benefit from these services. 2) To develop and implement a fully integrated and coordinated services system. All participating LEAs and COE, their governing board, and superintendent are responsible for the appropriate use, tracking and reporting of federal, state and local funds allocated to their district for special education programs. The SELPA provides support and guidance to all participating LEAs and COE for appropriate use of federal, state and local funds allocated for special education programs. This may include, but is not limited to: 1) Training on the SELPA policies and procedures as approved by the Superintendents' Governance Council. 2) Review of fund requirements, purposes and use. 3) Provide timely updates on reporting deadlines and expiration dates for funds. 4) Provide timely updates on funding allocations and adjustments. 5) Conducting program and fiscal audits at the SELPA and LEA level to address program needs, review allocation of funding, cost effectiveness, quality and accountability of special education programs. As required by the granting entity the SELPA will prepare and submit plans and reports to the granting entity for any funds retained by the SELPA in accordance with the Special Education Allocation Plan. The SELPA will also prepare and submit plans and reports to the granting entity on behalf of the participating LEAs and COE for any funds granted to the SELPA and distributed to the LEAs and COE according to the Special Education Allocation Plan. The participating LEAs and COE agree to provide accurate and timely data as required by the SELPA to complete this work.

12. Describe how specialized equipment and services will be distributed within the SELPA in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environments: [EC 56206]

Low Incidence services and equipment will be available to all students who require it within the least restrictive environment. These include: 1) Specially designed instruction related to the unique needs of student with a low incidence disability. 2) Specialized services related to the unique needs of students with a low incidence disability will be provided by a qualified professional such as an interpreter, note-taker, reader, transcriber, related service provider, and/or other professionals who provide specialized materials and equipment. 3) SELPA shall maintain a Low Incidence Team to review all referrals for evaluation and purchase of low incidence materials and equipment, as outlined in the Lake County SELPA Policy and Procedures Manual. In addition, the Lake County SELPA will maintain an extensive resource library of literature, curriculum samples, assessment kits and equipment/materials available for use by professionals and families. Lake County SELPA staff will ensure proper training of materials and equipment as necessary, and will monitor the programming of low incidence providers and services. Low Incidence funds shall be maintained at the SELPA specifically for the purchase of materials and equipment, along with the maintenance of staffing contracts.