

**CLOVIS UNIFIED SCHOOL DISTRICT
SPECIAL EDUCATION
COMMUNITY ADVISORY COMMITTEE BY-LAWS**

**ARTICLE I
Name and Authorization**

Section 1.1 Name

The name of this organization shall be the Clovis Unified School District (CUSD) Special Education Community Advisory Committee (CAC).

Section 1.2 Authorization

The CUSD Special Education Local Plan Area (SELPA) Community Advisory Committee is established in accordance with Ed. Code 56190

**ARTICLE II
Mission, Role and Responsibilities**

Section 2.1 Mission

The CAC is committed to ensuring that the high standards and expectations of achievement and services established by the CUSD encompass all students receiving Special Education services and their families. Our goal is to raise community awareness about the needs of students and their families regarding Special Education programs; to actively review the Local Plan for Special Education; and to provide a forum which facilitates parent communication with other parents and with the school district. The CAC shall provide information, training and resources to help ensure that quality programs educate the student with special needs in mind, body and spirit.

Section 2.2 Role

The CAC shall serve in an advisory capacity to the CUSD Special Education Local Plan Area (SELPA) as designated in the CUSD Local Plan and Ed. Code 56190

Section 2.3 Responsibilities-Mandated

In accordance with Ed. Code 56194 mandated responsibilities of the CAC include:

- 2.3.1 Advising the policy and administrative entities of the SELPA regarding the development and review of the Local Plan and board policies which pertain to Special Education.
- 2.3.2 Recommending annual priorities to be addressed by the Local Plan.
- 2.3.3 Assisting in the parent education and in recruiting parents and other volunteers who may contribute to the implementation of the Local Plan.
- 2.3.4 Encouraging community involvement in the development and review of the Local Plan.
- 2.3.5 Supporting activities on behalf of individuals with special needs.
- 2.3.6 Assisting in increasing parent awareness of the importance of regular school attendance.

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Section 2.4 Other Activities

In addition to those responsibilities designated by Ed. Code 56194, the CAC may fundraise to support Special Education activities.

**ARTICLE III
Membership and Voting**

Section 3.1 General Membership

The CAC shall be composed of parents, educators, community agency staff and other interested persons. Membership composition is specified by Ed. Code 56192 and 56193.

Section 3.2 Voting Membership

Voting members shall be members of the General Membership appointed by the Clovis Unified School District Governing Board. Voting members shall be appointed by the Governing Board for terms of two (2) years as listed below. Membership composition is specified by Education Code 56192. The majority of voting members shall be parents of pupils enrolled in the District, with a majority of those, parents of children receiving Special Education services.

3.2.1 Parents

- (a) Five (5) parent representatives and five (5) parent alternates shall be recommended by the Associate Superintendent, School Leadership.
- (b) One (1) parent from the Early Start Program-recommended by the Administrator, SELPA.

3.2.2 Administrators

- (a) Clovis Unified School District Administrator, SELPA.
- (b) One (1) Program Specialist recommended by the Administrator, SELPA
- (c) General Education:
 - Two (2) District Administrators recommended by the Associate Superintendent, School Leadership.

3.2.3 Family Resource Center

- (a) One (1) representative of the Family Resource Center recommended by the Administrator SELPA.

Section 3.3 Executive Members

Executive Committee members shall be members of the General Membership. The Executive Committee shall include: the Chairperson, Vice Chairperson, Secretary, Treasurer, Family Resource Center Representative, and Administrator, SELPA.

Section 3.4 Voting

There is a commitment to reach consensus. If consensus is not possible, a vote shall be taken. A quorum is seven voting members. A majority vote of voting member shall rule. Voting members may vote in person, on-line, or where email access is not possible, through a traditional ballot, with a record of names and votes cast kept by the Secretary.

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**ARTICLE IV
Officers**

Section 4.1

CAC officers shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer.

Section 4.2

The Chairperson shall be the parent of a child who is currently receiving or who has recently received Special Education services in the Clovis Unified School District.

Section 4.3 Duties of the Office

Duties of each Office shall include the following:

4.3.1 Chair

Oversee development of meeting agendas;
Call and preside over all general and executive meetings;
Oversee planning of parent education sessions;
Oversee Local Plan review process;
Oversee production of all CAC publications;
Serve as CAC spokesperson to the District, SELPA, and Governing Board;
Establish committees and appoint committee chairpersons as needed;
Participate in compliance reviews.

4.3.2 Vice-Chairperson

Assist the Chairperson in carrying out responsibilities;
Preside over meetings in absence of the Chairperson;
Recruit members;
Provide orientation packets to new members and incoming officers;
Ensure that CAC membership meets Education Code Regulations.

4.3.3 Secretary

Transcribe General and Executive Committee meeting minutes;
Maintain records of all meeting minutes and agendas;
Coordinate with the Administrator, SELPA the disbursement of meeting minutes;
Serve in the absence of the Treasurer;
Oversee updates to the CAC web page.

4.3.4 Treasurer

Keep accurate records of funds;
Make financial reports at Executive and General Membership Meetings;
Oversee disbursement of funds upon order of the Chairperson acting with the approval of the Executive Committee.

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Section 4.4 Terms of Office

Officers shall serve for a two year term with the option of being re-elected for another term. An officer shall not serve more than two consecutive terms in the same position. Terms of office shall be from July 1 through June 30 of each year.

Section 4.5 Vacancies

A vacancy in any elected position shall be filled by recommendation of the Executive Committee and approved by the Governing Board.

Section 4.6 Election of Officers

- 4.6.1 The Executive Committee shall develop a slate of officers for the coming year. The slate of officers shall be made available to the public on the Special Education web page and sent by email to all voting members no later than two (2) weeks prior to the vote. Officers shall be elected by a majority vote of voting members.

**ARTICLE V
Committees and Committee Responsibility**

Section 5.1 Executive Committee

The CAC Executive Committee shall:

- Plan General Meeting Agendas;
- Bring issues to the General Membership for discussion;
- Make recommendations on issues brought before the voting members prior to voting;
- Establish all committees needed to accomplish CAC goals and objectives or to address issues and concerns relevant to the CAC membership;
- Develop slate of officers for the next school year;
- Appoint officers to fill vacant positions.

Section 5.2 Standing Committees

5.2.1 Public Awareness/Parent Education Committee

- Collaborate with Family Resource Center;
- Assist with identifying parent training needs;
- Assist with planning trainings to meet identified needs;
- Assist with developing and distributing outreach/informational materials to include any CAC publications.

5.2.2 Local Plan Review Committee

- Coordinate the review of the Local Plan with the Administrator SELPA and the CAC Executive Committee.

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**ARTICLE VI
Meetings**

Section 6.1 General

- 6.1.1 An annual meeting schedule of meeting times, dates and locations shall be determined by the Executive Committee each year. Meetings shall be held between September and June. No meeting shall be held in December. Annual meetings shall be held a minimum of four (4) times a year.
- 6.1.2 At the beginning of the school year, an annual meeting schedule shall be sent to all schools. The annual meeting schedule will be posted on the web page and sent by email to all General Membership. In addition, all meeting notices shall be sent electronically to all General Membership.
- 6.1.3 Agendas and minutes of meetings shall be distributed at monthly meetings, as well as posted on the Special Education web page at least 72 hours before the meeting.

Section 6.2 Executive

- 6.2.1 An annual schedule of meeting times, dates and locations shall be determined by the Executive Committee each year.

**ARTICLE VII
Role of the SELPA in the CAC**

Section 7.1

In accordance with Ed. Code 56194 the SELPA shall review and consider advisory input regarding Special Education issues from the CAC.

Section 7.2

In accordance with Ed. Code 56190 the CAC operating expenses shall be the responsibility of the SELPA.

Section 7.3

The Administrator SELPA, or designee, shall serve as the communication link between the CAC and the Department of Special Education and Psychological Services, the Superintendent, and the Governing Board of Clovis Unified School District.

Section 7.4

The Administrator SELPA, or designee, shall provide clerical support by:

- 7.4.1 Editing and typing meeting minutes from notes taken by the Secretary;

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- 7.4.2 Type meeting agendas and email agendas, minutes, notes and attachments for timely notification of meetings.
- 7.4.3 Maintain permanent records, including but not limited to original agendas, minutes, notes and by-laws.

**ARTICLE VIII
Amendments**

Section 8.1

These by-laws may be amended at any General Meeting by a majority of the voting members. The by-laws shall also be approved by the Governing Board of Clovis Unified School District. Proposed amendments shall be presented to members at the meeting preceding the vote or emailed to voting members at least two (2) weeks prior to the meeting where a vote shall be taken.

Section 8.2

These CAC by-laws shall become effective immediately upon their adoption by a majority vote of the voting members as specified in Section 3.4 of these by-laws and approved by the Governing Board of Clovis Unified School District.