

OAKLAND SCHOOL'S
Community Advisory Committee for Special Education

Advice and Recognition Procedure

INTRODUCTION

California State Statute (30 EC 56190 et. al.) directs each Special Education Local Planning (SELPA) District to have a Community Advisory Committee (CAC). This procedure provides a process for the Oakland CAC to administer responsibilities of this statute by:

- (1) **Supporting activities on behalf of individuals with exceptional needs** in the Oakland Unified School District.
- (2) **Advising the policy and administrative entity of the district or the Oakland SELPA.**

Part A summarizes the procedure whereby the CAC issues a Letter of Recognition.

Part B summarizes the procedure whereby the CAC to issues an Advisory Letter.

PART A: Letter of Recognition (LR)

Significant efforts that result in great benefit to special education deserve recognition. This procedure enables the CAC Board (CACB) to write a letter recognizing good work by a program or individual. This LR will be distributed at a minimum to the Programs for Exceptional Children (PEC) Director, School Board members, and the Superintendent/State Administrator. To initiate the process:

- (1) Someone must nominate the accomplishment to the CACB.
- (2) The CACB must verify its existence.
- (3) The CAC will review the project.
- (4) The CAC voting members will vote on whether a letter should be issued.
- (5) The initiator and CACB will draft the letter.
- (6) The letter will be distributed to all members for comment.
- (7) The final draft will be voted on.
- (8) The letter is signed by the CAC Chair and then distributed.
- (9) A copy will be put in CAC meeting minutes.

Example: Formation of the Assistive Technology lending library.

PART B: Advisory Letter (AL)

This procedure creates a mechanism to identify issues affecting special education and to advise the OUSD. The Advisory Letter is written and distributed after a systemic issue is identified and is not corrected through normal channels.

If the issue is determined to be significant and fails to be corrected after a reasonable effort, a letter is written and the CAC voting membership votes to have the letter distributed or not. At a minimum the letter will be distributed to the PEC Director, School Board members, and the Superintendent/State Administrator.

The process is as follows:

- (1) Someone must bring the issue to the attention of the CACB.
- (2) The CACB forwards the issue to the Programs for Exceptional Children Director.
- (3) The CAC will determine whether the issue is significant. The significance may be determined by using the collective knowledge of the special education community (during meetings, correspondence, etc.). A subcommittee may be formed to investigate. Their findings are brought to the CACB for review.
- (4) If the CACB determines the issue is significant and not being resolved in a timely manner, the CAC voting members will vote on whether a letter should be issued.
- (5) The initiator and CACB member will draft the letter.
- (6) The letter will be distributed to all members for comment.
- (7) The final draft will be voted on.
- (8) If the letter approved, it is signed by the Chair and then distributed.
- (9) A copy will be put in CAC meeting minutes.

If the issue is resolved in a timely manner or determined to not be significant no letter is distributed.

The procedure is designed to be flexible and to address any widespread issue related to the Programs for Exceptional Children Department. It is also designed to utilize the collective knowledge and judgment of the Oakland Special Education community.

1. RESPONSIBILITIES of the Initiator

(parents, students, PEC staff, outside agency, etc.):

- Notifies the CAC Board that a particular issue exists and demonstrates that it is widespread (it must affect more than 1 student, 1 class, 1 school, etc.). This notification should be in writing or in person and recognized in meeting minutes.
- Provides the CAC Board with written documentation of the issue, the efforts to rectify it, and progress thus far.
- Writes the letter with the CAC Board.

2. RESPONSIBILITIES of the CAC

- CACB will advise the initiator.
- CAC determines if issue is systemic or not.
- CACB acts as a liaison for the initiator and PEC.
- CACB presents issue to CAC membership and solicits feedback.
- CACB allows adequate time at CAC meeting to discuss the problem.
- CACB keeps PEC Director informed of the issue and passes on relevant information.

3. STRUCTURE of an Advisory Letter

- Single page, with supporting information attached if needed.
- Concise description of the issue and why the issue is important.
- Steps that have been attempted to resolve the issue.
- Advise on what can be done to correct the issue.
- Include that the CAC is a state mandated organization.
- Signed by the CAC chair.
- A Letter of Recognition can be issued if the matter is subsequently corrected in a timely manner.

4. EXAMPLES of what may or may not trigger an Advisory Letter

Qualifies: a required service not being provided across the OUSD because of lack of personnel or funding.

Does not qualify: a single student not receiving a service.

Qualifies: lack of adequate emergency preparedness for PEC in many schools.

Does not qualify: a single school not having an adequate plan.

GENERAL PROVISIONS FOR PARTS A and B

A majority vote of CAC voting membership with Quorum determines if a letter is issued.

Changes to this procedure must be approved by the CACB and voted on by the CAC voting membership. A majority vote of CAC voting membership with Quorum determines if the change is made.

TIMELINE

Within 5 school days, the CACB forwards the issue to the PEC Director, even if it is not verified or widespread.

Within 10 school days, the CACB forwards the issue to the CAC email list and solicits input.

Within 15 school days, the CACB forwards issue and supporting documentation to the CAC voting membership for a vote on whether an AL should be issued.

Within 30 school days, the AL is either distributed or is deemed not necessary.