



## **INFORMATION REGARDING MEMBERSHIP AS A DISTRICT REPRESENTATIVE ON THE CONTRA COSTA SELPA COMMUNITY ADVISORY COMMITTEE (CAC)**

The Contra Costa SELPA is seeking members for the special education community to take part in the Community Advisory Committee (CAC). The Community Advisory Committee serves in an advisory capacity to the Contra Costa SELPA and Governance Board on the implementation of the Local Plan. The Local Plan describes how the Contra Costa SELPA provides services to students with exceptional needs within the 16 member School Districts.

Contra Costa SELPA Member Districts Include:

Acalanes Union High School District, Antioch Unified School District, Brentwood Union School District, Byron Union School District, Canyon Elementary School District, Contra Costa County Office of Education, John Swett Unified School District, Knightsen Elementary School District, Lafayette School District, Liberty Union High School District, Martinez Unified School District, Moraga School District, Oakley Union Elementary School District, Orinda Union School District, Pittsburg Unified School District, Walnut Creek School District

### **Charge to Community Advisory Committee Members from Districts:**

- Advises the district administration and SELPA Governing Board regarding special education policy issues as related to implementation of the SELPA Local plan;
- Makes recommendations on annual priorities to be addressed under the plan;
- Assists in parent education and disability awareness activities;
- Assists in recruiting parents and other volunteers who may contribute to the implementation;
- Acts in support of individuals with exceptional needs and the SELPA organization.

### **Membership on the CAC means:**

CAC parent and community members work together along with administrators, staff, and teachers from across the CCSELPA to support our students with disabilities. CAC parent input is valuable to the SELPA and Districts in our efforts to communicate with the community. We strive to welcome parent volunteers, community members and educators who will work toward creating success for students, providing supportive information for teachers, and maintaining a well-informed parent community. Interested members are encouraged to complete the application process. CAC members are appointed by the Board of Education of each District to serve as representative on the Contra Costa CAC and commit to serving for a 2-year term. Any parent of a student in the SELPA, staff member, or community member may attend CAC meetings.

### **Expectations of Contra Costa SELPA CAC Members:**

1. Attend regular Contra Costa SELPA CAC meetings- typically 2 to 4 times per year. Term will be for a 2-year term.
2. Promote the vision of the Contra Costa SELPA CAC and your District in supporting collaboration between all stakeholder groups.
3. Share in responsibility for carrying out the committee's work, such as developing recommendations and reports to the Board and reviewing background materials.
4. Abide by committee norms and participate in committee discussions in a constructive manner.

### **Application Process:**

To apply for CAC and Representative for your District, please complete the CAC application and return to your District's Director of Special Education.



**Contra Costa SELPA**  
**Special Education Local Plan Area**  
 2520 Stanwell Drive, Suite 270 Concord, CA 94520  
 (925) 927-0949  
[www.ccselpa.org](http://www.ccselpa.org)

## Contra Costa SELPA and DISTRICT COMMUNITY ADVISORY COMMITTEE APPLICATION FORM

Name:	Primary Phone:
Street Address/City:	Work Phone:
School District:	Email: 1.) 2.)
School Name:	Are you a parent, staff member, community member or other?
Briefly explain the reasons for your interest in serving on the Contra Costa SELPA CAC as a representative from your District:	
Please share strengths that you would bring to the CAC and your District as a representative:	
List any civic, volunteer, or professional activities. Please list the activities and provide a reference from one of these activities. Activities:	Reference:
Do you agree to abide by the guidelines detailed in the information letter regarding your role as a Contra Costa SELPA CAC member and representative from your School District?	

Send completed application to:  
**District Special Education Department**  
**Attention: Director of Special Education**