

# Learning Plan for the Community Advisory Committee (CAC)

## Part I: Overview of Community Advisory Committee Learning Plan

### 2023-2024 Officers

Ariel Harman Holmes	Chairperson
Bryan Davis	Vice-Chairperson
Erika Howell LaBrie	Secretary
Maribelle Bellias	Student Representative
Kelly Bedford	Training and Education
Ingrid Levy	Public Relations
Paul Robak	Parliamentarian and Historian

**Website:** Community Advisory Committee (CAC) <https://www.lausd.org/cac>

**Meeting Location:** **Office of Student, Family and Community Engagement**  
1081 West Temple Street  
Los Angeles, California 90012

**Office Contact:** (213) 481-3350 or [families@lausd.net](mailto:families@lausd.net)

### **Division of Special Education Team**

Claudia Valladarez, Lilia Moran, Kristen Lambert

### **SFACE Team**

Lisa Porter, Dr. Traci L. Calhoun, Diane Panossian

## Dates of Meetings and Trainings:

### Community Advisory Committee (CAC) Meeting Calendar 2023-2024

<b>November 2023</b>		
November 3, 2023	Members Orientation	10:00 a.m. – 1:00 p.m.
November 15, 2023	Officers Training/Agenda Planning for Dec. and Jan. (1.5 hr. for each)	10:00 a.m. – 1:00 p.m.
<b>December 2023</b>		
December 6, 2023	CAC Business Meeting	<b>10:00 a.m. – 12:00 p.m.</b>
January 10, 2024	Subcommittees	10:00 a.m. – 1:00 p.m.
January 17, 2024	Monthly Meeting Business	<b>10:00 a.m. – 12:00 p.m.</b>
January 24, 2024	Agenda Planning	10:00 a.m. – 11:30 a.m.
<b>February 2024</b>		
February 7, 2024	Subcommittees	10:00 a.m. – 1:00 p.m.
February 28, 2024	Monthly Meeting Training	<b>10:00 a.m. – 12:00 p.m.</b>
<b>CAC Membership Window February 17, 2024 – March 31, 2024</b>		
<b>March 2024</b>		
March 8, 2024	Agenda Planning	10:00 a.m. – 11:30 a.m.
March 12, 2024	CAC Informational Session	5:00 p.m. – 6:30 p.m.
March 13, 2024	Subcommittees	10:00 a.m. – 1:00 p.m.
March 20, 2024	Monthly Meeting Business	<b>10:00 a.m. – 12:00 p.m.</b>
<b>April 2024</b>		
April 3, 2024	Subcommittees	10:00 a.m. – 1:00 p.m.
April 17, 2024	Monthly Meeting Training	<b>10:00 a.m. – 12:00 p.m.</b>
April 22, 2024 (Monday)	Agenda Planning	10:00 a.m. – 11:30 a.m.
<b>May 2024</b>		
May 1, 2024	Subcommittees	10:00 a.m. – 1:00 p.m.
May 15, 2024	Monthly Meeting Business	<b>10:00 a.m. – 12:00 p.m.</b>
May 22, 2024	Officers' End of Year Reflection	10:00 a.m. – 11:30 a.m.

## **Community Advisory Committee Learning Plan Description**

The purpose of the Community Advisory Committee (CAC) is to fulfill the requirements of California Education Code, section 56194. Among such requirements is the CAC's responsibility to provide advisement on the development, amendment, and review of the Special Education Local Plan Area (SELPA) Local Plan. To learn about the Local Plan, visit the Division of Special Education website at <https://www.lausd.org/sped>.

The 2023-2024 CAC officers, elected in November, meet regularly to plan the content of each meeting and training. In addition to addressing regular business items such as the approval of minutes and establishment of quorum, members have the opportunity to participate in subcommittee meetings.

The SELPA Local Plan is amended periodically. The LAUSD Board of Education approved the current Local Plan in June 2021. To support member participation in regular meetings, members are encouraged to attend trainings held in their Region with the Division of Special Education and at the Office of Student, Family and Community Engagement.

## **Committee Meeting and Training Structure**

Community Advisory Committee members are provided with learning opportunities during regular meetings, subcommittees, and training sessions. Meetings are held virtually and at the Office of Student, Family and Community Engagement from 10:00 a.m. to 12:00 p.m, usually. Subcommittee meetings and training meeting times vary.

The agendas for the Community Advisory Committee meetings, subcommittees and training sessions are posted outside of the building at the Office of Student, Family and Community Engagement and online on the Office of Student, Family and Community Engagement website.

It is expected that Community Advisory Committee members will spend between five and ten hours studying and analyzing information related to the District's Local Plan for Special Education.

## **Committee Meeting and Training Materials**

Below is a list of materials used during Community Advisory Committee meetings, subcommittees and trainings. Other materials may be provided as necessary.

- CA Education Code 56190-56194

- Los Angeles Unified School District Special Education Local Plan Area (SELPA) Local Plan, June 2021-2024
- Greene Act, Education Code §35147
- CAC Bylaws
- Rules of Decorum
- Robert’s Rules of Order 12th Edition
- Robert's Rules of Order Newly Revised 12nd edition
- LAUSD Board of Education Resolution to Enforce the Respectful Treatment of All Persons
- LAUSD Operating Norms and Code of Conduct
- LAUSD Code of Ethics
- Division of Special Education website – <https://www.lausd.org/sped>
- CA School Dashboard at <https://www.caschooldashboard.org/>
- LAUSD School Experience Survey at <https://www.lausd.org/ses>
- Community Advisory Committee website- <https://www.lausd.org/cac>

Note: The Office of Student, Family and Community Engagement also offers additional training on a variety of topics to committee members and guests. View training opportunities here: <https://www.lausd.org/familyacademy>

## Part II: Community Advisory Committee Learning Plan

Dates	Key Task	Outcome	Materials
<b>Wednesday, November 3, 2023</b> <b>Orientation Session #1</b> <b>Topic:</b> CAC Member Orientation Leadership, Members Responsibilities & Officers Duties	<ul style="list-style-type: none"> <li>• <b>Provide</b> an overview of the CAC</li> <li>• <b>Review</b> the SELPA Local Plan and the purpose of the CAC</li> <li>• <b>Understand</b> state statues, CAC bylaws, and meeting procedures</li> <li>• <b>Discuss</b> the role of a servant leader</li> </ul>	<ul style="list-style-type: none"> <li>• Members will understand the responsibilities, opportunities, and challenges of serving as a CAC member</li> <li>• Members will learn with and from each other</li> </ul>	PPT
<b>Wednesday November 6, 2023</b> <b>Business Meeting #1:</b> Election of Officers	<ul style="list-style-type: none"> <li>• <b>Elect</b> officers for the CAC</li> <li>• <b>Learn about the</b> CAC subcommittees establishment</li> </ul>	<ul style="list-style-type: none"> <li>• Seven officers will be elected, develop an understanding of the district online study program</li> </ul>	Election PPT and other election materials

<p><b>Wednesday, December 6, 2023</b>  <b><u>Business Meeting #2:</u></b>  <b>Topic:</b> Local Plan Overview / DSE Organization</p>	<ul style="list-style-type: none"> <li>• <b>Review</b> the SELPA Local Plan and the purpose of the CAC and duties and expectations as servant leader</li> <li>• <b>Understand</b> state statutes, CAC bylaws and meeting procedures</li> <li>• <b>Discuss</b> presentation proposed meeting and training topics and dates.</li> </ul>	<ul style="list-style-type: none"> <li>• Officers will understand the responsibilities, opportunities, and challenges of serving as a CAC member</li> <li>• Officers select and outline meeting and training topics</li> <li>• Sub-committee chairs were established</li> </ul>	<p>Agenda, proposed meeting, training topic and dates</p> <p>List of sub-committees and their duties</p> <p>Copy of SELPA Local Plan and meeting materials</p>
<p><b>Wednesday, January 17, 2024</b>  <b><u>Business Meeting #3:</u></b>  <b>Topic:</b> Overview of Individualized Education Program (IEP) and Section 504</p>	<ul style="list-style-type: none"> <li>• <b>Learn</b> about Section 504 Plan and the IEP to increase awareness of the various programs available to support students with disabilities.</li> <li>• <b>Review</b> Graduation Rate</li> <li>• College and Career Readiness</li> </ul>	<ul style="list-style-type: none"> <li>• Members learn about various higher education options for students with IEPs. College support and advocacy</li> <li>• Develop comments/recommendations.</li> </ul>	<p>PPT and other meeting materials</p>
<p><b>Wednesday, February 28, 2024</b>  <b><u>Training Session #4:</u></b>  <b>Topic:</b> Overview of Supporting Needs of all Learners Using iReady</p>	<ul style="list-style-type: none"> <li>• <b>Review</b> the supporting needs of all learners using iReady and gain a better understanding.</li> <li>• <b>Learn</b> the supporting needs of all learners using iReady</li> </ul>	<ul style="list-style-type: none"> <li>• Participants will learn about the i-Ready diagnostic and how to read the parent report</li> <li>• Gain an understanding of how the i-Ready diagnostic is connected to personalized instruction</li> <li>• View how to log in and check students' progress</li> <li>• Be informed of the accommodations offered within i-Ready</li> </ul>	<p>PPT and other meeting materials, Video presentation</p>
<p><b>Wednesday, March 20, 2024</b>  <b><u>Business Meeting #5:</u></b>  <b>Topic:</b> Early Childhood Special Education</p>	<ul style="list-style-type: none"> <li>• <b>Review</b> Early Childhood education and gain a better understanding of resources. <b>Learn</b> about least restrictive environment, services, and curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Participants will learn and discuss the resources and highlights of classroom activities, assessments, and the preschool curriculum. Members will</li> <li>• Develop comments/recommendation</li> </ul>	<p>PPT and other meeting materials, Video presentation</p>

<p><b>Wednesday, April 17, 2024</b>  <b><u>Training Session #6:</u></b>  <b><u>Topic:</u></b> Transition Services at the High and Middle School (DOTs)</p>	<ul style="list-style-type: none"> <li>• <b>Review</b> Transitional Services for middle and high school students.</li> <li>• <b>Learn</b> about Transition Assessment &amp; The Individual Transition Plan (ITP)</li> <li>• Age of Majority</li> <li>• Diploma vs. Certificate of Completion</li> </ul>	<ul style="list-style-type: none"> <li>• Participants will learn about transition services for students with disabilities including transition instruction/activities, outside agency linkages, assessment, and work-based learning opportunities.</li> <li>• Participants will gain a deeper understanding as to the purpose of the Individual Transition Plan (ITP) and how they can support the ITP process.</li> </ul>	<p>PPT, other meeting material  Video presentation</p>
<p><b>Wednesday, May 15, 2024</b>  <b><u>Business Meeting #7:</u></b>  <b><u>Topic:</u></b> Adult Transition Services</p>	<ul style="list-style-type: none"> <li>• <b>Learn</b> about Adult Transition, Transition Plan, Diploma vs Certificate of Completion Pathway</li> <li>• <b>Review</b> Graduation Rate</li> <li>• College and Career Readiness</li> </ul>	<ul style="list-style-type: none"> <li>• Members learn about various higher education options for students with IEP's. College support and advocacy</li> <li>• Develop comments /recommendations.</li> </ul>	<p>PPT, other training material,  Video presentation</p>

## Training Sessions for 2023-2024

Dates	Key Task	Outcome	Materials
<b>February 5, 2024</b>  <b>Parliamentary Procedures</b>	<ul style="list-style-type: none"> <li>• <b>Learn</b> about the purpose and effective use of parliamentary procedures to guide the actions of a committee.</li> <li>• <b>Understand</b> to have and effective meeting and key terms</li> </ul>	<ul style="list-style-type: none"> <li>• Members will learn about and practice using parliamentary procedures in various roles as committee members.</li> </ul>	PPT, Robert’s Rules of Order Handbook
<b>February 26, 2024</b>  <b>Understanding Data</b>	<ul style="list-style-type: none"> <li>• How to advocate for your student using data</li> <li>• How to find and interpret school data</li> <li>• How to read and use district data to provide advice that improves student academic achievement</li> <li>• This session will empower families by building knowledge and practice of family’s rights and responsibilities, and collaborative decision making, because they are critical partners for all students.</li> </ul>	<ul style="list-style-type: none"> <li>• How to advocate for your student using data</li> <li>• How to find and interpret school data</li> <li>• How to read and use district data to provide advice that improves student academic achievement</li> <li>• This series will empower families by building knowledge and practice of family’s rights and responsibilities, and collaborative decision making, because they are critical partners for our highest opportunity students.</li> </ul>	
<b>March 11, 2024</b>  <b>SMART Comment Development Training</b>	<ul style="list-style-type: none"> <li>• <b>Review</b> the SMART framework as one approach to create relevant comments and recommendations.</li> <li>• <b>Learn</b> how to use the framework as it relates to the CAC SELPA recommendation development process</li> </ul>	<ul style="list-style-type: none"> <li>• Members will practice forming and writing SMART comments. Members will learn how to develop relevant comments and recommendations using the SMART framework.</li> </ul>	PPT and training material

## Part III: Community Advisory Committee Meeting Policies

**Meeting Norms:** The Community Advisory Committee members are required to follow the Meeting Norms and the Rules of Decorum.

The following is a list of the meeting norms:

- I/We will keep students as a priority.
- I/We will provide every participant with a safe and welcoming environment.
- I/We will listen attentively and not interrupt each other.
- I/We will speak respectfully and briefly.
- I/We will stay focused on the meeting topics.
- I/We believe that we can agree to disagree.
- I/We believe that there might be more than one solution to a problem.

**Attendance Policy:** Members are expected to attend all regular meetings as listed on the approved CAC meeting calendar. Parent Representatives may miss up to three regular scheduled meetings after which they will be terminated. After the second absence, members will be notified in writing, to the address provided, that they are in danger of being terminated. Student representatives may miss up to five regular scheduled meeting.

**Participation:** Members are expected to ask questions and provide input to further the knowledge of the committee and to communicate support or opposition of District policies as they relate to the Local Plan. Members are expected to adhere to the Meeting Norms, Code of Conduct and Rules of Decorum during CAC meetings and while on LAUSD property. Members are free to express opinions and constructive criticism regarding actions and decisions but not of individuals. It is expected that once the membership has agreed to an action, that is have the full support of all members, regardless of how they voted.

**Communication:** Members receive regular email, text and Blackboard Connect Ed. messages to communicate information related to meetings and trainings. To obtain copies of materials, members may visit the Office of Student, Family and Community Engagement website (<https://achieve.lausd.net/pcss>). All meetings are videotaped and archived videos, along with meeting materials, are available on the website.

Members may identify themselves at public functions as a member of the CAC, however, members are expected to refrain from speaking on behalf of the CAC unless they have been formally noticed to do so. In



accordance with the Greene Act, a quorum of members or officers may not meet outside of a properly noticed, open meeting.

**Accessibility:** Visitor's parking is limited. To request a disability-related accommodation under the Americans with Disabilities Act (ADA), members may contact Lisa Porter in the Office of Student, Family and Community Engagement at least 24 hours in advance at (213) 481-3350 or email her at [lisa.porter@lausd.net](mailto:lisa.porter@lausd.net).

On-site childcare is not available; however, childcare reimbursement vouchers are available for committee members. Individuals wishing to speak under Public Comment may sign up thirty minutes before the scheduled start time for the meeting.

For individual questions or concerns, please see a staff member in attendance from the Division of Special Education.