



Revised LP 12/20/22

Learning Plan for the Community Advisory Committee (CAC)

Engaging Parents as Partners in the Service of Student Learning

Office of Parent and Community Services

Part I: Overview of Community Advisory Committee Learning Plan

2022-2023 Officers

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Website: Community Advisory Committee (CAC) <https://achieve.lausd.net/Page/10285>

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Dates of Meetings and Trainings:

Community Advisory Committee (CAC) 2022-2023 Calendar

AGENDA PLANNING Meetings 4th Wednesday 10am-11:30am	SUBCOMMITTEE Meetings 1 st Wednesday 10:00am-1:00pm 1 hour for each subcommittee	Business Meetings 3 rd Wednesday 10:00am-1:00pm	Training & Parent Empowerment Meetings 3 rd Wednesday 10:00am-1:00pm
Officer's Training September 14, 2022 10:00am – 12:00am	September 7, 2022 (Selection of Chairpersons)	**August 24, 2022 (4 th Wednesday Officer Elections)	*August 3, 2022 (Day 1 Orientation) August 10, 2022 (Day 2 Orientation)
*September 28, 2022	*October 12, 2022 (2 nd Wednesday)	Tuesday, October 18, 2022	September 21, 2022
October 26, 2022	November 2, 2022	December 14, 2022	November 16, 2022
November 30, 2022	*January 11, 2023 (2 nd Wednesday)	February 15, 2023	January 18, 2023
*December 7, 2022	February 1, 2023	May 17, 2023	March 15, 2023
January 25, 2023	March 1, 2023	*June 7, 2023 (1 st Wednesday)	Saturday April 22, 2023
February 22, 2023	*April 12, 2023 (2 nd Wednesday)		
March 22, 2023	May 3, 2023		
April 26, 2023			
May 24, 2022			
June 14, 2023			

Community Advisory Committee Learning Plan Description

The purpose of the Community Advisory Committee (CAC) is to fulfill the requirements of California Education Code, Sections 56190-56194. 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 [New Special Education Division / New SpEd About Us \(lausd.net\)](#).

The 2022-2023 CAC officers, elected on August 24, 2022, meet regularly to plan the content of each meeting and training. In addition to regular business such as minutes and establishment of quorum, members review and provide recommendations on the Los Angeles Unified School District (LAUSD) Special Education Local Plan Area (SELPA) Local Plan.

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 Local Districts and at the Office of Parent and Community Services.

Committee Meeting and Training Structure

Community Advisory Committee members are provided with learning opportunities during regular meetings, sub-committees, and training sessions, which are held virtually and at the Office of Parent and Community Services from 10 :00 a.m. to 1:00 p.m.

The agendas for the Community Advisory Committee meetings, sub-committees and training sessions are posted outside of the building at the Office of Parent and Community Services and online on the Office of Parent and Community Services website <https://achieve.lausd.net/pcss> .

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 Parent Advisory Committee meetings and trainings. Other materials may be provided as necessary.

- CA Education Code 56190-56194
- CAC Bylaws
- Rules of Decorum
- Los Angeles Unified School District Special Education Local Plan Area (SELPA) Local Plan, June 2021-2024
- Ralph M. Brown Act, Government Code section 54950 et seq.

- Robert's Rules of Order 12th Edition
- Robert's Rules of Order Newly Revised In Brief, 2nd 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://achieve.lausd.net/sped>
- CA School Dashboard at <https://www.caschooldashboard.org/>
- LAUSD School Experience Survey at <https://achieve.lausd.net/Page/14935>

Note: The Office of Parent and Community Services also offers additional training on a variety of topics to committee members and guests. View training opportunities here: <http://parentworkshops.lausd.net>

Part II: Community Advisory Committee Learning Plan

Dates	Key Task	Outcome	Materials
Wednesday, August 3, 2022 Orientation Session #1 Topic: CAC Member Orientation Wednesday, August 10, 2022 Orientation Session #2 Topic: Leadership, Members Responsibilities & Officers Duties	<ul style="list-style-type: none"> • Provide an overview of the CAC • Review the SELPA Local Plan and the purpose of the CAC • Understand state statutes, CAC bylaws, and meeting procedures • Discuss the role of a servant leader 	<ul style="list-style-type: none"> • Members will understand the responsibilities, opportunities, and challenges of serving as a CAC member • Members will learn with and from each other 	PPT
Wednesday, August 24, 2022 Business Meeting #1 Election of Officers	<ul style="list-style-type: none"> • Elect officers for the CAC • Learn about the CAC subcommittees establishment 	<ul style="list-style-type: none"> • Seven officers will be elected, develop an understanding of the district online study program 	Election PPT and other election materials
Wednesday, September 21, 2022 Training Meeting #1 Topic: Local Plan Overview / DSE Organization	<ul style="list-style-type: none"> • Review the SELPA Local Plan and the purpose of the CAC and duties and expectations as servant leader • Understand state statutes, CAC bylaws and meeting procedures 	<ul style="list-style-type: none"> • Officers will understand the responsibilities, opportunities, and challenges of serving as a CAC member • Officers select and outline meeting and training topics 	Agenda, proposed meeting, training topic and dates List of sub-committees and their duties

	<ul style="list-style-type: none"> • Discuss presentation proposed meeting and training topics and dates. 	<ul style="list-style-type: none"> • Sub-committee chairs were established 	Copy of SELPA Local Plan and meeting materials
Tuesday, October 18, 2022 Business Meeting #2: <u>Topic:</u> Overview of LAUSD Compensatory Education Plan for Students with Disabilities Impacted by Remote Learning During the COVID-19 Pandemic	<ul style="list-style-type: none"> • Review LAUSD's COVID 19 Compensatory Education Plan. • Learn the requirement of staff's implementation of COVID 19 Compensatory Education Plan including the criteria IEP and 504 teams are to use. 	<ul style="list-style-type: none"> • Participants will learn about LAUSD plan to address learning loss due the COVID-19 pandemic • Participants will understand the District's commitment to implement the COVID-19 Compensatory Education Plan as part of its obligation to provide a free appropriate public education (FAPE) to students with disabilities 	PPT and other meeting materials
Wednesday, November 16, 2022 Training Meeting #2: <u>Topic:</u> Dispute Resolution Options & Call Center Updates	Learn basic facts about Dispute Resolution How are disputes resolved? This presentation will include information on the various dispute resolution options available to families. An update regarding concerns addressed through the School Family Support Services Call Center may also be provided.	<ul style="list-style-type: none"> • Participants will engage in conversation and reflection • Participants will learn with and from each other • Develop comments/recommendation 	PPT and other meeting materials
Wednesday, December 14, 2022 Business Meeting #3 <u>Topic:</u> Transition Services	<ul style="list-style-type: none"> • Learn about Adult Transition, Transition Plan, Diploma vs Certificate of Completion Pathway • Review Graduation Rate College and Career Readiness 	<ul style="list-style-type: none"> • Members learn about various higher education options for students with IEP's. College support and advocacy • Develop comments /recommendations 	PPT, other meeting material
Wednesday, January 18, 2023 Training Session #3 <u>Topic:</u> Early Childhood Special Education	<ul style="list-style-type: none"> • Review Early Childhood education and gain a better understanding of resource 	<ul style="list-style-type: none"> • Participants will learn and discuss the resources and highlights of classroom activities, assessments, and the preschool curriculum. Members will • Develop comments/recommendation 	PPT, other training material

	<ul style="list-style-type: none"> • Learn about least restrictive environment, services, and curriculum 		
Wednesday, February 15, 2023 Business Meeting #4 Topic: Parentally placed private school / homeschool students and the Individual Services Plan (ISP)	<ul style="list-style-type: none"> • Review how LAUSD delivers alternative services to private school students who are found school/homeschool education services and attend a non-profit private school or homeschool located within LAUSD boundaries. • Understand the differences between non-profit private school and homeschool • Discuss ideas and questions with Division of Special Education of how improvements can be made. 	<ul style="list-style-type: none"> • Members will gain a better understanding of what direct services and support are provided and eligibility. • Develop comments/recommendation 	PPT, other training material
Wednesday, March 15, 2023 Training Meeting #4: Topic: Overview of the Section 504 Plan and the Individualized Education Program (IEP)	<ul style="list-style-type: none"> • Learn about Section 504 Plan and the IEP to increase awareness of the various programs available to support students with disabilities. • Review Graduation Rate College and Career Readiness 	<ul style="list-style-type: none"> • Members learn about various higher education options for students with IEP's. College support and advocacy • Develop comments/recommendations 	PPT and training material
Saturday, April 22, 2023 Training Meeting #5: Topic: Positive Behavior Interventions and Supports and Restorative Practices (PBIS/RP) or Behavior support provided by the Division of Special Education	<ul style="list-style-type: none"> • Learn about Positive Behavior Interventions and Supports and Restorative Practices (PBIS/RP) on how the District leverages a trauma-resilience informed approach through a multi-tiered system of supports framework to cultivate safe, healthy welcoming and affirming learning environments that establish a culture of learning and positive behavior 	<ul style="list-style-type: none"> • Members will gain an understanding about the over identification of certain subgroups of students. Identify strategies to support and coordinate early intervention • Develop comments/recommendations 	PPT and meeting material

	<ul style="list-style-type: none"> • Discuss ideas and questions with Division of Special Education and the PBIS/RP Staff on how the programs are supporting students with special needs. 		
Wednesday, May 17, 2023 Business Meeting #6: Topic: English Learners with Individualized Education Programs (IEPs)	<ul style="list-style-type: none"> • Learn about language acquisition needs of English Learners, reclassification data, instructional strategies, and examples of how to formulate or determine IEP goals for English Learners. • Review data 	<ul style="list-style-type: none"> • Members will gain a better understanding of accommodation for students with disabilities and review the data student in LRE • Develop comments/recommendations 	PPT and training material
Wednesday June 7, 2023 Business Meeting #7: Topic: Disproportionality Updates	<ul style="list-style-type: none"> • Review Comprehensive Coordinated Early Intervening Services (CCEIS) supports, data, requirements and plan updates. • Discuss what support may be needed to improve Disproportionality 	<ul style="list-style-type: none"> • Members will gain a better understanding of accommodation for students with disabilities • Develop comments/recommendations 	PPT and meeting material

Additional Meetings:

Office of Parent and Community Services Trainings

Dates	Key Task	Outcome	Materials
November 7, 11, & 28, 2022 Parliamentary Procedures Series (Three parts)	<ul style="list-style-type: none"> • Learn about the purpose and effective use of parliamentary procedures to guide the actions of a committee • Understand to have and effective meeting and key terms 	Members will learn about and practice using parliamentary procedures in various roles as committee members.	PPT, Robert's Rules of Order Handbook
December 5, 9, & 16, 2022 Understanding Data Series (Three parts)	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	
February 7, 18 & 25, 2022? SMART Comment Development Training Series (Three parts)	<ul style="list-style-type: none"> • Review the SMART framework as one approach to create relevant comments and recommendations. • Learn how to use the framework as it relates to the CAC SELPA recommendation development process 	<ul style="list-style-type: none"> • Members will practice forming and writing SMART comments. Members will learn how to develop relevant comments and recommendations using the SMART framework. 	PPT and training material

LAUSD Board of Education – Special Education Committee Dates

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 Parent and Community Services 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 Ralph M. Brown 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 Parent and Community Services at least 24 hours in advance at (213) 481-3350 or email her at 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.