

Learning Plan for the Community Advisory Committee (CAC)

Engaging Parents as Partners in the Service of Student Learning

Part I: Overview of Community Advisory Committee Learning Plan

2024-2025 Officers

Ingrid Levy	Chairperson
Kristy Lacy	Vice-Chairperson
Norma E. Gonzalez	Secretary
Philip Friedlander	Student Representative
Veronica Montano Sanchez	Training & Education
Nancy Hernandez	Public Relations Officer
Shainta Rodgers	Parliamentarian and Historian

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

Division of Special Education and Office of Student, Family and Community Engagement

SFACE Team

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

Contact: (213)481-3350 or families@lausd.net

Website: <https://www.lausd.org/sface>

Meeting Location: Office of Student, Family and Community Engagement

1081 West Temple Street
Los Angeles, California 90012

Division of Special Education Team

Kristen Lambert, Lilia Moran, Claudia Valladarez

Contact: (213) 241-6701

Website: <https://lausd.org/sped>

**Dates of Meetings
and Trainings:**

Community Advisory Committee Meeting Calendar 2024- 2025 August 2024		
August 21, 2024	Member Orientation	10:00 a.m. – 1:00 p.m.
August 28, 2024 Meeting #1	Monthly Meeting Election of Officers	10:00 a.m. – 1:00 p.m.
September 2024		
September 4, 2024	Officers' Training, Agenda Planning, and Syllabus Development	10:00 a.m. – 1:00 p.m.
September 25, 2024 Meeting #2	Monthly Meeting	10:00 a.m. – 12:00 p.m.
October 2024		
October 2, 2024 Meeting #1	Subcommittee Meetings	10:00 a.m. – 1:00 p.m.
October 16, 2024 Meeting #3	Monthly Meeting	10:00 a.m. – 12:00 p.m.
October 23, 2024	Officer Agenda Planning	10:00 a.m. – 11:30 a.m.
November 2024		
November 6, 2024 Meeting #2	Subcommittee Meetings	10:00 a.m. – 1:00 p.m.
November 13, 2024	Officer Agenda Planning (For December 2024 and January 2025)	10:00 a.m. – 12:00 p.m.
November 20, 2024 Meeting #4	Monthly Meeting	10:00 a.m. – 12:00 p.m.
December 2024		
December 4, 2024 Meeting #5	Monthly Meeting	10:00 a.m. – 12:00 p.m.

**Community Advisory Committee
Meeting Calendar 2024- 2025**

January 2025

January 15, 2025 Meeting #3	Subcommittee Meetings	10:00 a.m. – 1:00 p.m.
January 22, 2025 Meeting #6	Monthly Meeting	10:00 a.m. – 12:00 p.m.
January 29, 2025	Officer Agenda Planning	10:00 a.m. – 11:30 a.m.

February 2025

February 5, 2025 Meeting #4	Subcommittee Meetings	10:00 a.m. – 1:00 p.m.
February 19, 2025 Meeting #7	Monthly Meeting	10:00 a.m. – 12:00 p.m.
February 26, 2025	Officer Agenda Planning	10:00 a.m. – 11:30 a.m.

March 2025

March 5, 2025 Meeting #5	Subcommittee Meetings	10:00 a.m. – 1:00 p.m.
March 19, 2025 Meeting #8	Monthly Meeting	10:00 a.m. – 12:00 p.m.
March 26, 2025	Officer Agenda Planning	10:00 a.m. – 11:30 a.m.

April 2025

April 2, 2025 Meeting #6	Subcommittee Meetings	10:00 a.m. – 1:00 p.m.
April 23, 2025 Meeting #9	Monthly Meeting	10:00 a.m. – 12:00 p.m.
April 30, 2025	Officer Agenda Planning	10:00 a.m. – 11:30 a.m.

May 2025

May 7, 2025 Meeting #7	Subcommittee Meetings <i>(Create impact statement/summary of outcomes)</i>	10:00 a.m. – 1:00 p.m.
May 21, 2025 Meeting #10	Monthly Meeting	10:00 a.m. – 12:00 p.m.
May 28, 2025	Officer and Subcommittee Chairperson End-of-the-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, 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 2024–2025 CAC officers, elected in August, 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 2024.

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, sub-committees, and training sessions, which are held virtually and at the Office of Student, Family and Community Engagement from 10:00 a.m. to 12:00 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 Student, Family and Community Engagement and online on the Office of Student, Family and Community Engagement <https://lausd.org/cac>

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 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 2024–2027
- Greene Act, Education Code §35147
- CAC Bylaws
- Rules of Decorum
- Robert’s Rules of Order 12th 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>
- Community Advisory Committee website- <https://bit.ly/lausdcac>

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: <http://parentworkshops.lausd.org>

Part II: Community Advisory Committee Learning Plan

Monthly Meeting Date	Proposed Topic	Learning Outcome & Guiding Question (GQ)	Materials Do we need this section?	SELPA Local Plan Connection
<u>August 21, 2024</u>	Topic: Member Orientation	Learning Outcomes: <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 & other materials List of sub-committees and their duties Copy of SELPA Local Plan and meeting materials	N/A
<u>August 28, 2024</u>	Topics: <ul style="list-style-type: none"> Election of Officers Selection of Division of Special Education Trainings 	Guiding Question: In what order do I prefer the proposed Division of Special Education (DSE) topics. Learning Outcomes: <ul style="list-style-type: none"> CAC members will elect seven officers. CAC members will prioritize topics to enhance their understanding of the SELPA Local Plan and the support and services provided to students in LAUSD. 	Election PPT & other election materials Agenda, proposed meeting, training topic and dates	N/A

Part II: Community Advisory Committee Learning Plan

Monthly Meeting Date	Proposed Topic	Learning Outcome & Guiding Question (GQ)	Materials Do we need this section?	SELPA Local Plan Connection
<u>September 25, 2024</u>	Topic: SELPA Local Plan Overview	<p>Guiding Question: How do I contribute to the development of the LAUSD Local Plan as a CAC member?</p> <p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Participants will learn about their role in advising the DSE in the development of the Local Plan. • Participants will learn about the previous feedback provided and how it was considered and/or implemented by the DSE. 	Election PPT, video presentation & other election materials	Certification 4 Section B: Governance & Administration (B2)
<u>October 16, 2024</u>	Topic: Special Education Process in LAUSD	<p>Guiding Question: What is the special education process in LAUSD?</p> <p>Learning Outcome: Participants will learn about the procedures in place in LAUSD to locate, identify and evaluate children and youth suspected of needing special education services.</p>	PPT, video presentation & other meeting materials	Section B: Governance & Administration (B64)

Part II: Community Advisory Committee Learning Plan

Monthly Meeting Date	Proposed Topic	Learning Outcome & Guiding Question (GQ)	Materials Do we need this section?	SELPA Local Plan Connection
<p><u>November 20, 2024</u></p>	<p>Topic: Provision of Related Services in LAUSD</p>	<p>Guiding Question: What special education related services are provided to eligible students in LAUSD?</p> <p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Participants will learn about the various Related Services provided to students in LAUSD. • Participants will learn about how services may be supported in the home. 	<p>PPT & other meeting materials, Video presentation</p>	<p>Section E: Annual Services Plan</p>
<p><u>December 4, 2025</u></p>	<p>Topic: Transition After High School</p>	<p>Guiding Question: What pathways are available to students with disabilities after high school or who have aged out of special education services?</p> <p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Participants will learn about the LAUSD Individual Transition Plan (ITP) • Participants will learn about the transition options available to students after high school. 	<p>PPT, other training material, Video presentation</p>	<p>Section B: Governance & Administration (B53) Section E: Annual Services Plan (E-13)</p>

Part II: Community Advisory Committee Learning Plan

Monthly Meeting Date	Proposed Topic	Learning Outcome & Guiding Question (GQ)	Materials Do we need this section?	SELPA Local Plan Connection
<p><u>January 22, 2025</u></p>	<p>Topic: Supporting Students with Extensive Support Needs</p>	<p>Guiding Question: What is the educational experience like for students with extensive support needs throughout their schooling?</p> <p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Participants will know about the full range of placement and services for students with extensive support needs from PK-12. • Participants will know about alternate assessments for students with significant disabilities, including CAA and Alternate ELPAC, and how IEP team decisions about these assessments make students eligible for a diploma in high school. 	<p>PPT, other training material, Video presentation</p>	<p>Section B: Governance & Administration (B54)</p>
<p><u>February 19, 2025</u></p>	<p>Early Childhood Special Education</p>	<p><u>GQ: What options are available for children ages birth to five who may need special education services?</u></p> <ul style="list-style-type: none"> • Participants will learn about the various services and programs available to children birth to five who have identified special education needs. 	<p>PPT, other training material, Video presentation</p>	<p>Section B: Governance & Administration (B70)</p>

Part II: Community Advisory Committee Learning Plan

Monthly Meeting Dates	Proposed Topic	Learning Outcome & Guiding Question (GQ)	Materials Do we need this section?	SELPA Local Plan Connection
<u>March 19, 2025</u>	Disproportionality	<p><u>GQ: How does the Comprehensive Coordinated Early Intervening Services (CCEIS) address racial and ethnic disparities in special education, and what measurable outcomes has CCEIS achieved?</u></p> <ul style="list-style-type: none"> Participants articulate the primary objectives of CCEIS and its importance in promoting equity in special education. <p>Participants will identify and discuss the outcomes achieved by CCEIS, including improvements in identification, disciplinary actions for students of different racial and ethnic backgrounds, and acquisition of literacy skills.</p>	PPT, other training material, Video presentation	Section B: Governance & Administration (B53)
<u>April 23, 2025</u>	Local Plan Feedback Process	<p>Guiding Question: How do I provide feedback/comments to the Division of Special Education (DSE) regarding the SELPA Local Plan?</p> <p>Learning Outcomes:</p> <ul style="list-style-type: none"> Participants will know how the CAC contributes to the development of the SELPA Local Plan. Participants will know who to contact and how feedback may be provided to DSE. 	PPT, other training material, Video presentation	Section B: Governance & Administration (B2)

Part II: Community Advisory Committee Learning Plan

Monthly Meeting Dates	Proposed Topic	Learning Outcome & Guiding Question (GQ)	Materials Do we need this section?	SELPA Local Plan Connection
May 21, 2025	Topic: Summary of Learning	Guiding Questions: <ul style="list-style-type: none"> • What topics were presented to the CAC during the 2024-2025 school year? • What feedback might I provide to the Division of Special Education for future CAC training sessions? Learning Outcome: Participants will engage in a reflection regarding their learning throughout the 2024-2025 school year.	PPT, other training material, Video presentation	

Part II: Central Committee Leadership Training

Dates	Key Task	Outcome	Materials
<p>October 28, 2025</p> <p style="text-align: center;">Parliamentary Procedures</p>	<ul style="list-style-type: none"> • Learn about the purpose and effective use of parliamentary procedures to guide the actions of a committee. To support and maintain order in the meetings. <p>Understand how to have an effective meeting, key terms, put motions before the body and how to protect the rights of the minority</p>	<p>Members will learn about and practice using parliamentary procedures and the importance of rules and order in various roles as committee members.</p>	<p>PPT, Robert’s Rules of Order Handbook</p>

Part II: Central Committee Leadership Training

<p>November 18, 2025</p> <p>Understanding Data</p>	<ul style="list-style-type: none"> • Understanding Data • How to advocate for your student using data • How to find and interpret school data • : How to read and use district data to provide advice that improves student academic achievement • In alignment with the SFACE Strategic Plan 2021-2024, Strategy #1 Family Voice, Leadership and Advocacy 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 our highest opportunity students. 	<ul style="list-style-type: none"> • Participants will learn how to advocate for your student using data • How to find and interpret school data • How to read and use district data to provide advice that improves student academic achievement • In alignment with the PCS Strategic Plan 2021-2024, Strategy #1 Family Voice, Leadership and Advocacy 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. 	
<p>December 2, 2025</p> <p>SMART Comment Development Training</p>	<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 	<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. 	<p>PPT and training material</p>

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.
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- **Attendance Policy:** Members are expected to attend all monthly meetings as listed on the approved CAC meeting calendar. Parent Representatives may miss up to three regularly 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 regularly scheduled meetings.
 - 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 regularly scheduled meetings.

Part III: Community Advisory Committee Meeting Policies

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 (<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 parking is limited. To request a disability-related accommodation under the Americans with Disabilities Act (ADA), members may email families@lausd.net at least 24 hours in advance, or you can call (213) 481-3350.

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.