

## Standing Subcommittees

The purpose of Standing Subcommittees is to support, develop, and guide the work of the CAC, as the work aligns with the California Education Code and the Los Angeles Unified School District's SELPA Local Plan. All CAC members are **strongly encouraged** to participate in at least one Standing Subcommittee. Below is a list of the Standing Subcommittees and their duties. Please complete the attached form to indicate which subcommittee you would like to join as a member and email your request to [lisa.porter@lausd.net](mailto:lisa.porter@lausd.net). Membership will be on a first come, first served basis. All standing subcommittees will meet the 1<sup>st</sup> Wednesday of each month beginning in October, and the time for each is yet to be determined.

Membership is limited to a total of 16 members each, which includes the appointed CAC officer, in order to avoid establishing a quorum of the CAC. Alternates may serve as a member on any subcommittee, but they may not be elected or appointed to serve as a subcommittee Chairperson.

### Planning, Monitoring, and Evaluation Subcommittee Duties:

- a. Annually review the SELPA
- b. Host discussion groups regarding the SELPA
- c. Hold an annual community meeting to discuss the work of the CAC - what is working, what could be better, potential strategies, and possible partnerships with other groups.
- d. Produce an annual report to be presented to the Board of Education and memorialized by the Parliamentarian/Historian at the end of each school year.

### Training & Education Subcommittee Duties:

- a. Work with the committee officers to regularly survey members regarding leadership and training needs.
- b. Work with PCS to develop and deliver orientation training for new members and ongoing training as needed.
- c. Assist PCS in collecting feedback from past training sessions and suggestions for future training sessions.

### Parent Ambassadors Subcommittee Duties:

- a. Actively work to include families from diverse communities on the CAC.
- b. Work with LAUSD to create and publicize parent trainings.
- c. Develop and implement a plan of outreach to general education teachers to raise awareness of special education trainings and resources available to them and their students.
- d. Identify, publicize, and collaborate with community resources that provide training that might benefit families.
- e. Maintain ongoing working relationships with other community organizations that represent the range of families in LAUSD.
- f. Work with the IEP Subcommittee to ensure distribution of the informational materials it produces.

## **Standing Subcommittees**

### **IEP Training Subcommittee Duties:**

- a. Create documents, forms, and informational pamphlets to assist families in supporting and advocating for their special education students.
- b. Provide up-to-date information on parent rights, responsibilities, and protections under IDEA, district policies, and state/federal laws and regulations regarding special education.
- c. Create workshop materials and presentations to be presented by the Parent Ambassadors Subcommittee.

### **Bylaws Subcommittee Duties:**

- a. Review CAC Bylaws and, if necessary, recommend changes to the general membership.
- b. Conduct outreach to CAC members to determine the need for structural changes to the Bylaws.
- c. Work with LAUSD to create and conduct an orientation session for new CAC members on bylaws and parliamentary procedure.

### **Legislation Subcommittee Duties:**

- a. Inform the CAC members and leadership about federal and California state legislation and potential legislation that may impact special education.
- b. Identify and report on pending legislation that may impact special education students.
- c. Report on legislative hearings.
- d. Educate CAC members and leadership about appointments and elections that influence special education (e.g., elections for LAUSD Board members or appointment of Superintendent).