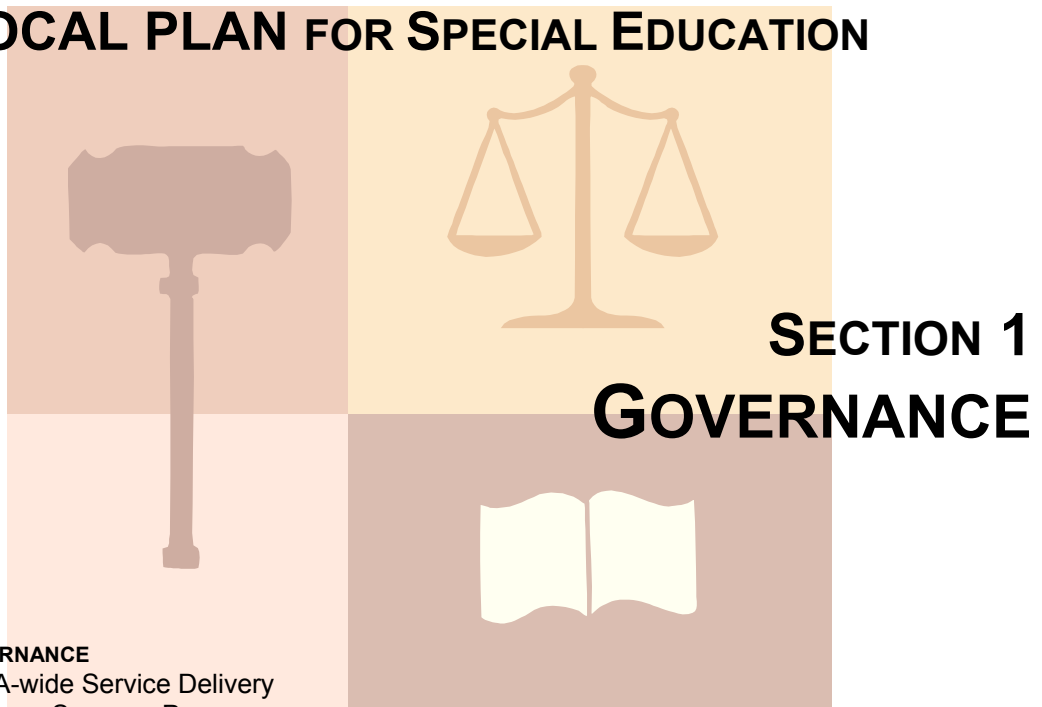


VENTURA COUNTY SPECIAL EDUCATION LOCAL PLAN AREA

- SELPA -

GUIDELINES & PROCEDURES FOR THE LOCAL PLAN FOR SPECIAL EDUCATION



SECTION 1 – GOVERNANCE

Section 2 – SELPA-wide Service Delivery

Section 3 – INDIVIDUAL STUDENT PLANNING

SECTION 4 – INDIVIDUAL STUDENT PROGRAMMING

Section 5 – ALTERNATE PLACEMENT

SECTION 6 – BEHAVIOR INTERFERING WITH LEARNING

SECTION 7 – EARLY CHILDHOOD

SECTION 8 – PROGRAM AND PERSONNEL DEVELOPMENT AND REVIEW

SECTION 9 – BUDGET

SECTION 10 – PARENT INVOLVEMENT

SECTION 11 – TRANSITION TO ADULT LIFE

This is one section of an eleven-part document. Visit our website below or call the SELPA to request copies of other sections. **Highlighted sections are Local Plan Policy.**

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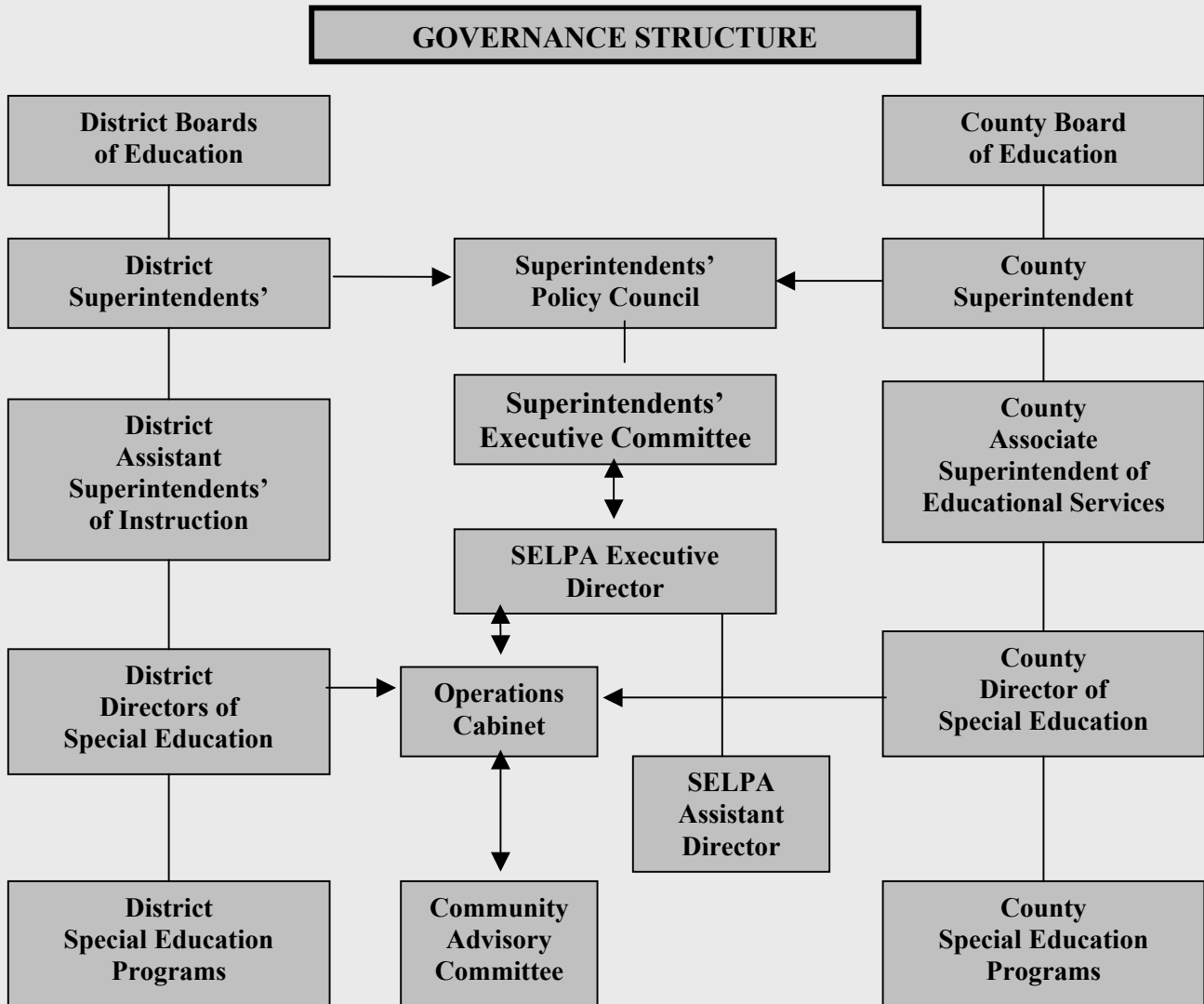


N. Ventura County Superintendent of Schools Office Management Handbook



I. Governance Structure

The administrative structure for the Ventura County SELPA, shown in the following chart, maintains lines of authority and areas of responsibility for special education at the district and county levels. Each district maintains responsibility for special education programs within its boundaries.



II. Governance

A. Cooperative Plan

The Ventura County Special Education Local Plan Area consists of all the school districts in Ventura County, the Las Virgenes Unified School District in Los Angeles County, and the Ventura County Superintendent of Schools Office.

These educational agencies are joined to provide free, appropriate public education programs and services to individuals with exceptional needs from birth through 21



years residing in the SELPA, regardless of district of residence.

Governance of the SELPA is provided by (1) participating LEA Boards of Trustees, (2) the Superintendents' Policy Council, (3) the SELPA Executive Committee (4) the Executive Director of the Ventura County SELPA, (5) Operations Cabinet, and (6) the Community Advisory Committee.

B. Governing Boards

The plan for service delivery is the Interdistrict charts (Section 2, Appendix A). The Interdistrict charts will be reviewed and approved at a public hearing, scheduled to coincide with the first Operations Cabinet meeting in September each year. The Governing Boards of each participating agency will determine, and be responsible for, special education programs and related services offered in their district, as well as for special education curriculum decisions. Each Board, by certification of the Plan, assures equal access to appropriate special education programs and related services regardless of district of residence. Each Board is responsible for recruitment and hiring of district personnel and each Board administers district program budgets.

Approval of the Special Education Local Plan

Each governing board has the responsibility for approval of The SELPA Local Plan for Special Education and for approval of subsequent revisions of the plan.

C. Superintendents' Policy Council

Each superintendent shall participate in the Special Education Local Plan Area Superintendents' Policy Council. The Superintendents' Policy Council is the decision-making body on all matters related to SELPA. **(See Appendix 1-A "Bylaws of Superintendents' Policy Council")**

D. Superintendents' Executive Committee

The Executive Committee works closely with the SELPA Executive Director to formulate recommendations to the Superintendents' Policy Council regarding SELPA policies. **(See Appendix 1-B "Bylaws of SELPA Executive Committee")**

E. SELPA Executive Director

Title: Executive Director, Ventura County Special Education Local Plan Area (SELPA)

1. Primary Responsibilities:

- a. Implementation of the Ventura County Special Education Local Plan.
- b. Implementation of authorized regional services.
- c. Responsible for assuring that eligible pupils have full educational opportunity regardless of the district of residence.
- d. Implementation of the policies and procedures authorized by the Ventura County Superintendents' Policy Council.



2. Major Duties:

- a. Act as a resource for local districts concerning state and federal laws and regulations pertaining to special education.
- b. Provide leadership in fulfilling the adopted annual goals and objectives established by the Superintendents' Policy Council.
- c. Coordinate the writing of the annual revision of the Ventura County Special Education Local Plan. Provide administrative support and coordinate the implementation of the local plan.
- d. Assure that all disabled children eligible under IDEA have access to appropriate special education services.
- e. Assist the Superintendents' Policy Council in providing a full continuum of special education services.
- f. Develop an annual budget for public review and approval by the SELPA Executive Committee and Policy Council.
- g. Plan the agenda and develop exhibits for the monthly meetings of the SELPA Operations Cabinet, Executive Committee and Superintendents' Policy Council.
- h. Meet monthly with the Operations Cabinet, The Executive Committee and Superintendents' Policy Council.
- i. Maintain necessary records and complete all reports required by the California State Department of Education and Federal Government.
- j. Serve as an exofficio member to the Community Advisory Committee.
- k. Advise districts concerning due process, fair hearings and complaints and participate as needed.
- l. Develop written agreements with other public agencies, which serve people with disabilities.
- m. Act as liaison between school districts, the County Office of Education and the California State Department of Education.
- n. Act as an ombudsman for children with disabilities and their parents.
- o. Manage the SELPA Assistive Technology Assessment Center (ATAC) and Adapted Physical Education Programs.
- p. Assist school districts in finding and selecting private non-public school placements for children who cannot appropriately be served in Ventura County.
- q. Represent the Ventura County SELPA on local, state, and federal committees.
- r. Supervise and evaluate all personnel funded by the SELPA.
- s. Implement policies established by the SELPA to assure that due process procedures are followed.
- t. Provide outreach to private schools serving students with special needs.

F. Assistant Director

The Assistant Director shall be supervised by the Executive Director. Duties will include:

1. Facilitate the annual Personnel Development Plan, which includes needs assessment of needs, planning and implementation of resources, materials, and inservice opportunities to general education staff, special education staff, administrators, families and community members regarding students with disabilities, as per Education Code 56420.



2. Manage SELPA's participation in the Ventura County Early Start Program, as per California Government Code 95009 and 95028, including interagency collaboration with Tri-Counties and North Los Angeles County Regional Centers and facilitation of LEA infant staff.
3. Manage the Ventura County WorkAbility I Program as per Education Code Section 56470.
4. Manage the Ventura County SELPA Autism Certification Program.
5. Manage the Ventura County SELPA Resource Specialist Assessor Panel program.
6. Manage the training and certification of Behavior Intervention Case Managers, as per Title 5 CCR 3 |300| (e).
7. Manage and provide training to Surrogate Parents, including coordinating with contacted providers and surrogates, as per California Government Education Code Section 7595.5_
8. Manage the provision of training in emergency behavior interventions as mandated by Title 5, CCR Section 3001 (c).
9. Represent the SELPA in interagency activities.
10. Develop and provide information and resources to families of children with disabilities.
11. Supervise the Ventura County SELPA Occupational Therapy and Behavior Specialist programs.
12. Coordinate monthly Program/Personnel Development meetings to disseminate information to all school districts.
13. Attend all Operations Cabinet meetings to give updates and gain support from Operations Cabinet members.
14. Attend all Community Advisory Committee meetings as an ex-officio members and facilitate CAC activities and subcommittee work.

G. Operations Cabinet

The SELPA Executive Director will meet monthly with Operations Cabinet to review policies, procedures and issues and bring a recommendation or alternative recommendation(s) to the Superintendents' Policy Council for approval/adoption.

1. Members:
The Operations Cabinet shall consist of the Coordinator/Director of Special Education or their designee from each district of the Ventura County SELPA, the Ventura County Superintendent of Schools Office, and any Charter Schools operating as their own LEA.
2. Roles:
 - a. Advise the Executive Director and the Superintendents' Policy Council on issues of provision of special education programs and related services throughout the SELPA.
 - b. Facilitate cooperation among participating educational agencies and serve as a vehicle to resolve conflicts.
 - c. Recommend to the Superintendents' Policy Council establishment of new or expanded programs and needed policy changes.
 - d. Advise the Executive Director and the Superintendents' Policy Council on the annual Regionalized Services Budget and on the SELPA annual goals and objectives.



e. Facilitate conflict resolution at the local level

H. SELPA Administration

The Administrative Unit under the direction of the SELPA Executive Director will coordinate the governance and administration of the local plan, coordinate the implementation of the plan, and provide support personnel according to the Ventura County SELPA local plan.

1. Regionalized Service Funds

The SELPA Executive Director will receive and distribute regionalized services funds according to the Annual Budget Plan developed and approved by the SELPA Executive Committee and Policy Council.

2. Selection of SELPA Staff

The position of Executive Director and Assistant Director will be filled according to procedures of the Ventura County Superintendent of Schools Office, with final approval of the designee made by the Superintendents' Policy Council.

(Appendix N, Ventura County Superintendent of Schools Office Management Handbook). The Executive Director is evaluated by the SELPA Executive Committee. **(See Appendix B).** The Assistant Director will be evaluated according to procedures of the Ventura County Superintendent of Schools Office. **(Appendix N).**

The SELPA Executive Director shall hire and supervise all SELPA staff also according to Ventura County Superintendent of Schools Office procedures. The Ventura County SELPA staff shall be employees of the Ventura County Superintendent of Schools and subject to all conditions as all other Ventura County Superintendent of Schools Office employees.

3. Changes in SELPA Governance Structure

The Ventura County SELPA governance structure may be changed by a majority vote of the Superintendents' Policy Council. Any superintendent may propose governance changes to be reviewed and determined by the Superintendents' Policy Council.

4. Implementation of Local Plan

The SELPA Executive Director has the responsibility for the implementation of the Local Plan through the Local Educational Agencies in the Plan. The plan will be implemented according to governance structure depicted on page 3.

III. Changes in Delivery of Programs and Services

Any change to the programs and services adopted by the Superintendents Policy Council of the Ventura County Special Education Local Plan Area are subject to specific provisions of Education Code Sections 56207(a) – 56207(a) (7)



1. Any local agency which is currently designated as a Local Education Agency (LEA) participating in the Ventura County Local Plan for Special Education may elect to pursue an alternative option to the agreed upon plan by notifying the county Executive Director of the intent at least one year prior to the date the alternative plan would become effective.
2. Any alternate plan of an LEA is subject to the approval of the Superintendent's Policy Council.
3. Approval of a proposed alternative plan by the Superintendent's Policy Council must be based on the capacity of the district(s) within the Ventura County SELPA to ensure that special education programs and services are provided to all children with disabilities. Any proposed alternate plan shall address:
 - Pupil Needs
 - The availability of the full continuum of services to affected pupils.
 - The functional continuation of the current individualized education programs of all affected pupils
 - The provision of services in the least restrictive environment from which affected pupils can benefit
 - The maintenance of all appropriate support services,
 - The assurance that there will be compliance with all federal and state laws, regulations and special education local plan area policies.
 - The means through which parents and staff were represented in the planning.
4. The date on which the transfer of a service plan approved by the Superintendent's Policy Council will take effect may be no earlier than the first day of the second fiscal year beginning after the date on which the sending or receiving agency has informed the other agency and the Superintendent's Policy Council of its intent. Unless the Superintendent's Policy Council or affected district(s) unanimously approve the transfer taking effect on the first day of the first fiscal year following that date.
5. If either the sending or receiving district disagree with the proposed transfer, the matter shall be resolved by the resolution disagreement process below.

IV. Resolution of Disagreements within the SELPA

The Ventura County SELPA shall maintain a dispute resolution process, including mediation and final and binding arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the plan.

The Ventura County SELPA Superintendents' Policy Council is the policy-making entity of the SELPA. It is the intent of the Superintendents' Policy Council that issues are resolved at the level of initiation. The Superintendents' Policy Council is considered the board of last resort and will take no action that would undermine local authority.

If resolution is not reached, the SELPA Executive Director and district superintendent will meet and attempt to resolve the disputed issue. If the issue is not resolved the SELPA Executive Director will present the contested issue at the next regularly scheduled



SELPA Executive Committee for discussion and resolution. Resolution shall be determined by a majority vote of the members present at the meeting.

Conflict resolution will be facilitated at the local level by allowing any Director of Special Education who is a member of Operations Cabinet to bring before an Operations Cabinet Committee meeting a motion for a modification to the Governance Structure. Said motion, if approved, will be forwarded to the Superintendents' Policy Council for action.

V. Interagency Agreements

In the continuing effort to meet the educational needs of all the special education students residing in the SELPA, the agencies participating in the Plan agree to adhere to those agreements entered into by the State Department of Education.

Additionally, the Ventura County Special Education Local Plan Area has developed agreements with:

- *California Children Services (Patty Chan, Agency Liaison)* - (approved 6/9/82; revised 8/86; revised and approved 6/94) **(Appendix 1-C)**
- *Tri-Counties Regional Center (Agency Liaison)* - (approved 9/12/83; revised September 1999) **(Appendix 1-D)**
- *Ventura County Department of Behavioral Health (Agency Liaison)* - (approved 9/23/82; revised January 2002) **(Appendix 1-E)**
- *Department of Rehabilitation (Mario Rivera, Thousand Oaks Office; and Doug Van Bogelan, Oxnard Office; Agency Liaisons)* - (approved 12/15/89) **(Appendix 1-F)**
- *Ventura County Head Start and Early Head Start Program (Hilda Jurado, Agency Liaison)* - (approved 6/96) **(Appendix 1-G)**
- *Ventura County Human Services Agency (Barbara Fitzgerald, Agency Liaison)* - (approved 2/24/82; revised 10/6/86) **(Appendix 1-H)**
- *Tri-Counties Regional Center - Part C (Agency Liaison)* - (approved 2/18/94, Revised September 1999) **(Appendix 1-I)**
- *Rainbow Connection Family Resource Center* **(Appendix 1-J)**
- *Ventura County Transition Project* **(Appendix 1-K)**

Agreement for provision of educational or related services may be entered into by any participating educational agency or other local public agencies.

Consideration of proposed agreements shall be reviewed by the District Administrator of Special Education for each LEA in the SELPA and, in the case of SELPA-wide agreements, by the Operations Cabinet with submission to the SELPA Executive Committee and Policy Council for approval. Special attention in this review process will



be given to possible effects or impact on all participants in the Plan.

VI. Charter Schools

The Ventura County Superintendent of Schools Office has guidelines for Charter Schools, (See “Appendix 1-L”)

VII. Community Advisory Committee

The SELPA Executive Director or his/her designee represents the Superintendents’ Policy Council to the Community Advisory Committee and on a rotating basis a district Director of Special Education shall serve as liaison to the Community Advisory Committee and report to the Operations Cabinet.

Selection of members of the Community Advisory Committee will be the responsibility of each administrator of special education acting for the Local Board, and with its approval. The Operations Cabinet will assure that the make-up of the Committee meets the standards as stated in the California **Education Code Sections 56192.and 56193** and that annually staggered two-year terms are established so that no more than half of the members serve the first year of a term in any one year.

The SELPA Executive Director and Operations Cabinet representatives to CAC will ensure that Community Advisory Committee concerns and comments are forwarded to the Superintendents’ Policy Council and Operations Cabinet and that reactions are reported to the Community Advisory Committee.

The Local Plan will be reviewed and updated cooperatively by a committee of representatives of special and regular teachers and administrators selected by the group they represent and with recommended priorities from the Community Advisory Committee.

The Community Advisory Committee of the Ventura County SELPA accepts as one of its main purposes the maintenance of open and free-flowing communication from the Special Education Administration to the entire community, as well as directing information from the community to the administration.

A major focus of the Community Advisory Committee with the SELPA Assistant Director is community education directed toward awareness and information about the Plan and its implementation. As a group, and individually, Community Advisory Committee members will encourage community involvement in and knowledge of the Plan, as well as the general education of pupils with disabilities and their parents. Community Advisory Committee members will support activities on behalf of individuals with exceptional needs. Additionally, Community Advisory Committee members will assist in parent awareness of the importance of regular school attendance.

The constitution and bylaws stipulate that CAC membership shall include:

- a. Parents of individuals with exceptional needs enrolled in public or private schools.
- b. Parents of other pupils enrolled in school.
- c. Pupils with disabilities.
- d. Adults with disabilities.



- e. Regular education teachers.
- f. Special education teachers.
- g. Other school personnel.
- h. Representative of other public and private agencies.

The bylaws contain a description of the process used to appoint members of the CAC. When appropriate, this procedure provides for selection of representatives by their peers.

Members of the public, including parents or guardians of individuals with exceptional needs who are receiving special education services, may address questions or concerns to the governing body or individual responsible for the administration of the plan by contacting the SELPA Executive Director.

Selection of members of the Community Advisory Committee will be the responsibility of each administrator of special education, acting for the Local Board, and with its approval.

The Operations Cabinet will assure that the make-up of the Committee meets the standards set in Education Code Sections 56192 and 56193, and that annually-staggered two-year terms are established so that no more than half of the members serve the first year of a term in any one-year.

Community Advisory Committee members will support activities on behalf of individuals with exceptional needs. Additionally, Community Advisory Committee members will assist in parent awareness of the importance of regular school attendance.

(See Appendix “1-M” CAC Bylaws)

VIII. Program Specialists

Allocation of funding for Program Specialists is based on the unduplicated special education pupil count for each participating district is flowed through to each district. Each district determines how to utilize their funds to provide program specialist services.

Program Specialists will be subject to the hiring and recruitment policies of the hiring agency (district/County Office of Education). Responsibility for supervision and evaluation of Program Specialists will be defined at time of hiring. Program Specialists will operate, regardless of employing agency, within generally consistent guidelines as to roles and functions throughout the SELPA, and may include consultation, staff development, and IEP Team participation/leadership.

IX. Annual Report to State

The SELPA will participate in evaluation activities as prescribed by *Education Code Section 56601* under the direction of the SELPA Executive Director. The SELPA Office will collect data from each district and submit to the State Department of Education as required.

X. Development Of The Local Plan

The SELPA Executive Director/designee shall be responsible for the coordination of the



development of the Local Plan.

Membership on the Local Plan Development Committee included parents, special education teachers, general education teachers, representatives from community agencies, support staff and administrators. The role of the Local Plan Development Committee in the development of the Local Plan is to:

- provide input;
- provide a forum for members of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the plan;
- address questions or concerns;
- review drafts;
- make recommendations to the Advisory Steering Committee;
- review the final plan before submission.

The role of the Operations Cabinet in the development of the Local Plan is to:

- review the input of the Local Plan Development Committee;
- review drafts;
- provide input;
- make recommendations to the SELPA Superintendents' Executive Committee;
- review the final plan before submission.

The role of the SELPA Superintendents' Executive Committee is to:

- review the recommendation of Operations Cabinet and the Local Plan Development Committee;
- review drafts;
- provide input to the Superintendents' Policy Council;
- seek input from the Superintendents of the districts in the area they represent and through those Superintendents their respective governing boards;
- review and approve the final plan for submission to the full Superintendents' Policy Council and local governing boards for approval;
- Submit the plan to the Ventura County Superintendent of Schools Office.

Evidence of Participation in the Development of the Local Plan shall be determined by:

- a. The membership of each of the groups involved in the development of the Local Plan
- b. The dates of meetings to review and provide input to the development of the Local Plan follow:

October 7, 2002	5:30 – 7:30 p.m.
November 4, 2002	5:30 – 7:30 p.m.
December 2, 2002	5:30 – 7:30 p.m.

XI. Amendments to the Local Plan

The SELPA Superintendents' Policy Council can approve amendments to the local plan on an "interim" basis, up to one year. Amendments approved in this manner would



become permanent upon subsequent approval by all LEA governing boards and the State Board of Education.