

Special Education Local Plan Area (SELPA) Local Plan

SELPA

Fiscal Year

LOCAL PLAN

Section A: Contacts and Certifications

SPECIAL EDUCATION LOCAL PLAN AREA



California Department of Education

Special Education Division

2023-24 Local Plan Annual Submission

Section A: Contacts and Certifications

SELPA

Fiscal Year

Contact Information and Certification Requirements

A1. Check the box or boxes that best represents the SELPA's Local Plan submission to the California Department of Education (CDE):

- NEW SELPA (for proposed multiple Local Educational Agency (LEA) SELPA, or COE joined SELPA only)
- Local Plan Section B: Governance and Administration
 - Local Plan Section B
 - Certifications 1, 3, 4 and 5 are required
 - Attachment I is required. Note: Additional attachments may be required if the amendment affects the services or funding associated with the Local Plan
- Local Plan Section D: Annual Budget Plan
 - Select if this Local Plan Section D submission was revised after June 30th due date
 - Local Plan Section D
 - Certifications 2, 3, 4 and 5 are required
 - Attachments I-V are required
 - If the submission is an amendment of special education revenues and/or expenditures previously reported to the CDE due to changes in services and programs provided by LEAs within the SELPA, then the SELPA must also submit an amendment for Local Plan Section E: Annual Service Plan, along with Attachment VI and VII.
- Local Plan Section E: Annual Service Plan
 - Select if this Local Plan Section E submission was revised after June 30th due date
 - Local Plan Section E
 - Certifications 2, 3, 4 and 5 are required
 - Attachments I and VI are required
 - If the submission is an amendment of programs and services previously reported to the CDE that affect the allocation of special education funds to LEAs within the SELPA, then the SELPA must also submit an amendment for Local Plan Section D: Annual Budget Plan, along with Attachments II-V and VII.
- Local Educational Agency Membership Changes

Section A: Contacts and Certifications

SELPA

Fiscal Year

A2. SELPA Identification

Enter the 4-digit SELPA code issued by the CDE. SELPA codes can be found on the CDE website located at <http://www.cde.ca.gov/sp/se/as/caselpas.asp>.

SELPA

A3. SELPA Administrator Contact Information

Enter address information for the SELPA. Include current SELPA administrator contact information. NOTE: SELPA administrator position changes do not require amendments to the Local Plan. However, in such cases the new SELPA administrator assumes the responsibility for the contents and implementation of the last approved Local Plan filed with the CDE.

| | | | |
|--------------------------|--|-------------------------|---|
| SELPA Name | <input type="text" value="Contra Costa SELPA"/> | | |
| Street Address | <input type="text" value="2520 Stanwell Drive Suite 270"/> | Zip Code | <input type="text" value="94520"/> |
| City | <input type="text" value="Concord"/> | County | <input type="text" value="Contra Costa"/> |
| Mailing Address | <input type="text" value="2520 Stanwell Drive Suite 270"/> | | |
| City | <input type="text" value="Concord"/> | Zip Code | <input type="text" value="94520"/> |
| Administrator First Name | <input type="text" value="MaryAnn"/> | Administrator Last Name | <input type="text" value="Frates"/> |
| Administrator Title | <input type="text" value="Executive SELPA Director"/> | | |
| Administrator's Email | <input type="text" value="mfrates@ccselpa.com"/> | | |
| Telephone | <input type="text" value="935-827-0949"/> | Extension | <input type="text"/> |

A4. Administrative Entity (Responsible Local Agency or Person (as applicable) Contact Information

Enter information for the current administrative entity. This is the responsible local agency or, an administrative unit for a multiple LEA SELPA or COE joined SELPA; or an identified responsible person for a single LEA SELPA. In either case, the administrative entity identified is responsible for the implementation and/or fiscal administration of the Local Plan.

| | | | |
|----------------------------|---|----------|------------------------------------|
| Administrative Entity Name | <input type="text" value="John Swett Unified School District"/> | | |
| Street Address | <input type="text" value="400 Parker Ave"/> | Zip Code | <input type="text" value="94572"/> |

Section A: Contacts and Certifications

SELPA Fiscal Year

City County
Contact First Name Last Name
Contact Title
Email
Telephone Extension

Special Education Local Plan Area Review Requirements

Community Advisory Committee

A5. Pursuant to California *Education Code (EC)* sections 56194(a) and (b); and 56205(a)(12)(E) and (b)(7), the SELPA must involve the Community Advisory Committee (CAC) at regular intervals during the development and review of each Local Plan section. The SELPA collaborated with the CAC throughout the development, amendment, and review of all Local Plan sections included with this submission?

Yes No

A6. Pursuant to *EC* Section 56207(b)(7), the Local Plan section(s): Section B: Governance and Administration, Section D: Annual Budget Plan, and Section E: Annual Service Plan must be provided to the CAC for final review 30 days prior to the plan being submitted the CDE.

The Local Plan was submitted to the CAC on:

County Office of Education

A7. Pursuant to *EC* sections 56140, 56195.1(c), and 56205, within 45 days, the COE, or COEs (as applicable) must approve or disapprove any proposed Local Plan, including any amendment submitted by a SELPA within the county or counties. Enter the COE or COEs responsible for, coordinating special education services within a county, reviewing, and approving the Local Plan.

Select the "Add COE" button to add additional COEs as needed. Users may select the "checkbox" next to the COE entry and the "Delete COE" to remove entries as necessary.

Section A: Contacts and Certifications

SELPA

Fiscal Year

COE responsible for approving the Local Plan

Local Plan section(s) was/were provided to the COE(s) listed for approval on

Public Hearing Requirements

Local Plan Section D: Annual Budget Plan and Section E: Annual Service Plans

Public Hearing notices must be posted at each school site informing the public of the SELPA Public Hearing for the adoption of Local Plan Section D: Annual Budget Plan, and/or Local Plan Section E: Annual Service Plan at least 15 days before the hearing. Evidence of the posting should be maintained and made available to the CDE upon request.

A8. Local Plan Section D: Annual Budget Plan Public Hearing

Most Recent School Site Posting Date

SELPA Public Hearing Date

A9. Local Plan Section E: Annual Service Plan Public Hearing

Most Recent School Site Posting Date

SELPA Public Hearing Date

Submitting the Local Plan to the California Department of Education

STEP 1: Contacts and Certifications

Section A is required when submitting any and all Local Plan sections to the CDE for approval. Certifications and applicable attachments associated with the type of submission identified in item A1 above must be included with each submission.

STEP 2: SELPA Governance Structure

A10. For the purposes of special education, the governing board of a district/charter LEA must elect to participate in a SELPA. The SELPA's governance structure is defined by this election. The SELPA meets requirements and has elected the following governance structure for the Local Plan. Select one of the following three choices:

Section A: Contacts and Certifications

SELPA

Fiscal Year

- Single LEA SELPA: This selection includes only one district LEA (this selection does not include a COE); or
- Multiple LEA SELPA: This selection includes one district or charter LEA together with one or more additional district or charter LEA(s), or a combination thereof (this selection does not include a COE); or
- COE Joined SELPA: A district (or charter) LEA(s) joined with a COE(s) to form a SELPA (this selection includes one or more district or charter LEA(s) *AND* one or more COEs).
- Small and Sparse or Isolated: This selection must meet requirements for COE joined SELPAs as described above, and *EC* sections 56211 through 56212.

STEP 3: Prior Submissions

A11. Enter the fiscal year of the previously submitted Local Plan section:

Section B: Governance and Administration

Section D: Annual Budget Plan

Section E: Annual Service Plan

STEP 4: Local Plan Collaboration

A12. Many representatives of the community are involved in the development of all sections of a Local Plan. In this table, report the participation of key stakeholders required to participate in regular meetings by *EC* sections 56001(f) and 56192 including administrators, general education teachers, special education teachers, members of the CAC, parents selected by the CAC, or other persons concerned with individuals with exceptional needs. Include the agency, first and last name, the title of each participant who was involved in the collaboration in the development of the Local Plan sections, and the section worked on. Select the "Add" button to insert a new row and the "-" button to delete the corresponding row.

| Add | Agency | First and Last Name | Title | Section |
|-----|----------|---------------------|-------------------------|---------|
| - | CC SELPA | MaryAnn Frates | Administrator-Spec. Ed. | All |
| - | CC SELPA | Justine Melendez | Administrator-Spec. Ed. | All |
| - | CC SELPA | Shauna Yeager | CAC | All |
| - | CC SELPA | Lara Robinson | Administrator-Spec. Ed. | All |

Section A: Contacts and Certifications

SELPA

Fiscal Year

| Add | Agency | First and Last Name | Title | Section |
|--------------------------|----------|---------------------|--------|---------|
| <input type="checkbox"/> | CC SELPA | Kelsey Cardana | Other | All |
| <input type="checkbox"/> | Moraga | Kingsley Frazier | Parent | All |

STEP 5: Certifications

A13. Select the check box below to indicate which of the five certifications are being submitted. Include the total number of each type of certification being submitted.

- Certification 1: SELPA Local Plan Section B: Governance and Administration
- Certification 2: SELPA Local Plan Section D: Annual Budget Plan and Section E: Annual Service Plan
- Certification 3: COE (Required for all SELPA Local Plan Sections B, D, and E)
Number Submitted
- Certification 4: CAC (Required for all SELPA Local Plan Sections B, D, and E)
- Certification 5: LEA (Required for all SELPA Local Plan Sections B, D, and E)
Number Submitted

STEP 6: Electronic Signatures

A14. All applicable certifications must be electronically signed and included with the Local Plan.

STEP 7: Final Check

- All certifications submitted to the CDE must be electronically signed.
- Local Plan must be submitted to the CDE using the SELPA's assigned Box.com web address.
- In order to facilitate the timely processing, approval, and distribution of SELPA funding, please submit the Local Plan in the original, CDE-approved format. All templates are coded for the CDE's record keeping purposes.
- Handwritten, scanned, or modified templates remove the coding from the fields and impede the CDE's processing of the Local Plan. In such cases, SELPAs may be required to resubmit handwritten, scanned, or modified Local Plans that are not saved in the original 2022–23 CDE Local Plan Submission template provided, resulting in a delay in approval and funding.

Section A: Contacts and Certifications

SELPA

Fiscal Year

Certification 1

Local Plan Section B: Governance and Administration

IMPORTANT: Certification 1 is required when the information being submitted to the CDE is related to Local Plan Section B: Governance and Administration.

I certify the attached Governance and Administration Local Plan section has been adopted by all LEA members listed in Attachment I and is the basis for the operation and administration of special education programs. I further assure the agency(ies) represented herein will meet all applicable requirements of state and federal laws, regulations, and state policies and procedures, including compliance with the Individuals with Disabilities Education Act (IDEA), Title 20 of *United States Code (USC)* 1400 et seq., implementing regulations under; the Federal Rehabilitation Act of 1973, 29 *USC*, Chapter 16 as applicable; the Federal Americans with Disabilities Act of 1990, 42 *USC*, 12101 et seq.; *Code of Federal Regulations*, Title 34, Parts 300 and 303; *EC* Part 30; and the *California Code of Regulations*, Title 5, Chapter 3, Division 1.

C1-1. I certify the SELPA governance and administrative structure as a:

- Single LEA SELPA Multiple LEA SELPA COE Joined SELPA

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

C1-2. The SELPA collaborated with the CAC throughout the development, amendment, and review of all Local Plan sections included with this submission?

- Yes No (If the answer is "NO," please include comments.)

C1-3. The SELPA reviewed and considered comments provided by the CAC regarding this Local Plan submission.

- Yes No (If the answer is "NO," please include comments.)

Section A: Contacts and Certifications

SELPA

Fiscal Year

C1-4. Specific web address where the SELPA Local Plan, including all sections, is posted.

Charles Miller, John Swett Superintendent

Administrative Entity*

Jun 6, 2023

Date

Harvey Yurkovich, Knightsen Superintendent

SELPA Governance Council or Responsible Individual

Jun 6, 2023

Date

MaryAnn Frates, SELPA Director

SELPA Administrator

Jun 6, 2023

Date

*If the Local Plan represents a single LEA SELPA, then the responsible individual identified in item A4 of Section A must sign here. If the Local Plan represents a multiple LEA SELPA, or a COE joined SELPA, then the administrative entity's designee identified in item A4 of Section A must electronically sign here.

Section A: Contacts and Certifications

SELPA

Fiscal Year

Certification 2

Local Plan Section D: Annual Budget Plan and Section E: Annual Service Plan

IMPORTANT: Certification 2 is required when the information being submitted to the CDE is related to Local Plan Section D: Annual Budget Plan and/or Section E: Annual Service Plan.

I certify the attached Local Plan Section Section D: Annual Budget Plan and/or Section E: Annual Service Plan was/were adopted at a SELPA public hearing(s) and is/are the basis for the operation and administration of special education programs specified herein. I further assure the LEAs identified in Attachment I will meet all applicable requirements of state and federal laws, regulations, and state policies and procedures, including compliance with the *Individuals with Disabilities Education Act (IDEA)*, Title 20 of *United States Code (USC)* 1400 et seq., implementing regulations under; the *Federal Rehabilitation Act of 1973*, 29 *USC*, Chapter 16 as applicable; the *Federal Americans with Disabilities Act of 1990*, 42 *USC*, 12101 et seq.; *Code of Federal Regulations*, Title 34, Parts 300 and 303; *EC Part 30*; and the *California Code of Regulations*, Title 5, Chapter 3, Division 1.

C2-1. I certify the SELPA governance and administrative structure as a:

- Single LEA SELPA Multiple LEA SELPA COE Joined SELPA

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC Section 56195.1(b)* and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC Section 56195.7*.

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

C2-2. The SELPA collaborated with the CAC throughout the development, amendment, and review of all Local Plan sections included with this submission?

- Yes No (If the answer is "NO," please include comments.)

C2-3. The SELPA reviewed and considered comments provided by the CAC regarding this Local Plan submission.

Section A: Contacts and Certifications

SELPA

Fiscal Year

Yes No (If the answer is "NO," please include comments.)

C2-4. Specific web address where the SELPA Local Plan, including all sections, is posted.

Charles Miller, John Swett Superintendent

Administrative Entity*

Jun 6, 2023

Date

Harvey Yurkovich, Knightsen Superintendent

SELPA Governance Council or Responsible Individual

Jun 6, 2023

Date

MaryAnn Frates, SELPA Director

SELPA Administrator

Jun 6, 2023

Date

*If the Local Plan represents a single LEA SELPA, then the responsible individual identified in item A4 of Section A must sign here. If the Local Plan represents a multiple LEA SELPA, or a COE joined SELPA, then the administrative entity's designee identified in item A4 of Section A must electronically sign here.

Special Education Local Plan Area (SELPA) Local Plan Certification 3

SELPA

Fiscal Year

Certification 3: County Office of Education

IMPORTANT: Certification 3 is required when the information being submitted to the California Department of Education (CDE) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

I certify the attached Local Plan section(s) as submitted with this certification are approved by the county office of education (COE). I further assure the Local Plan section(s) being submitted meet(s) all applicable requirements of state and federal laws; policies and procedures including compliance with the Individuals with Disabilities Education Act (IDEA); and is/are included in a coordinated system of all Local Plans (as applicable) to ensure all students with disabilities residing within the county, including those enrolled in alternative education programs, including, but not limited to, alternative schools, charter schools, opportunity schools and classes, community day schools operated by districts, community schools operated by the COE, and juvenile court schools, will have access to appropriate special education programs and related services.

Cert 3-1. All LEAs within the county have elected to participate in this SELPA Local Plan.

Yes No

Cert 3-2. The SELPA Local Plan section(s) as specified herein was approved by the COE pursuant to *EC* Section 56140(b).

Yes No

If "Yes," the COE must enter comments and recommendations here:

The Contra Costa SELPA supports 16 LEA's as part of its SELPA. In addition, there are three other SELPA's within Contra Costa SELPA, that are all single district SELPA's.

Cert 3-3. Special Education Local Plan Area Governance Structure

The COE certifies the SELPA is a:

- Single LEA SELPA: This selection includes only one district LEA (this selection does not include a COE); or
- Multiple LEA SELPA: This selection includes one district or charter LEA together with one or more additional district or charter LEA(s), or a combination thereof (this selection does not include a COE); or
- COE Joined SELPA: A district (or charter) LEA(s) joined with a COE(s) to form a SELPA (this selection includes one or more district or charter LEA(s) *AND* one or more COEs).

Special Education Local Plan Area (SELPA) Local Plan Certification 3

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

- Small and Sparse or Isolated: This selection must meet requirements for, Multiple or Joined SELPAs as described above, and *EC* sections 56211 through 56212.

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

Cert 3-4. The COE ensures the SELPA submitting the Local Plan meets one of the following conditions:

[Single-LEA SELPA](#)

The COE ensures the Single LEA SELPA has established a written procedure for the ongoing review of programs conducted, and procedures utilized under the Local Plan, and a mechanism for correcting any identified problem related to the regionalized service to local programs, including, but limited to, all of the services identified in California *Education Code (EC)* 56195.7(c). *EC* sections 56027, 56195, 56195.7(c) and (j)(1), and 56205; *OR*

[Multiple LEA SELPA or COE joined SELPA](#)

The COE ensures the Multiple LEA SELPA or COE joined SELPA has a written agreement entered into by entities participating in the Local Plan that includes a provision for ongoing review of programs conducted, and procedures utilized, under the Local Plan, and a mechanism for correcting any identified problem. *EC* 56195.1 and 56195.7

- Yes No

Cert 3-5. The county superintendent ensures the Local Plan, including amendments, is posted on the COE web site, or includes a link to the Local Plan.

Special Education Local Plan Area (SELPA) Local Plan Certification 3

SELPA

Contra Costa SELPA

Fiscal Year

2023-24

Yes **No**

Web address where the SELPA Local Plan, including all sections, is posted.

www.ccselpa.com

Authorized Signature

Lynn Mackey

COE Superintendent

Jun 6, 2023

Date

Special Education Local Plan Area (SELPA) Local Plan Certification 4

SELPA

Contra Costa SELPA

Fiscal Year

2023-24

Certification 4: Community Advisory Committee

IMPORTANT: Certification 4 is required when the information being submitted to the California Department of Education (CDE) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan and/or Section E: Annual Service Plan.

Cert 4-1. Community Advisory Committee Participation

The Community Advisory Committee (CAC), advised the SELPA during the development, amendment, and review of the Local Plan. The process involved a schedule of regular consultations regarding policy and budget development. California *Education Code* sections 56194 and 56205(a)(12)(E).

Yes No (If the answer is "NO," please include comments.)

Cert 4-2. Community Advisory Committee Review Timeline

The CAC had at least 30 days to conduct a review of the completed Local Plan. This review was done prior to Local Plan being submitted to the COE and CDE.

Yes No (If the answer is "NO," please include comments.)

Cert 4-3. Community Advisory Committee Comments

The CAC provided written comments to the SELPA regarding this Local Plan submission.

Yes No (If the answer is "NO," please include comments.)

Comments

At this time, no written comments were provided by the CAC. The CAC did ask that to start the 2023-2024 year, a presentation be done by the SELPA Director that reviews all options listed in the Service Plan and these be discussed more with parents, as to how and when some of these services could be requested by the parents.

I certify the information presented herein is an accurate representation of the CAC's involvement in the development and/or amendment of the Local Plan.

Authorized Signature

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 4

SELPA

Fiscal Year

Shauna Yeager

Jun 6, 2023

CAC Chairperson

Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA

Acalanes Union High School District

Cert 5-1. Special Education Local Plan Area Governance Structure

The LEA certifies the SELPA Local Plan is the basis for the operation and administration of special education programs. The LEA will meet all applicable requirements of special education state and federal laws and regulations, and state policies and procedures. Be it further resolved, the LEA must administer the local implementation of policies, procedures, and practices in accordance with special education state and federal laws, rules, and regulations. The superintendent or chief administrator certifies the LEA is participating in a:

- Single LEA SELPA: This selection includes only one district LEA (this selection does not include a COE); or
 - Multiple LEA SELPA: This selection includes one district or charter LEA together with one or more additional district or charter LEA(s), or a combination thereof (this selection does not include a COE); or
 - COE Joined SELPA: A district (or charter) LEA(s) joined with a COE(s) to form a SELPA (this selection includes one or more district or charter LEA(s) *AND* one or more COEs).
- Small and Sparse or Isolated: This selection must meet requirements for, Multiple or Joined SELPAs as described above, and *EC* sections 56211 through 56212.

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

Cert 5-2. Local Educational Agency Local Plan Web Posting

The LEA superintendent (for a district or COE LEA) or chief administrator (for a charter LEA) ensures the current Local Plan, Section B: Governance and Administration, Section D: Annual Budget Plan, and Section E: Annual Service Plan, including updates or revisions to Sections B, D, E, and/or Attachments, is posted on the LEA web site, is on file at each LEA, and is available to any interested party.

Web address where the SELPA Local Plan, including all sections, is posted.

<https://www.acalanes.k12.ca.us/specialservices>

Cert 5-3. Submission Certification Requirements for LEAs

Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

1. All district and charter LEAs must sign a Certification 5 if the Local Plan submission is for an annual amendment (due June 30) for Sections D: Annual Budget Plan, or Section E: Annual Services Plan.
2. If the submission is an amendment to Local Plan Section D: Annual Budget Plan and/or Section E: Annual Service Plan submitted during fiscal year **2022–23**, then only the newly affected LEAs are required to submit Certification 5 with the amendment(s).
3. If the submission is an amendment to Local Plan Section B: Governance and Administration, then all SELPA member LEAs must submit a newly signed Certification 5.

Authorized Signature

John Nickerson

LEA Superintendent/Chief Administrator

Jun 6, 2023

Date

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA

Antioch Unified School District

Cert 5-1. Special Education Local Plan Area Governance Structure

The LEA certifies the SELPA Local Plan is the basis for the operation and administration of special education programs. The LEA will meet all applicable requirements of special education state and federal laws and regulations, and state policies and procedures. Be it further resolved, the LEA must administer the local implementation of policies, procedures, and practices in accordance with special education state and federal laws, rules, and regulations. The superintendent or chief administrator certifies the LEA is participating in a:

- Single LEA SELPA: This selection includes only one district LEA (this selection does not include a COE); or
 - Multiple LEA SELPA: This selection includes one district or charter LEA together with one or more additional district or charter LEA(s), or a combination thereof (this selection does not include a COE); or
 - COE Joined SELPA: A district (or charter) LEA(s) joined with a COE(s) to form a SELPA (this selection includes one or more district or charter LEA(s) *AND* one or more COEs).
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For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Fiscal Year

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to EC Section 56195.7.

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

Cert 5-2. Local Educational Agency Local Plan Web Posting

The LEA superintendent (for a district or COE LEA) or chief administrator (for a charter LEA) ensures the current Local Plan, Section B: Governance and Administration, Section D: Annual Budget Plan, and Section E: Annual Service Plan, including updates or revisions to Sections B, D, E, and/or Attachments, is posted on the LEA web site, is on file at each LEA, and is available to any interested party.

Web address where the SELPA Local Plan, including all sections, is posted.

Cert 5-3. Submission Certification Requirements for LEAs

Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

- 1. All district and charter LEAs must sign a Certification 5 if the Local Plan submission is for an annual amendment (due June 30) for Sections D: Annual Budget Plan, or Section E: Annual Services Plan.
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- 3. If the submission is an amendment to Local Plan Section B: Governance and Administration, then all SELPA member LEAs must submit a newly signed Certification 5.

Authorized Signature

LEA Superintendent/Chief Administrator

Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Fiscal Year

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA

Cert 5-1. Special Education Local Plan Area Governance Structure

The LEA certifies the SELPA Local Plan is the basis for the operation and administration of special education programs. The LEA will meet all applicable requirements of special education state and federal laws and regulations, and state policies and procedures. Be it further resolved, the LEA must administer the local implementation of policies, procedures, and practices in accordance with special education state and federal laws, rules, and regulations. The superintendent or chief administrator certifies the LEA is participating in a:

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- COE Joined SELPA: A district (or charter) LEA(s) joined with a COE(s) to form a SELPA (this selection includes one or more district or charter LEA(s) *AND* one or more COEs).

- Small and Sparse or Isolated: This selection must meet requirements for, Multiple or Joined SELPAs as described above, and *EC* sections 56211 through 56212.

For a multiple LEA SELPA or a COE joined SELPA

I certify that joint powers agreements, or other contractual agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and entities participating in the Local Plan. These agreements address all requirements of the *EC* Section 56195.1(b) and (c) for the provision of (1) a governance structure and administrative supports necessary for implementation; (2) a system for determining the responsibilities of participating LEA members for educating students with disabilities; and (3) the designation of an administrative entity.

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

I certify additional written agreements have been developed and are entered into between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

All agreements are maintained by the SELPA and will be made available upon request to the CDE.

Cert 5-2. Local Educational Agency Local Plan Web Posting

The LEA superintendent (for a district or COE LEA) or chief administrator (for a charter LEA) ensures the current Local Plan, Section B: Governance and Administration, Section D: Annual Budget Plan, and Section E: Annual Service Plan, including updates or revisions to Sections B, D, E, and/or Attachments, is posted on the LEA web site, is on file at each LEA, and is available to any interested party.

Web address where the SELPA Local Plan, including all sections, is posted.

<https://www.brentwood.k12.ca.us/page/special-education>

Cert 5-3. Submission Certification Requirements for LEAs

Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

1. All district and charter LEAs must sign a Certification 5 if the Local Plan submission is for an annual amendment (due June 30) for Sections D: Annual Budget Plan, or Section E: Annual Services Plan.
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3. If the submission is an amendment to Local Plan Section B: Governance and Administration, then all SELPA member LEAs must submit a newly signed Certification 5.

Authorized Signature

Dana Eaton

LEA Superintendent/Chief Administrator

Jun 26, 2023

Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA

Byron Union School District

Cert 5-1. Special Education Local Plan Area Governance Structure

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For a multiple LEA SELPA or a COE joined SELPA

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Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

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All agreements are maintained by the SELPA and will be made available upon request to the CDE.

Cert 5-2. Local Educational Agency Local Plan Web Posting

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- Web address where the SELPA Local Plan, including all sections, is posted.

<https://www.byronunionschooldistrict.us/>

Cert 5-3. Submission Certification Requirements for LEAs

Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

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Authorized Signature

Crystal Castaneda

LEA Superintendent/Chief Administrator

June 26, 2023

Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023-24

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA

Canyon School District

Cert 5-1. Special Education Local Plan Area Governance Structure

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Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

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All agreements are maintained by the SELPA and will be made available upon request to the CDE.

Cert 5-2. Local Educational Agency Local Plan Web Posting

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Web address where the SELPA Local Plan, including all sections, is posted.

<https://canyon.k12.ca.us/>

Cert 5-3. Submission Certification Requirements for LEAs

Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

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3. If the submission is an amendment to Local Plan Section B: Governance and Administration, then all SELPA member LEAs must submit a newly signed Certification 5.

Authorized Signature

Monica Santiago

LEA Superintendent/Chief Administrator

June 26, 2023

Date

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Fiscal Year

Certification 5: Local Educational Agency

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LEA

Cert 5-1. Special Education Local Plan Area Governance Structure

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Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

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Cert 5-2. Local Educational Agency Local Plan Web Posting

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<https://www.cccoe.k12.ca.us/>

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Authorized Signature

Lynn Mackey

LEA Superintendent/Chief Administrator

Jun 6, 2023

Date

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Fiscal Year

Certification 5: Local Educational Agency

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LEA

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Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

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Web address where the SELPA Local Plan, including all sections, is posted.

<https://www.jsusd.org/>

Cert 5-3. Submission Certification Requirements for LEAs

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Authorized Signature

Charles Miller

LEA Superintendent/Chief Administrator

Jun 26, 2023

Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Fiscal Year

Certification 5: Local Educational Agency

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LEA

Cert 5-1. Special Education Local Plan Area Governance Structure

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Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

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<https://kesd-ca.schoolloop.com/>

Cert 5-3. Submission Certification Requirements for LEAs

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Authorized Signature

Harvey Yurkovich

LEA Superintendent/Chief Administrator

Jun 6, 2023

Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Fiscal Year

Certification 5: Local Educational Agency

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LEA

Cert 5-1. Special Education Local Plan Area Governance Structure

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Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

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Web address where the SELPA Local Plan, including all sections, is posted.

<https://www.lafsd.k12.ca.us/>

Cert 5-3. Submission Certification Requirements for LEAs

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Authorized Signature

Brent Stephens

LEA Superintendent/Chief Administrator

Jun 6, 2023

Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Fiscal Year

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA

Cert 5-1. Special Education Local Plan Area Governance Structure

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Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

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All agreements are maintained by the SELPA and will be made available upon request to the CDE.

Cert 5-2. Local Educational Agency Local Plan Web Posting

The LEA superintendent (for a district or COE LEA) or chief administrator (for a charter LEA) ensures the current Local Plan, Section B: Governance and Administration, Section D: Annual Budget Plan, and Section E: Annual Service Plan, including updates or revisions to Sections B, D, E, and/or Attachments, is posted on the LEA web site, is on file at each LEA, and is available to any interested party.

Web address where the SELPA Local Plan, including all sections, is posted.

<https://ca01001129.schoolwires.net/Domain/29>

Cert 5-3. Submission Certification Requirements for LEAs

Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

1. All district and charter LEAs must sign a Certification 5 if the Local Plan submission is for an annual amendment (due June 30) for Sections D: Annual Budget Plan, or Section E: Annual Services Plan.
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Authorized Signature

Erica Volta

LEA Superintendent/Chief Administrator

Jun 27, 2023

Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Fiscal Year

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA

Cert 5-1. Special Education Local Plan Area Governance Structure

The LEA certifies the SELPA Local Plan is the basis for the operation and administration of special education programs. The LEA will meet all applicable requirements of special education state and federal laws and regulations, and state policies and procedures. Be it further resolved, the LEA must administer the local implementation of policies, procedures, and practices in accordance with special education state and federal laws, rules, and regulations. The superintendent or chief administrator certifies the LEA is participating in a:

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For a multiple LEA SELPA or a COE joined SELPA

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Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

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Web address where the SELPA Local Plan, including all sections, is posted.

<https://www.martinezusd.net/>

Cert 5-3. Submission Certification Requirements for LEAs

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Authorized Signature

Helen Rossi

LEA Superintendent/Chief Administrator

Jun 6, 2023

Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA

Moraga School District

Cert 5-1. Special Education Local Plan Area Governance Structure

The LEA certifies the SELPA Local Plan is the basis for the operation and administration of special education programs. The LEA will meet all applicable requirements of special education state and federal laws and regulations, and state policies and procedures. Be it further resolved, the LEA must administer the local implementation of policies, procedures, and practices in accordance with special education state and federal laws, rules, and regulations. The superintendent or chief administrator certifies the LEA is participating in a:

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Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

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Web address where the SELPA Local Plan, including all sections, is posted.

https://district.moraga.k12.ca.us/pf4/cms2/view_page?d=x&group_id=1541799152150&vdid=ifg5

Cert 5-3. Submission Certification Requirements for LEAs

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Authorized Signature

Julie Parks

LEA Superintendent/Chief Administrator

Jun 27, 2023

Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Fiscal Year

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA

Cert 5-1. Special Education Local Plan Area Governance Structure

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Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

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Web address where the SELPA Local Plan, including all sections, is posted.

<https://www.ouesd.k12.ca.us/page/student-services-special-education>

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Authorized Signature

Jeff Palmquist

LEA Superintendent/Chief Administrator

Jun 27, 2023

Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

Certification 5: Local Educational Agency

IMPORTANT: Certification 5 is required when the information being submitted to the California Department of Education (CDE) by each participating agency's superintendent (for a district and county office of education (COE) local educational agency (LEA)), or by each chief administrator (for a charter LEA) is related to Local Plan Section B: Governance and Administration, Section D: Annual Budget Plan, and/or Section E: Annual Service Plan.

LEA

Orinda School District

Cert 5-1. Special Education Local Plan Area Governance Structure

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Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

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Web address where the SELPA Local Plan, including all sections, is posted.

<https://www.orindaschools.org/Departments/Special-Education-Services/index.html>

Cert 5-3. Submission Certification Requirements for LEAs

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Authorized Signature

Aida Glimme

LEA Superintendent/Chief Administrator

Jun 27, 2023

Date

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

Certification 5: Local Educational Agency

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LEA

Pittsburg Unified School District

Cert 5-1. Special Education Local Plan Area Governance Structure

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Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Fiscal Year

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Authorized Signature

LEA Superintendent/Chief Administrator

Date

Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Fiscal Year

Certification 5: Local Educational Agency

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LEA

Cert 5-1. Special Education Local Plan Area Governance Structure

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Special Education Local Plan Area (SELPA) Local Plan Certification 5

SELPA

Contra Costa SELPA

Fiscal Year

2023–24

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Web address where the SELPA Local Plan, including all sections, is posted.

<https://www.walnutcreeksd.org/domain/58>

Cert 5-3. Submission Certification Requirements for LEAs

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Authorized Signature

Marie Morgan

LEA Superintendent/Chief Administrator

Jun 27, 2023

Date

Local Plan Submission

Special Education Local Plan Area (SELPA) Local Plan

SELPA

Fiscal Year

LOCAL PLAN

Section B: Governance and Administration

SPECIAL EDUCATION LOCAL PLAN AREA



California Department of Education

Special Education Division

Section B: Governance and Administration

SELPA

Fiscal Year

B. Governance and Administration

California *Education Code (EC)* sections 56195 et seq. and 56205

Participating Local Educational Agencies

Participating local educational agencies (LEAs) included in the Special Education Local Plan Area (SELPA) local plan must be identified in Attachment I.

Special Education Local Plan Area—Local Plan Requirements

- 1. Describe the geographic service area covered by the local plan: [EC 56195.1(d); EC 56195.1(a)(1); EC 56211; EC 56212]

Contra Costa County is included in the San Francisco, Oakland, Berkeley, Metropolitan Statistical Area. There are four SELPA's in Contra Costa County, three of which are single district SELPA's. Contra Costa SELPA is the only multi-district SELPA in the county and it is composed of 15 school districts and the CCCOE. There are almost 78,000 students including almost 12,000 on IEP's.

In addition to the CCCOE, the LEA's within the Contra Costa SELPA are: Acalanes, Antioch, Brentwood, Byron, Canyon, John Swett, Knightsen, Lafayette, Liberty, Martinez, Moraga, Oakley, Orinda, Pittsburg, and Walnut Creek. The county seat is Martinez, which is within the boundaries of the CC SELPA. It occupies the northern portion of the East Bay region of the San Francisco Bay Area and is primarily suburban.

- 2. Describe the SELPA regional governance and administrative structure of the local plan. Clearly define the roles and structure of a multi-LEA governing body, or single LEA administration as applicable: [EC 56195.1(b)(1)-(3)(c); EC 56205(a)(12)]

Joint Exercise of Powers Agreement [562059(a)(13)]

A. PARTIES

This Joint Powers Agreement is made by and between each Local Education Agency (LEA), including their respective Boards of Education, listed below and hereinafter individually and collectively referred to as 'party' and 'parties' respectively:

Acalanes Union High School District

Section B: Governance and Administration

SELPA

Fiscal Year

- Antioch Unified School District
- Brentwood Union School District
- Byron Union School District
- Canyon School District
- John Swett Unified School District
- Knightsen School District
- Lafayette School District
- Liberty Union High School District
- Martinez Unified School District
- Moraga School District
- Oakley Union School District
- Orinda Union School District
- Orinda Union School District
- Pittsburg Unified School District
- Pittsburg Unified School District
- Walnut Creek School District
- Contra Costa County Office of Education

Join together to adopt a plan in accordance with California Education Code to assure access to special education and services for all individuals with exceptional needs residing in the geographic area served by these districts hereafter known as the Contra Costa Special Education Local Plan Area (CC SELPA). In adopting the completed plan, each participating Local Education Agency (LEA) agrees to carry out the duties and responsibilities assigned to it within the plan. Participating agencies may enter into additional contractual arrangements to meet the requirements of applicable federal and state law. (56195)

Section B: Governance and Administration

SELPA Contra Costa SELPA

Fiscal Year 2023-24

B. PURPOSE

The purpose of this Joint Powers Agreement (JPA) is to provide for the joint operation of the Contra Costa Special Education Local Plan Area (Contra Costa SELPA), an agency which is separate from the parties to this Agreement. This agency shall designate an Administrative Unit (AU) to provide services for the Contra Costa SELPA. The roles and responsibilities of the AU shall be defined in a written agreement.

B. AUTHORITY

This Joint Powers Agreement is entered into pursuant to Education and Government Codes.

C. ADMINISTRATION AND GOVERNANCE

1. The parties hereto hereby create the Contra Costa SELPA, which will be a separate public agency responsible for administering the Agreement and the Local Plan.
2. The Contra Costa SELPA shall be governed by the Governance Council, which shall be comprised of six voting superintendents from member Local Educational Agencies (LEA) and one non-voting SELPA Community Advisory Committee (CAC) representative.
3. The CAC may elect one of its members to serve on the Council for one year as a non-voting member.
4. The composition of the voting membership of the Council will be as follows:

| | |
|--|----------|
| Acalanes/Canyon/Lafayette/Moraga/Orinda/Walnut Creek | 1 |
| Antioch | 1 |
| Brentwood/Byron/Knightsen/Liberty/Oakley | 1 |
| John Swett/Martinez | 1 |
| Pittsburg | 1 |
| Contra Costa County | 1 |
| Total | 6 |

5. Members shall be appointed for one year but may be re-appointed to additional terms. Annual term shall be from July 1 to June 30, although appointments or selection of substitute superintendent by the same region superintendent may occur at any time as provided above.
6. The Contra Costa SELPA Director shall serve as the Chief Executive Officer, and report directly to the Governance Council. The Contra Costa SELPA Director will have a non-voting status on the Governance Council.
7. The Governance Council shall meet not less than four times per school year. Additional meetings may be called at the request of any representative of the Governance Council pursuant to adopted policies. The Contra Costa SELPA Director shall be responsible for preparing the agenda and all support materials for each meeting and serve as secretary to the Council. A quorum shall consist of four voting members.
8. The Governance Council will elect a chairperson and vice-chairperson from their

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members. The term of office shall be one year. Each of these officers shall serve at the pleasure of the Governance Council until a successor is elected. Elections are held the last meeting of the fiscal year or as scheduled by Governance Council action. New officers are to take office at the first meeting of the new fiscal year.

- 9. The functions of the Governance Council consist of the adoption of policies designed to give direction to the Contra Costa SELPA in areas including, but not limited to, matters of personnel, budget, policy, and contracts. The Governance Council shall evaluate the performance of the Contra Costa SELPA Director and shall receive ongoing assessment reports on Contra Costa SELPA staff and LEA programs and services from the Contra Costa SELPA Director.
- 10. All meetings of the Governance Council shall be held according to law.

DESCRIPTION OF GOVERNANCE STRUCTURE

GENERAL DESCRIPTION [56205 (a)(12)(A) 56205(a)(12)(D)(i)]

The Contra Costa SELPA is comprised of fifteen school districts and the Contra Costa County Office of Education (Local Education Agencies or LEAs) who have joined in a cooperative effort to provide for the coordinated delivery of programs and services and assurance of equal access to such programs and services to eligible persons with disabilities requiring special education in the services region. The John Swett Unified School District is designated as the Administrative Unit (AU) for the Contra Costa SELPA. It shall be responsible for functions such as, but not limited to:

- 1. Receipt and distribution of funds including Regionalized Services and Program Specialist revenues to accounts exclusively designated for SELPA use.
- 2. Provision of designated services as specified in the "Agreement for Services as Administrative Unit."

Through a Joint Powers Agreement (JPA), the Contra Costa SELPA participants designate a Governance Council which shall be the governing body of the Contra Costa SELPA. The SELPA staff implements the policies and decisions of the Governance Council. The bylaws are incorporated in the Policies of the Governance Council. Official SELPA documents once referenced in policy are an extension of Governance Council Policy upon adoption and are of equal authority as other forms of policies that are approved by the Governance Council as provided in the Joint Powers Agreement. The Policies document is provided to establish direction for all aspects of the Contra Costa SELPA's function. One example, the Procedural Guidelines, include uniform practices to be used by all staff in the provision of special education programs and services in compliance with the law and mutual agreement through the Local Plan.

COMPOSITION AND ORGANIZATION OF THE GOVERNANCE COUNCIL

- 1. The Contra Costa Special Education Local Plan Area (Contra Costa SELPA) is governed by a Governance Council composed of six (6) voting superintendents from member LEAs and one (1) non-voting representative from the Community Advisory Committee.
- 2. Representation on the Governance Council is Superintendents from the following:

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•Contra Costa County Office of Education, Superintendent of Schools for Contra Costa County, Antioch Unified School District, Superintendent of Antioch Unified School District, and the Pittsburg Unified School District

- Acalanes, Walnut Creek, Moraga, Orinda, Lafayette, and Canyon School Districts, one Superintendent appointed by a joint committee of superintendents of those Districts.
- Oakley, Liberty, Brentwood, Byron and Knightsen School District, one Superintendent appointed by a joint committee of superintendents of those Districts;
- John Swett and Martinez School Districts one Superintendent appointed by a joint committee of superintendents of those Districts.

Total Voting Members six (6) No member shall have more than one vote.

3. Members shall be appointed for one year but may be re-appointed to additional terms. The annual term shall be from July 1 to June 30, although appointments or selection of substitute superintendent by the same region superintendent may occur at any time as provided above.
4. The Contra Costa SELPA Director shall serve as the Chief Executive Officer, and report directly to the Governance Council. The Contra Costa SELPA Director will have a non-voting status on the Governance Council.
5. A quorum shall consist of four voting members; a simple majority is necessary for a decision. An absent member may appoint another member of the six-person council to cast a proxy vote for the absent member. In the event of a tie vote, a special meeting shall be called with all 16 member LEA superintendents with a simple majority deciding the outcome. In the event of a tie with all 16 member superintendents, taking yeas and nays, the prior year October CBEDs will be totaled on each side with a simple majority deciding.
6. The Governance Council shall meet not less than four times per school year. Additional meetings may be called at the request of any representative of the Governance Council pursuant to adopted policies. The Contra Costa SELPA Director shall be responsible for preparing the agenda and all support materials for each meeting and serve as secretary to the Council.
7. The Governance Council will elect a chairperson and vice chairperson from their members. The term of office shall be one year. Each of these officers shall serve at the pleasure of the Governance Council until a successor is elected. Elections are held the last meeting of the fiscal year or as scheduled by Governance Council action. New officers are to take office at the first meeting of the new fiscal year.
8. The functions of the Governance Council consist of the adoption of policies designed to give direction to the Contra Costa SELPA in the areas of, but not limited to, personnel, budget, policy, and contracts. The Governance Council shall evaluate the performance of the Contra Costa SELPA Director and shall receive ongoing assessment reports on Contra Costa SELPA staff and LEA programs and services from the Contra Costa SELPA Director.
9. All meetings of the Governance Council shall be held according to law.
10. The Community Advisory Committee may elect one of its members to serve on the Council for one year as a non-voting member.

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3. Describe the SELPA's regional policy making process. Clearly define the roles of a multi-LEA governing body, or single LEA administration as applicable related to the policy making process for coordinating and implementing the local plan: [EC 56195.7(i)(j)(1)(2)]

SELPA POLICY

Procedures for Development:
[56205 (a) (12) (B), 52605 (a) (D) (ii) (III), 56205(b)(4)] 56205(a)(D)(i), 56205(a)(D)(ii), 56205(a)(D)(ii)(I)]

Policies governing the Contra Costa SELPA shall be adopted by the Governance Council and are included as part of the Local Plan. The Council shall be advised by the Contra Costa SELPA Director who shall, in turn, be advised by the Special Education Administrative Council, and the Community Advisory Committee (CAC). Input may be received from parents, staff, public and non-public agencies and members of the public at large. Individuals wishing an opportunity to address the Council on a particular agenda item or have the council consider a topic is invited to complete a Request to Address Governance Council form which is available at the SELPA office. The Governance Council shall review the Contra Costa SELPA Local Plan and recommend modifications as necessary. All such modifications shall be subject to appropriate statutory and locally defined input process prior to incorporation in this plan. The Contra Costa SELPA Director, with the Special Education Administrative Council, shall assist the Governance Council with these reviews.

The Governance Council shall be the policy making body for the Contra Costa SELPA and its member LEAs. The policies agreements, regulations and procedures adopted by the Governance Council under the authority of the adopting LEA board have the same status as other LEA board policy and may be contained in a variety of documents approved by the Governance Council. [56205(a)(12)(D)(ii)(I-II)]

Contra Costa SELPA DIRECTOR [56205(a)(12)(D)(ii)]56205(a)(12)(B),56205(a)(12)(D)(ii)(V)

The Contra Costa SELPA Director shall serve as the chief administrator of the SELPA to operate the JPA on behalf of the member LEAs and implement the Local Plan for Special Education:

The Contra Costa SELPA Director shall:

1. Provide overall coordination of the Local Plan and JPA implementation.
2. Serve as the Chief Executive Secretary to the Governance Council.
3. Arrange for meetings, establish agendas, and record minutes as appropriate for the Governance Council.
4. Implement the regionalized services of the SELPA:
 - a. Administer staff development programs.
 - b. Coordinate program review.

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- c. Supervise data collection, information management and reporting.
 - d. Coordinate curriculum and program development.
 - e. Coordinate ongoing monitoring of Local Plan implementation through program review.
 - f. Assign, supervise and evaluate Program Specialists, AT/AAC Specialists, and other SELPA staff.
 - g. Other matters related to the representation and operation of the SELPA.
5. Conduct the business operations for the Contra Costa SELPA.
 6. Hire, supervise, evaluate and discipline staff employed by the SELPA in support of the Local Plan. [56205(a)(12)(D)(ii)(I)]
 7. Assist in the development of the annual budget plan and annual SELPA operations budget.
 8. Allocate and distribute funds to LEA's for the operation of special education programs and services in accordance with policy.
 9. Coordinate the funds for low incidence services, equipment and materials in accordance with established procedures.
 10. Complete reports for the Contra Costa SELPA and individual districts in accordance with State priorities criteria, and Education Code Sections.
 11. Apply for discretionary funds and other grants that become available to the Contra Costa SELPA.
 12. Monitor the appropriate use of federal, state, and local funds allocated for special education programs. [56205 (a)(12)(D)(ii)(IV)]
 13. Prepare and submit to the State Department of Education all reports required for the Contra Costa SELPA. [56205(a)(12)(D)(ii)(V)]
 14. Assist in the development and coordinate the implementation of agreements and contracts with non-public school agencies providing services to exceptional students.
 15. Assist in the development and coordinate the implementation of agreements with other SELPAs and agencies.
 16. Assist in the identification of special education program and service needs for the Contra Costa SELPA.
 17. Request input from the LEAs regarding regionalized and program specialist services.
 18. Coordinate and facilitate the establishment of Contra Costa SELPA standards, procedures, processes and regulations for the implementation of the Local Plan.
 19. Participate or designate appropriate personnel to participate in IEP Team meetings for students considered for placement in other LEAs, other SELPAs, and/or non-public school placements.
 20. Provide technical assistance to LEA administrators. Serve as Chairperson of the Administrative Council.
 21. Provide technical assistance to LEAs in due process and complaint procedures and represent or designate appropriate personnel to represent the SELPA in due process and complaint procedures.
 22. Act as a liaison between and among the Contra Costa SELPA, the State Department of Education, the Governance Council, the Special Education Administrative Council, the Community Advisory Committee, Federal Departments and elected government officials.
 23. Update Governance Council and Administrative Council on legislative changes, proposal, trends, and related concerns.
 24. Provide leadership for Special Education with the Contra Costa SELPA.

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4. Clearly define the roles of the County Office of Education (COE) as applicable, and/or any other administrative supports necessary to coordinate and implement the local plan: [EC 56195.1(c); EC 56205(a)(12)(D)(i); EC 56195.5]

Each participating LEA is responsible for implementing those services assigned to the local agency herein and provided for in local budget plans. Each LEA provides assigned programs and services through its own facilities and staff.

However, when an LEA is unable to provide an appropriate program for an individual pupil, that LEA shall, in cooperation with the SELPA Program Specialists, arrange for an appropriate placement, through an Individualized Education Program Team, in a Contra Costa program, in another LEA within the Contra Costa SELPA. If such placement is not possible, the Contra Costa SELPA Director will assist the district in a placement outside of the Contra Costa SELPA. The Contra Costa County Office of Education shall perform the services of an LEA for persons with disabilities residing in Juvenile Court Schools in the Contra Costa SELPA.

The Contra Costa County has more than one Local Plan area and the Contra Costa COE provides special education services to more than one SELPA, therefore relevant provisions of contracts between the County Office and its employees governing wage, hours, and working conditions shall supersede any like provisions contained in the Contra Costa Local Plan.

When the district of residence is an elementary school district, the fiscal and case management responsibilities for an identified student will transfer to the high school district of residence when the student reaches 14.9 years of age on or before September 1, of each new school year unless previously graduated from eighth grade or previously transferred by an IEP team decision. This transfer will occur regardless of the district or agency providing the special education service(s). However, extended school year services will be the fiscal and case responsibility of the elementary school district for the transition year.

5. Does the SELPA have policies and procedures that allow for the participation of charter schools in the local plan? [EC 56207.5]

Yes No

If No, explain why the SELPA does not have the policy and procedures.

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6. Identify and describe the representation and participation of the SELPA community advisory committee (CAC) pursuant to EC Section 56190 in the development of the local plan: [EC 56194(a)(b)(d); EC 56195.9(a)]

COMMUNITY ADVISORY COMMITTEE (CAC) [56205(a)(12)(C)]

The Contra Costa SELPA Community Advisory Committee (CAC) is comprised of parents of persons with disabilities enrolled in public or non-public schools within the Contra Costa SELPA and may include pupils and adults with disabilities; general education teachers, special education providers, and other school personnel within the Contra Costa SELPA; representatives of other public and non-public agencies, and persons concerned with the education of persons with disabilities. The school boards of the participating Local Education Agencies (LEAs) shall appoint one member and alternates to the CAC. The Governance Council shall establish policies for the operation of the CAC according to the state regulations for CAC responsibilities. Additional details are defined in Contra Costa SELPA policy 1100.

7. Describe the SELPA's process for regular consultations regarding the plan development with representative of special education and regular education teachers, and administrators selected by the groups they represent and parent members of the CAC: [EC 56205(a)(12)(E); EC 56205(b)(7)]

Procedures for Development: [56205 (a) (12) (B), 52605 (a) (D) (ii) (III), 56205(b)(4)] 56205(a)(D) (i), 56205(a)(D)(ii), 56205(a)(D)(ii)(I)]

Policies governing the Contra Costa SELPA shall be adopted by the Governance Council and are included as part of the Local Plan. The Council shall be advised by the Contra Costa SELPA Director who shall, in turn, be advised by the Special Education Administrative Council, and the Community Advisory Committee (CAC). Input may be received from parents, staff, public and nonpublic agencies and members of the public at large. Individuals wishing an opportunity to address the Council on a particular agenda item or have the council consider a topic is invited to complete a Request to Address Governance Council form which is available at the SELPA office. The Governance Council shall review the Contra Costa SELPA Local Plan and recommend modifications as necessary. All such modifications shall be subject to appropriate statutory and locally defined input process prior to incorporation in this plan. The Contra Costa SELPA Director, with the Special Education Administrative Council, shall assist the Governance Council with these reviews. The Governance Council shall be the policy making body for the Contra Costa SELPA and its member LEAs. The policies agreements, regulations and procedures adopted by the Governance Council under the authority of the adopting LEA board have the same status as other LEA board policy and may be contained in a variety of documents approved by the Governance Council. [56205(a)(12)(D)(ii)(I-II)]

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8. Identify and describe the responsible local agency (RLA), Administrative Unit (AU), or other agency who is responsible for performing tasks such as the receipt and distribution of funds, provision of administrative support, and coordination and implementation of the plan: [EC 56836.01(a)(b); EC 56205(a)(12)(D)(ii); EC 56195(b)(3); EC 56030]

Allocation of Resources:

The Contra Costa SELPA Director shall allocate all resources granted to the Special Education Local Plan Area pursuant to Education Code. Resources will be allocated in accordance with policy and procedures adopted by the Governance Council.

ADMINISTRATIVE FUNCTIONS [56205(a)(12)(D)(ii); 56205(a)(12)(B)]

I. SELECTION OF RESPONSIBLE LOCAL AGENCY (RLA) SERVING AS THE ADMINISTRATIVE UNIT (AU) FOR THE SELPA AND THE JOINT POWERS AGENCY AND EMPLOYMENT OF SELPA STAFF

The John Swett Unified School District shall serve as the Responsible Local Agency (RLA) serving as the Administrative Unit (AU) for SELPA and the joint powers agency. Should the Governance Council determine to designate a different agency as the AU or should the John Swett School District choose not to serve as the AU, the Governance Council or the John Swett Unified School District, whichever party seeks the change, shall notify the other party of its decision by the January 1 preceding the fiscal year when the change will be effected. In any fiscal year should the Governance Council choose to contract with an agency other than the AU to perform some or all of the services which the AU has been performing, it shall notify the AU by the January 1 preceding the fiscal year when the change will be effected. An agreement for services as the AU shall be drawn to define the role and function of the AU.

FISCAL ADVISORY COMMITTEE

1. The Contra Costa Special Education Local Plan Area Fiscal Advisory Committee shall review, develop, and recommend fiscal policy to the Contra Costa SELPA Director and implement subsequent Governance Council decisions. This Committee shall be composed of the Special Education Administrators and Business Officials from the regions represented by superintendents on the Governance Council.
2. The Contra Costa SELPA Director is an ex-officio member and serves as Chair of the Committee.
3. The Committee shall meet four times during the school year with additional meetings scheduled as necessary.
4. The duties of the Fiscal Advisory Committee include, but are not limited to, the following:
 - a. Establish a schedule of meetings for the year and calendar additional meetings as necessary.
 - b. Monitor utilization of funds; provide information and recommendations to the SELPA Director for the development, modification and implementation of the SELPA funding allocation policy.

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9. Describe the contractual agreements and the SELPA's system for determining the responsibility of participating agency for the education of each student with special needs residing within the geographical area served by the plan: [EC 56195.7. EC 56195.1(b)(c)]

POWERS OF LEAs [56205(a)(12)(D)(i)]

The governance of LEA special education programs shall be the responsibility of LEA governing boards. LEA governing boards shall have and retain authority to receive and budget all special education income allocated by the Governance Council to LEAs for programs and services provided by LEAs in accordance with the Local Plan, SELPA policies, State and Federal regulations.

FUNCTION OF THE CONTRA COSTA SELPA [56205(a)(12)(D)(ii), 56205(b)(2)]

The Contra Costa SELPA shall be responsible for the following:

1. In conjunction with the LEAs who are parties to this Agreement, develop a local plan for the education of individuals with exceptional needs in accordance with the requirements of State and Federal laws
2. Coordinate the implementation of the Local Plan.
3. The Governance Council shall be the policy making body for the Contra Costa SELPA and its member LEAs. The policies and procedures adopted by the Governance Council under the authority of the adopting LEA board have the same status as other LEA board policy.

The Governance Council shall:

- Develop a Joint Powers Agreement to define the operations of the SELPA
- Coordinate and implement the Contra Costa SELPA Local Plan
- Adopt policy for the Contra Costa SELPA
- Appoint a Contra Costa SELPA Director
- Evaluate the Contra Costa SELPA Director
- Approve an agreement with the Administrative Unit for services
- Adopt an operations budget for the Contra Costa SELPA including regionalized services and programs specialists funds at an annual cost not to exceed the available funds for such service
- Approve inter-agency agreements
- Approve the Annual Budget and Allocation Plan for submission to the state
- Approve the Annual Service Plan for submission to the state
- Monitor compliance as required by law
- Provide for an annual audit of all income and expenditures, as required by law
- Receive recommendations from the CAC, Administrative Council, LEA Boards, and other concerned agencies and individuals
- Decide disputes, if any, between participating LEAs that arise concerning special education related matters or related to the interpretation of the Local Plan or this

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JPA, and other agreements or policies between or among the LEAs

The Contra Costa SELPA Director shall:

- Assist in the development and coordinate the implementation of agreements and contracts with non-public school agencies providing services to exceptional students.
- Assist in the development and coordinate the implementation of agreements with other SELPAs and agencies.
- Assist in the identification of special education program and service needs for the Contra Costa SELPA.
- Request input from the LEAs regarding regionalized and program specialist services.
- Coordinate and facilitate the establishment of Contra Costa SELPA standards, procedures, processes and regulations for the implementation of the Local Plan.
- Participate or designate appropriate personnel to participate in IEP Team meetings for students considered for placement in other LEAs, other SELPAs, and/or non-public school placements.

10. For multi-LEA local plans, specify:

a. The responsibilities of each participating COE and LEA governing board in the policymaking process: *[EC 56205(a)(12)(D)(i)]*

1. The Contra Costa Special Education Local Plan Area (Contra Costa SELPA) is governed by a Governance Council composed of six (6) voting superintendents from member LEAs and one (1) non-voting representative from the Community Advisory Committee.
2. Representation on the Governance Council is Superintendents from the following:
 - Contra Costa County Office of Education** _ Superintendent of Schools for Contra Costa County
 - Antioch Unified School District**_ Superintendent of Antioch Unified School District.
 - Pittsburg Unified School District**_ Superintendent of Pittsburg Unified School District.
 - Acalanes, Walnut Creek, Moraga, Orinda, Lafayette, and Canyon School Districts**_ one Superintendent appointed by a joint committee of superintendents of those Districts.
 - Oakley, Liberty, Brentwood, Byron and Knightsen School District** _ one Superintendent appointed by a joint committee of superintendents of those Districts.
 - John Swett and Martinez School Districts** _ one Superintendent appointed by a joint committee of superintendents of those Districts.
 - Total Voting Members is six (6).** No member shall have more than one vote.
3. Members shall be appointed for one year but may be re-appointed to additional terms. The annual term shall be from July 1 to June 30, although appointments or selection of substitute superintendent by the same region superintendent may occur at any time as provided above.
4. The Contra Costa SELPA Director shall serve as the Chief Executive Officer, and report

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- directly to the Governance Council. The Contra Costa SELPA Director will have a non-voting status on the Governance Council.
5. A quorum shall consist of four voting members; a simple majority is necessary for a decision. An absent member may appoint another member of the six-person council to cast a proxy vote for the absent member. In the event of a tie vote, a special meeting shall be called with all 16 member LEA superintendents with a simple majority deciding the outcome. In the event of a tie with all 16 member superintendents, taking yeas and nays, the prior year October CBEDs will be totaled on each side with a simple majority deciding.
 6. The Governance Council shall meet not less than four times per school year. Additional meetings may be called at the request of any representative of the Governance Council pursuant to adopted policies. The Contra Costa SELPA Director shall be responsible for preparing the agenda and all support materials for each meeting and serve as secretary to the Council.
 7. The Governance Council will elect a chairperson and vice-chairperson from their members. The term of office shall be one year. Each of these officers shall serve at the pleasure of the Governance Council until a successor is elected. Elections are held the last meeting of the fiscal year or as scheduled by Governance Council action. New officers are to take office at the first meeting of the new fiscal year.
 8. The functions of the Governance Council consist of the adoption of policies designed to give direction to the Contra Costa SELPA in the areas of, but not limited to, personnel, budget, policy, and contracts. The Governance Council shall evaluate the performance of the Contra Costa SELPA Director and shall receive ongoing assessment reports on Contra Costa SELPA staff and LEA programs and services from the Contra Costa SELPA Director.
 9. All meetings of the Governance Council shall be held according to law.
 10. The Community Advisory Committee may elect one of its members to serve on the Council for one year as a non-voting member.

b. The responsibilities of the superintendents of each participating LEA and COE in the implementation of the local plan: [EC 56205(a)(12)(D)(i)]

- LEA BOARDS OF EDUCATION [56205(a)(12)(A), 56205(a)(12)(D)(i)]
- LEA Boards shall:
- Exercise authority over, assume responsibility for, and be fiscally accountable for special education programs operated by the LEA.
 - Enter into a Joint Powers Agreement with other LEAs participating in the plan, for purpose of delivery of services and programs.
 - Review and approve revisions of the Contra Costa SELPA Local Plan for Special Education.
 - Participate in the governance of the Contra Costa SELPA through their designated representative to the Governance Council.
 - Appoint members to the Community Advisory Committee.

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- The Superintendent of Schools for Contra Costa County is a voting member of the Governance Council which is the policy making body for the Contra Costa SELPA and its member LEAs as well as a member LEA responsible for implementation of the local plan.

Additional information located in the SELPA office, Contra Costa SELPA Policy 7100.

c. The responsibilities of district and county administrators of special education in coordinating the administration of the local plan: [EC 56205(a)(12)(D)(i)]

The Governance Council shall:

- Develop a Joint Powers Agreement to define operations of the SELPA
- Coordinate and implement the Contra Costa SELPA Local Plan
- Adopt policy for the Contra Costa SELPA
- Appoint a Contra Costa SELPA Director
- Evaluate the Contra Costa SELPA Director
- Approve an agreement with the Administrative Unit for services
- Adopt an operations budget for the Contra Costa SELPA including regionalized services and program specialist funds at an annual cost not to exceed the available funds for such service
- Approve interagency agreements
- Approve the Annual Budget and Allocation Plan for submission to the state
- Approve the Annual Service Plan for submission to the state
- Monitor compliance as required by law
- Provide for an annual audit of all income and expenditures, as required by law
- Receive recommendations from the CAC, Administrative Council, LEA Boards, and other concerned agencies and individuals
- Decide disputes, if any, between participating LEAs that arise concerning special education related matters or related to the interpretation of the Local Plan or Joint Powers Agreement (JPA), and other agreements or policies between or among the LEAs

LEA Responsibilities: Policies Addressing LEA Responsibilities shall include but not be limited to:

- Child Find
- Procedural safeguards
- Records and report requirements
- Programs and services
- Students and eligibility criteria
- Uniform procedures for notification, identification, referral, assessment, Individualized Education Plan (IEP) development, implementation, and review, and placement
- Transportation
- Complaints and hearings
- Private Schools

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- Personnel Standards
- Participation in state/district-wide assessments
- Hospital/Foster/LCI/Juvenile Court schools
- Equipment and services
- Consideration of general education resources after referral

Regionalized Services: Policies Addressing Regionalized Services shall include but not be limited to: [56205(a)(12)(B)]; 56205(b)(1)(F)]

- Interagency coordination and development of agreements
- Non-public school/agency coordination and development of master contracts including rate setting on behalf of member LEAs and uniform procedures for individual service agreements
- Provision of Program Specialist service
- Evaluation, program review, and data collection as required
- Curriculum and program development, as required
- Provision of SELPA personnel and employment standards
- Provision of regionalized staff development
- Resource acquisition
- Resource allocation and distribution according to policy
- Dispute resolution to support parents and LEAs in solving conflict
- Coordination of necessary services
- Other responsibilities as assigned by Governance Council

11. Identify the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA related to:

- a. The hiring, supervision, evaluation, and discipline of the SELPA administrator and staff employed by the AU in support of the local plan: [EC 56205(a)(12)(D)(ii)(I)]

The hiring, supervision, evaluation, and discipline of the SELPA administrator and staff employed by the AU in support of the local plan:

The functions of the Governance Council consist of the adoption of policies designed to give direction to the Contra Costa SELPA in areas including, but not limited to, matters of personnel, budget, policy, and contracts. The Governance Council shall evaluate the performance of the Contra Costa SELPA Director and shall receive ongoing assessment reports on Contra Costa SELPA staff and LEA programs and services from the Contra Costa SELPA Director. Additional details are defined in Contra Costa SELPA policy 2000.

PROGRAM SPECIALIST SERVICES [56205(1)(12)(B)]

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In the Contra Costa SELPA, Program Specialist services may be provided as part of the Regionalized Services.

Program Specialists provide a range of services to include:

1. Observing, consulting with, and assisting regular and special education staff.
2. Planning programs, coordinating curricular resources, and evaluating the effectiveness of programs for individuals with exceptional needs.
3. Providing and assisting with staff development, program development, and innovation of special methods and approaches.
4. Supporting the assurance that pupils have full educational opportunity regardless of the district of residence.
5. Working on a consultative basis with principals and administrators who operate special education programs.
6. Coordinating placement of students outside their district of residence.
7. Assisting with dispute resolution and legal compliance.
8. Serving as liaison and consultant to other professionals, appropriate agencies and the community.

A Program Specialist will be considered a pupil service employee as defined in the Education Code. Program Specialists' assignments will be made by the Contra Costa SELPA Director in consultation with District Special Education Administrators who will consider the following:

- Program needs
- Over all needs of the Contra Costa SELPA
- Equitable distribution of service

The Governance Council shall appoint and evaluate the Contra Costa SELPA Director

The Governance Council shall:

- Develop a Joint Powers Agreement to define operations of the SELPA
- Coordinate and implement the Contra Costa SELPA Local Plan
- Adopt policy for the Contra Costa SELPA
- Appoint a Contra Costa SELPA Director
- Evaluate the Contra Costa SELPA Director
- Approve an agreement with the Administrative Unit for services
- Adopt an operations budget for the Contra Costa SELPA including regionalized services and program specialist funds at an annual cost not to exceed the available funds for such service
- Approve interagency agreements
- Approve the Annual Budget and Allocation Plan for submission to the state
- Approve the Annual Service Plan for submission to the state
- Monitor compliance as required by law

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- Provide for an annual audit of all income and expenditures, as required by law
- Receive recommendations from the CAC, Administrative Council, LEA Boards, and other concerned agencies and individuals
- Decide disputes, if any, between participating LEAs that arise concerning special education related matters or related to the interpretation of the Local Plan or Joint Powers Agreement (JPA), and other agreements or policies between or among the LEAs

b. The local method used to distribute federal and state funds to the SELPA RLA/AU and to LEAs within the SELPA: [EC 56205(a)12(D) (ii)(II); EC 56195.7(i)]

DISTRIBUTION OF SPECIAL EDUCATION RESOURCES TO LEAS FOR OPERATION OF SPECIAL EDUCATION PROGRAMS AND SERVICES 56205(b)(1)(A-G)

The Special Education Funding Reform Act of 1996 blended state apportionment, federal local assistance, property tax, and other sources for the distribution of special education funding to SELPAs.

The Governance Council shall adopt policies for the allocation of Special Education Resources to LEAs. The intent is to assure access and availability of services to all eligible students through an equitable distribution system. The policy provides for distribution of the following funds:

- Distribution of State Apportionment to LEAs
- Distribution of Property Tax to LEAs although received by the Contra Costa County Office of Education as payment for LEA obligations
- Distribution of Federal Local Assistance revenue to LEAs
- Distribution of Federal Preschool revenue to LEAs and the SELPA operations budget for regionalized staff development and regionalized services to preschool programs
- Distribution of Infant Units to LEAs providing infant services
- Distribution of Infant Grant funding to LEAs providing infant services with an administrative fee to the SELPA for services provided to infant programs
- Distribution of Inservice Grant fund to LEAs

Additional funding is generated for special education and directly received by the eligible LEA including special education revenue limit for special day class and non-public school attendance including Extended School Year, Non-Public School Excess Costs, and Licensed Children's Institution Non-Public School reimbursement.

Each LEA shall establish and maintain the appropriate accounting records in accordance with and required by State and Federal laws. LEAs shall expend these funds in accordance with all State and Federal laws.

Details are contained in SELPA Policies located at the SELPA office, SELPA website, and at each of our member district offices.

ALLOCATION OF REGIONALIZED SERVICE FUNDS

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Regionalized services and program specialist funds shall be allocated to the Administrative Unit (AU) to support regionalized services and other administrative costs of the plan in accordance with this plan. The Governance Council shall review and adopt an expenditure plan for the utilization of these funds in accordance with Education Code.

PROCESS FOR THE UTILIZATION OF LOW-INCIDENCE FUNDS

Low Incidence Equipment Funds and Low Incidence Service Funds restricted in use for students in the following disability categories: hard of hearing, deaf, visual disability, orthopedically impaired and deaf blind the funds shall be administered through the Contra Costa SELPA Office. This includes receipt of funds, distribution of funds, maintaining an inventory, developing procedures for exchange of equipment, and reporting to the State. The Governance Council shall adopt policy to guide the administration of these funds.

c. The operation of special education programs: [EC 56205(a)(12)(D)(ii)(III)]

Details are contained in SELPA Policies located at the SELPA office, SELPA website, and at each of our member district offices.

Policies Addressing LEA Responsibilities shall include but not be limited to:

- Child Find
- Procedural safeguards
- Records and report requirements
- Programs and services
- Students and eligibility criteria
- Uniform procedures for notification, identification, assessment, Individualized Education Plan (IEP) development, implementation, and review, and placement
- Transportation
- Complaints and hearings
- Private Schools
- Personnel Standards
- Participation in state/district-wide assessments
- Hospital/Foster/LCI/Juvenile Court schools
- Equipment and services
- Consideration of general education resources after referral

Policies Addressing Regionalized Services shall include but not be limited to:

- Interagency coordination and development of agreements
- Non-public school/agency coordination and development of master contracts including rate setting on behalf of member LEAs and uniform procedures for individual service agreements

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- Provision of Program Specialist service
- Evaluation, program review, and data collection as required
- Curriculum and program development, as required
- Provision of SELPA personnel and employment standards
- Provision of regionalized staff development
- Resource acquisition
- Resource allocation and distribution according to policy
- Dispute resolution to support parents and LEAs in solving conflict
- Coordination of necessary services
- Other responsibilities as assigned by the Governance Council

The SELPA Director is authorized by the Governance Council to implement Contra Costa SELPA Policies and Regulations and specific Governance Council actions on behalf of the Governance Council and the Contra Costa SELPA. These responsibilities include but are not limited to the signing of official documents, State reports and authorization of expenditure.

[56205(a)(12)(D)(i)]

ANNUAL BUDGET PLAN [56205(a)(12)(D)(ii)(II)]

In addition to the powers and responsibilities prescribed above, the Contra Costa SELPA Governance Council shall, on behalf of the parties to this Agreement, develop an Annual Budget Plan for Local Plan activities as required by Education Code and conduct the required public hearing. The budget plan shall include provisions setting forth the manner and level to which the LEAs shall be funded. The Annual Budget Plan shall also provide for the scope of the JPA or the Local Plan.

OBLIGATIONS OF THE CONTRA COSTA SELPA

The Contra Costa SELPA is an independent public entity. Except as provided in paragraph N, entitled Liability and Indemnification, the duties, liabilities and obligations of the Contra Costa SELPA and the AU, when the AU is acting on behalf of the Contra Costa SELPA, do not constitute the duties, liabilities and obligations of the parties.

AUTHORITY AND RESPONSIBILITIES OF THE PARTIES [56205(a)(12)(D)(i)]

Each LEA shall have authority over special education programs operated by that LEA. Each LEA shall cooperate with the Contra Costa SELPA and its Governance Council in the development of the Local Plan and in the review and approval of revisions to said Plan.

SPECIAL EDUCATION ADMINISTRATORS [56205(a)(12)(D)(i)]

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Each LEA shall designate a Special Education Administrator from among its staff to act as the primary contact person for the district with the Contra Costa SELPA. The Special Education Administrator shall advise and consult with the SELPA Director through the Special Education Administrative Council. Persons designated as Special Education Administrators need not be serving in an administrative capacity with the LEAs or possess an administrative credential.

PERSONS HAVING ACCESS TO PROPERTY

The public officers or persons who have charge of, handle, or have access to any revenue or property of the Contra Costa SELPA shall be the Treasurer of Contra Costa County, the County Superintendent of Schools, the Contra Costa SELPA Director, designated AU, and any other officers or persons to be designated or empowered by the Governance Council.

LIABILITY AND INDEMNIFICATION

1. Each party hereto agrees to indemnify, defend and hold harmless, each other party, including its officers, employees, governing board members, and agents as follows:
 - a. When a student is placed by one party, district of residence, within the program of another party, agency of service, pursuant to this Agreement, the agency of service agrees to indemnify, defend and hold harmless the district of residence, from every expense, cost, loss, claim, demand, action, suit, judgment, liability or payment, including, but not limited to attorneys' fees or costs, arising from or relating to the agency of service's performance of the duties outlined in this Agreement and implementation of the student's IEP. All parties hereto agree the responsibility to design a FAPE offer for each student placed in another agency pursuant to this Agreement remains the responsibility of the district of residence.
 - b. Each party hereto agrees to indemnify, defend and hold harmless every other party hereto for any liability stemming from any adverse judgement or settlement in connection with any negligent, reckless, or intentional act performed or allowed by it and resulting in harm by a third party, such that no party to this Agreement shall in any way sustain, incur or become liable for the actions of another party hereto, including each party's agents, officers, employees and governing board members.
 - c. This subsection shall apply to any suit, due process complaint, compliance complaint or investigation, including but not limited to any matter before any state or federal court, the Office for Civil Rights, the California Department of Education, the United States Department of Education, California Child Protective Services.
 - d. Each party shall have the right to retain counsel of their choosing to address any matter covered by this subsection and to be reimbursed for the reasonable costs of that counsel pursuant to subparagraphs a. and b. above.
2. If an agent, officer and/or employee of the Contra Costa SELPA is assigned to act on behalf of a particular party by agreement of the Contra Costa SELPA and that party, the party to whom the

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agent, officer and/or employee is assigned agrees to indemnify, defend and hold harmless the Contra Costa SELPA from every expense, cost, loss, claim, demand, action, suit, judgment, liability or payment, including, but not limited to attorneys' fees or costs, arising from or relating to such assignment.

3. The Contra Costa SELPA agrees to indemnify, defend and hold harmless each party and its officers, employees, governing board members and agents, from every loss arising from or relating to any injury or damages caused by a negligent or wrongful act or omission of any agent, officer and/or employee of the Contra Costa SELPA, or of the Governance Council and/or each member thereof, or of the AU, when acting on behalf of the Contra Costa SELPA which occurs or arises out of the performance of this Agreement, to the extent such loss is fully covered by insurance.

In the event of an uninsured loss, which shall include, but not be limited to loss resulting from deductibles, uninsured occurrences, exclusions/exemptions, or policy limits, each party hereto agrees to defend, indemnify, and hold harmless the Contra Costa SELPA, its agents, officers and/or employees, the Governance Council and each member thereof, and the AU, when acting on behalf of the Contra Costa SELPA, for such uninsured loss. A party's share of the uninsured loss shall be proportional to each party's share of average daily attendance for the previous school year shown on the California Department of Education annual report of attendance forms J-18-A and J-19-A.

4. If a party hereto fails to indemnify, defend or hold harmless another party hereto as set forth in this Agreement, a separate suit may be brought for failure to do so, but only after the parties participate in a mediation with an independent neutral mediator. Expense for the independent neutral mediator shall be split between the parties to the dispute. For purposes of any such potential suit, each party hereto hereby waives any and all applicable statutes of limitations applicable to indemnity claims arising in connection with prosecution of a lawsuit and the party's rights and obligations for indemnity shall flow from this written Agreement.

5. For the purposes of this subsection only, included terms shall have the following definitions:

- a. District of Residence- the LEA collecting ADA for the student and placing the student in the agency of service
- a. Agency of Service- the LEA in which the student is placed by his/her district of residence and for whom it is providing the agreed upon IEP placement and services
- b. Negligent- Failure by action, behavior, or response, willful or not, to maintain the expected care required from a reasonable, prudent person under the circumstances.
- c. Reckless- done with careless indifference to the welfare of other people
- d. Intentional- done with reason and purpose
- e. Implementation- the execution of the placement and services outlined in the agreed upon IEP

INSURANCE

1. Each party shall insure itself from loss, liability or claims which occur or arise out of

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- the performance of this Agreement.
2. The Contra Costa SELPA and AU shall mutually determine the specific insurance requirements and include the provision of insurance in the written agreement for services as the AU.

LIMITATIONS

If any party to this agreement exceeds the funding allocations specified in the Annual Budget Plan approved by the Governance council as specified above, the resultant cost of such excess shall be borne by the LEA that exceeded such allocation, unless a written agreement is made to address the specific excess costs.

TERM

This Agreement becomes effective on the date of final approval of the Contra Costa SELPA Local Plan, provided it has been approved by all parties choosing to participate, and it shall continue in effect until a majority of the participation parties have terminated membership in the manner provided by paragraph R. The Governance Council shall meet within thirty (30) days after the State Superintendent of Public Instruction has recommended that the State Board of Education approve the Local Plan of the Contra Costa SELPA.

RESIGNATION OF MEMBERSHIP

A party may resign from the Contra Costa SELPA by notifying the Governance Council of its intent to resign at least one year prior to the effective date of resignation. The effective date shall be no earlier than June 30 following service of notification. The Contra Costa SELPA shall continue as a JPA as long as seven or more parties remain under this agreement.

DISPOSITION OF PROPERTY AND FUNDS UPON TERMINATION

At such time as less than seven members continue or upon the action of the members of Governance Council to end this agreement, the Contra Costa SELPA shall be terminated and cease to exist. Upon termination, the property and funds of the Contra Costa SELPA shall be distributed as follows:

1. After payment of all costs, expenses and charges incurred under the Agreement, any monies in the possession of the Contra Costa SELPA shall be returned to the parties in proportion to contributions made or in proportion to the previous year's pupil count (CBEDS).
2. All property in the possession of the Contra Costa SELPA shall be returned to the

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parties in proportion to contributions made or in proportion to the previous year's pupil count (CBEDS).

3. If said parties cannot agree on distribution, said property shall, to the extent possible, be sold for cash, and said cash and the remaining property not sold shall be distributed to the parties in proportion to contributions made or proportional to the previous year's pupil count (CBEDS).

AMENDMENT

This Agreement may be amended, altered or supplemented at any time by a two thirds vote of the Governance Council.

PARTIAL INVALIDITY

If any one or more of the terms, provisions, sections, promises, covenants or conditions of this Agreement shall to any extent be adjudged invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, sections, promises, covenants and conditions of the Agreement shall not be effected thereby, and shall be valid and enforceable to the fullest extent permitted by law.

ADOPTION AND EXECUTION

Each participating LEA shall become a party to this Agreement by virtue of its governing board's approval of the Contra Costa SELPA Local Plan. This Agreement may be executed by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy. The collection of such separately executed copies shall be treated as a single copy executed by all parties. Each party shall promptly transmit an executed copy of this document to the Contra Costa SELPA.

SUCCESSORS

This Agreement shall be binding upon, and inure to the benefit of, the successors of the parties. NOTICES
All notices required or permitted hereunder shall be served personally or by first class United States mail, postage prepaid at the addresses indicated below, or at such other address as shall be specified in writing to all other parties. Notices shall be deemed served upon personal service or upon the second day after placing such notice in the United States mail.

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Contra Costa SELPA John Swett Unified School District 2520
Stanwell Drive, Suite 270 400 Parker Ave
Concord, CA 94520 Rodeo, CA 94572-1400

d. Monitoring the appropriate use of federal, state, and local funds allocated for special education programs: [EC 56205(a)(12)(D)(ii)(IV)]

Version Annual Service Delivery Plan [56205(b)(2)]

Contra Costa SELPA is required to submit an "Annual Service Delivery Plan" to the California Department of Education. The Governance Council shall conduct the public hearing as required prior to submission to the California Department of Education. The purpose of the Annual Service Delivery Plan is to provide the public with an overview of the programs and services available within the Contra Costa SELPA.

The Governance Council shall adopt policies to describe the uniform labels to be used in the Contra Costa SELPA to identify the continuum of program and service options available. Innovative service designs or the piloting of new options is encouraged. However, after one year of operation, the LEA providing the service must present the new service delivery model to the Governance Council for adoption.

The Governance Council may provide guidelines for staff patterns, student patterns, curriculum, and/or instructional methodology.

To assure that a full continuum of program options is available in Contra Costa SELPA, Governance Council will work toward achievement of the following goals:

1. To the maximum extent possible program options in general education environments are available at local neighborhood schools.
2. Special education programs, to the maximum extent appropriate possible and to students' needs, are housed on regular school campuses and dispersed throughout the SELPA.
3. The physical location of the program facilitates continuing social interaction with non-disabled students.
4. Individuals with exceptional needs have equal access to all general education activities, programs, and facilities on the regular school site and participate in those activities as appropriate to their needs.
5. Placement outside of these guidelines is justified and documented.

The Governance Council shall adopt a budget calendar and all mandated budget adoption and cost accounting procedures required by law. Specific procedures for the implementation of these fiscal requirements are included in the agreement between the Governance Council and the Administrative

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The SELPA, the AU, and each LEA shall establish appropriate record_keeping procedures in accordance with State and Federal requirements, maintain accurate fiscal accounting records, and prepare and submit required fiscal reports to the appropriate authority. All LEAs participating in this Local Plan shall maintain fiscal accounting records in a manner that facilitates an audit by a Certified Public Accountant. The Governance Council shall approve changes in the budget for the operation of the SELPA. Annually the SELPA Director will complete a "Program Certification" process with business managers and special education administrators from each LEA to include: student data, personnel reports, income and expenditure reports. The purpose of this review is to assure that special education resources are used for special education expenses; to review the status of supplementation for state and federal funds to ensure the federal requirement for maintenance of effort was met; and to provide technical assistance to the LEA staff.

The Contra Costa SELPA is required to submit an "Annual Budget Plan" to the California Department of Education. The Governance Council shall conduct the public hearing as required prior to submission of the plan to the California Department of Education. The purpose of the Annual Budget Plan is to provide the public with an overview of the resources available as allocated within the Contra Costa SELPA.

The Governance Council shall adopt policies to allocate and distribute funds. The following guidelines are provided to the Governance Council for such policies to develop the Annual Budget Plan for the SELPA.

12. Describe how specialized equipment and services will be distributed within the SELPA in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environments: [EC 56206]

Low Incidence Equipment Funds and Low Incidence Service Funds restricted in use for students in the following disability categories: hard of hearing, deaf, visual disability, orthopedically impaired and deaf blind the funds shall be administered through the Contra Costa SELPA Office. This includes receipt of funds, distribution of funds, maintaining an inventory, developing procedures for exchange of equipment, and reporting to the State. The Governance Council shall adopt policy to guide the administration of these funds.

Policies, Procedures, and Programs

Pursuant to EC sections 56122 and 56205(a), the SELPA ensures conformity with Title 20 *United States Code (USC)* and in accordance with Title 34 *Code of Federal Regulations (CFR)* Section 300.201 and has in effect policies, procedures, and programs. For each of the following 23 areas, identify whether or not, each of the following provisions of law are adopted as stated. If the policy is not adopted as stated, briefly describe the SELPA's policy for the given area. In all cases, provide the SELPA policy and procedure numbers (If applicable. Leave blank if not applicable); the document title; and the physical location where the policy can be found.

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1. Free Appropriate Public Education: 20 USC Section 1412(a)(1); EC 56205(a)(1)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that a free appropriate public education is available to all children with disabilities residing in the LEA between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school." The policy is adopted by the SELPA as stated:

Yes No

2. Full Educational Opportunity: 20 USC Section 1412(a)(2); EC 56205(a)(2)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that all children with disabilities have access to educational programs, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

Yes No

3. Child Find: 20 USC Section 1412(a)(3); EC 56205(a)(3)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children with disabilities attending

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private schools, regardless of the severity of their disabilities, who are in need of special education and related services, are identified, located, and evaluated. A practical method has been developed and implemented to determine which children with disabilities are currently receiving needed special education and related services." The policy is adopted by the SELPA as stated:

Yes No

**4. Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP):
20 USC Section 1412(a)(4); EC 56205(a)(4)**

Policy/Procedure Number:
Document Title:
Document Location:

"It shall be the policy of this LEA that an IEP, or an IFSP that meets the requirements of 20 USC Section 1436 (d), is developed, implemented, reviewed, and revised for each child with a disability who requires special education and related services in accordance with 20 USC Section 1414 (d). It shall be the policy of this LEA that an IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions." The policy is adopted by the SELPA as stated:

Yes No

5. Least Restrictive Environment: USC Section 1412(a)(5); EC 56205(a)(5)

Policy/Procedure Number:
Document Title:
Document Location:

"It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the general educational environment, occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily." The policy is adopted by the SELPA as stated:

Yes No

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6. Procedural Safeguards: 20 USC Section 1412(a)(6); EC 56205(a)(6)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that children with disabilities and their parents shall be afforded all procedural safeguards according to state and federal laws and regulations." The policy is adopted by the SELPA as stated:

Yes No

7. Evaluation: 20 USC Section 1412(a)(7); EC 56205(a)(7)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that a reassessment of a child with a disability shall be conducted at least once every three years or more frequently, if appropriate." The policy is adopted by the SELPA as stated:

Yes No

8. Confidentiality: 20 USC Section 1412(a)(8); EC 56205(a)(8)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that the confidentiality of personally identifiable data, information, and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act, non-academic

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programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

Yes No

9. Part C to Part B Transition: 20 USC Section 1412(a)(9); EC 56205(a)(9)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that children participating in early intervention programs under the Individuals with Disabilities Education Act (IDEA), Part C, and who will participate in preschool programs, experience a smooth and effective transition to preschool programs in a manner consistent with 20 USC Section 1437(a)(9). The transition process shall begin prior to the child's third birthday."The policy is adopted by the SELPA as stated:

Yes No

10. Private Schools: 20 USC Section 1412(a)(10); EC 56205(a)(10)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents." The policy is adopted by the SELPA as stated:

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Yes No

11. Local Compliance Assurances: 20 USC Section 1412(a)(11); EC 56205(a)(11)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that the local plan shall be adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs, and that the agency(ies) herein represented will meet all applicable requirements of state and federal laws and-regulations, including compliance with the IDEA; the Federal Rehabilitation Act of 1973, Section 504 of Public Law; and the provisions of the California EC, Part 30." The policy is adopted by the SELPA as stated:

Yes No

12. Interagency: 20 USC Section 1412(a)(12); EC 56205(a)(12)(D)(iii)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for free appropriate public education are provided, including the continuation of services during an interagency dispute resolution process." The policy is adopted by the SELPA as stated:

Yes No

13. Governance: 20 USC Section 1412(a)(13); EC 56205(a)(12)

Policy/Procedure Number:

Document Title:

Document Location:

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"It shall be the policy of this LEA to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the local plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Education Agency." The policy is adopted by the SELPA as stated:

Yes No

14. Personnel Qualifications; EC 56205(a)(13)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to ensure that personnel providing special education related services are appropriately and adequately prepared and trained, and that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the California Department of Education (CDE) about staff qualifications." The policy is adopted by the SELPA as stated:

Yes No

15. Performance Goals and Indicators: 20 USC Section 1412(a)(15); EC 56205(a)(14)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by the CDE." The policy is adopted by the SELPA as stated:

Yes No

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16. Participation in Assessments: 20 USC Section 1412(a)(16); EC 56205(a)(15)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that all students with disabilities shall participate in state and district-wide assessment programs described in 20 USC Subsection 6311. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments where necessary and as indicated in their respective Reps.." The policy is adopted by the SELPA as stated:

Yes No

17. Supplementation of State, Local, and Federal Funds: 20 USC Section 1412(a)(17); EC 56205(a)(16)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA, and will be used to supplement and not to supplant state, local, and other federal funds." The policy is adopted by the SELPA as stated:

Yes No

18. Maintenance of Effort: 20 USC Section 1412(a)(18); EC 56205(a)(17)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds

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and/or combined level of local and state funds expended for the education of children with disabilities except as provided in federal laws and regulations." The policy is adopted by the SELPA as stated:

Yes No

19. Public Participation: 20 USC Section 1412(a)(19); EC 56205(a)(18)

Policy/Procedure Number:

Policy/Procedure Title:

Document Location:

"It shall be the policy of this LEA that public hearings, adequate notice of the hearings, and an opportunity for comments are available to the general public, including individuals with disabilities and parents of children with disabilities, and are held prior to the adoption of any policies and/or regulations needed to comply with Part B of the IDEA." The policy is adopted by the SELPA as stated:

Yes No

20. Suspension and Expulsion: 20 USC Section 1412(a)(22); EC 56205(a)(19)

Policy/Procedure Number:

Document Title:

Document Location:

"The LEA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the LEA further assures that policies, procedures, and practices related to the development and implementation of the IEPs will be revised." The policy is adopted by the SELPA as stated:

Yes No

21. Access to Instructional Materials: 20 USC Section 1412(a)(23); EC 56205(a)(20)

Policy/Procedure Number:

Document Title:

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Document Location:

"It shall be the policy of this LEA to provide instructional materials to blind students or other students with print disabilities in a timely manner according to the state-adopted National Instructional Materials Accessibility Standard." The policy is adopted by the SELPA as stated:

Yes No

22. Over-identification and Disproportionality: 20 USC Section 1412(a)(24); EC 56205(a)(21)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to prevent the inappropriate over-identification or disproportionate representation by race and ethnicity of children as children with disabilities." The policy is adopted by the SELPA as stated:

Yes No

23. Prohibition on Mandatory Medicine: 20 USC Section 1412(a)(25); EC 56205(a)(22)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substances Act as a condition of attending school or receiving a special education assessment and/or services." The policy is adopted by the SELPA as stated:

Yes No

Administration of Regionalized Operations and Services

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Pursuant to *EC* sections 56195.7(c), 56205(a)(12)(B), 56368, and 56836.23, describe the regionalized operation and service functions. Descriptions must include an explanation of the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA. Information provided should include the document title and the location (e.g., SELPA office) for each function:"

1. Coordination of the SELPA and the implementation of the local plan:

Document Title: N/A

Document Location: N/A

Contra Costa SELPA DIRECTOR [56205(a)(12)(D)(ii)]56205(a)(12)(B),56205 (a)(12)(D)(ii)(V)

The Contra Costa SELPA Director shall serve as the chief administrator of the SELPA to operate the JPA on behalf of the member LEAs and implement the Local Plan for Special Education:

The Contra Costa SELPA Director shall:

1. Provide overall coordination of the Local Plan and JPA implementation.
2. Serve as the Chief Executive Secretary to the Governance Council.
3. Arrange for meetings, establish agendas, and record minutes as appropriate for the Governance Council.
4. Implement the regionalized services of the SELPA:
 - a. Administer staff development programs.
 - b. Coordinate program review.
 - c. Supervise data collection, information management and reporting.
 - d. Coordinate curriculum and program development.
 - e. Coordinate ongoing monitoring of Local Plan implementation through program review.
 - f. Assign, supervise and evaluate Program Specialists and other SELPA staff.
 - g. Other matters related to the representation and operation of the SELPA.
5. Conduct the business operations for the Contra Costa SELPA.
6. Hire, supervise, evaluate and discipline staff employed by the SELPA in support of the Local Plan. [56205(a)(12)(D)(ii)(I)]

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Description:

7. Assist in the development of the annual budget plan and annual SELPA operations budget.
8. Allocate and distribute funds to LEAs for the operation of special education programs and services in accordance with policy
9. Coordinate the funds for low incidence services, equipment and materials in accordance with established procedures.
10. Complete reports for the Contra Costa SELPA and individual districts in accordance with State priorities criteria, and Education Code Sections.
11. Apply for discretionary funds and other grants that become available to the Contra Costa SELPA.
12. Monitor the appropriate use of federal, state, and local funds allocated for special education programs. [56205 (a) (12)(D)(ii) (IV)]
13. Prepare and submit to the State Department of Education all reports required for the Contra Costa SELPA. [56205(a) (12) (D)(ii)(V)]
14. Assist in the development and coordinate the implementation of agreements and contracts with non-public school agencies providing services to exceptional students.
15. Assist in the development and coordinate the implementation of agreements with other SELPAs and agencies.
16. Assist in the identification of special education program and service needs for the Contra Costa SELPA.
17. Request input from the LEAs regarding regionalized and program specialist services.
18. Coordinate and facilitate the establishment of Contra Costa SELPA standards, procedures, processes and regulations for the implementation of the Local Plan.

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1. Participate or designate appropriate personnel to participate in IEP Team meetings for students considered for placement in other LEAs, other SELPAs, and/or non_public school placements.

2. Provide technical assistance to LEA administrators. Serve as Chairperson of the Administrative Council.

3. Provide technical assistance to LEAs in due process and complaint procedures and represent or designate appropriate personnel to represent the SELPA in due process and complaint procedures.

4. Act as a liaison between and among the Contra Costa SELPA, the State Department of Education, the Governance Council, the Special Education Administrative Council, the Community Advisory Committee, Federal Departments and elected government officials.

5. Update Governance Council and Administrative Council on legislative changes, proposal, trends, and related concerns.

6. Provide leadership for Special Education with the Contra Costa SELPA.

SPECIAL EDUCATION ADMINISTRATIVE COUNCIL [56205(a)(12)(D)(i)]

1. The coordination and implementation of the Contra Costa Special Education Local Plan shall be the responsibility of the Contra Costa SELPA Special Education Administrative Council. This Council shall be composed of the Special Education Administrators from each of the fifteen (15) participating Districts and the County Office of Education in the Local Plan Area.

2. The Contra Costa SELPA Director is an ex-officio member and serves as Chair of the Council.

3. The Council shall meet monthly during the school year or as needed.

4. The Administrative Council shall be responsible for implementing policies of the Governance Council and for carrying out the day to day operations of the LEA program.

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5. The Special Education Administrative Council makes recommendations to the Contra Costa SELPA Director regarding the development of policies and regulations, as well as the general operations of the SELPA. These recommendations are to include, but not be limited to, the following:

- a. The establishment of priorities for the provision of services.
- b. The modification of the Local Plan.
- c. The development of the Contra Costa SELPA budget.
- d. The evaluation of Personnel Development activities.
- e. The development of the resource allocation policies.
- f. The development of the service delivery policies.

6. In addition, the Special Education Administrative Council will be responsible for:

- g. Coordination of SELPA provided regionalized services with LEA services.
- h. Coordination of SELPA students and program placement.
- i. Coordination of transportation services.

7. The Administrative council and/or the SELPA Director may create standing committees to assist with these recommendations.

The Special Education Administrative Council may be assigned other responsibilities by the Governance Council. +

2. Coordinated system of identification and assessment:

Document Title:

Document Location:

Description: - Prior to initial placement in special education program.
- Whenever any significant change in the student's special education placement occurs, including addition of new services, and discontinuation of existing services.
- If the team of qualified assessors, which includes the parent(s), determine
"/>

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that additional data are needed in reviewing whether the student continues to need special education and related services.

- Every three (3) years or more frequently, if conditions warrant or if the student's parent(s) or teacher requests a new assessment when a new Individualized Education Program (IEP) is to be developed. (details in the Guide)

3. Coordinated system of procedural safeguards:

Document Title:

Document Location:

Description:

4. Coordinated system of staff development and parent and guardian education:

Document Title:

Document Location:

Description:

5. Coordinated system of curriculum development and alignment with the core curriculum:

Document Title:

Document Location:

Description:

6. Coordinated system internal program review, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system:

Document Title:

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Document Location:

Description:

7. Coordinated system of data collection and management:

Document Title:

Document Location:

Description:

8. Coordination of interagency agreements:

Document Title:

Document Location:

Description:

9. Coordination of services to medical facilities:

Document Title:

Document Location:

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Description:

10. Coordination of services to licensed children's institutions and foster family homes:

Document Title:

Document Location:

Description:

11. Preparation and transmission of required special education local plan area reports:

Document Title:

Document Location:

E. AUDITING AND ACCOUNTING SERVICES

The Auditor_Controller of Contra Costa County, the Contra Costa County Superintendent of Schools and the Treasurer of Contra Costa County shall perform the Auditor_Controller and Treasurer functions prescribed by Government Code Sections 6505 and 6505.5 in the same manner that they perform these functions for school districts. The approval of demands for which the County Superintendent of Schools shall draw warrants shall be

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performed in accordance with the policies

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and procedures adopted by the Governance Council, subject to the review and approval of the County Superintendents of Schools, as required by Education Code Sections 42633 and following. There shall be strict accountability of all funds. All revenues and expenditures shall be reported to the Governance Council. The SELPA Director shall have the responsibility of authorizing disbursements and entering into agreements on behalf of the Contra Costa SELPA.

F. POWERS OF THE CONTRA COSTA SELPA [56205(a)(12)(D)(ii)(I)]

Description:

The Contra Costa SELPA's powers shall include but are not limited to the following:

1. To make and enter into contracts.
2. To employ agents or employees or to utilize the services of personnel of the parties when such services are offered by the parties.
3. To acquire, construct, manage, maintain or operate any buildings, work or improvements.
4. To acquire, hold or dispose of property.
5. To sue and be sued in its own name.
6. To incur debts, liabilities or obligations.
7. To apply for, accept, receive, and disburse funds and grants from any agency of the United States of America, the State of California, or any other public agency.
8. To invest any money pursuant to the Government Code Section 6505.5 that is not required for the immediate activities of the Contra Costa SELPA, as the Governance Council determines is advisable, in the manner and on the same conditions as local agencies, pursuant to Government Code Section 53601.
9. To adopt policies governing the operations of the Contra Costa SELPA as outlined in the Local Plan.
10. To carry out and enforce all the provisions of this Agreement.

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12. Fiscal and logistical support of the CAC:

| | |
|--------------------|---|
| Document Title: | Policy 1100: Community Relations: Community Advisory Committee |
| Document Location: | Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies. |
| Description: | Procedures for appointment of members to the CAC, responsibilities of the CAC, recommending priorities and how they are addressed, how the process of supporting activities from the CAC to the community are addressed, and how to assist in parent awareness. |

13. Coordination of transportation services for individuals with exceptional needs:

| | |
|--------------------|--|
| Document Title: | Procedures Guide: Transportation of Special Education |
| Document Location: | Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies. |
| Description: | Special education transportation is defined as federal regulation as a related service and explained. |

14. Coordination of career and vocational education and transition services:

| | |
|--------------------|--|
| Document Title: | Procedures Guide: Postsecondary Transition Chapter |
| Document Location: | Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies. |
| Description: | Improving transition from school to adult life for all individuals with disabilities. Recognizing education is a life-long pursuit, the district provides students who are transitioning to adult life with an Individualized Education Plan that includes a coordinated set of transitional activities, based on assessment of the student's needs and preferences and that may include vocational education that will lead to the accomplishment of their postsecondary goals. |

15. Assurance of full educational opportunity:

| | |
|--------------------|---|
| Document Title: | SELPA Policy 6100 |
| Document Location: | Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies. www.ccselpa.org |

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Description:

The Governance Council desires to provide educational alternative that afford students with disabilities full educational opportunities. Students with disabilities shall receive a free, appropriate public education and be placed in the least restrictive environment, which meets their needs to the extent provided by law.

16. Fiscal administration and the allocation of state and federal funds pursuant to *EC* Section 56836.01—The SELPA Administrator's responsibility for the fiscal administration of the annual budget plan; the allocation of state and federal funds; and the reporting and accounting of special education funding.

Document Title:

SELPA Policy 2700; Annual Budget Plan

Document Location:

Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies. www.ccselpa.org

Description:

The purpose of the is to provide the public with an overview of the resources available as allocated within contra cots SELPA. Funding for K-12, Part C, Federal preschool, staff and personnel, low incidence, and regionalized services.

17. Direct instructional program support that maybe provided by program specialists in accordance with *EC* Section 56368:

Document Title:

11a. Local Plan

Document Location:

Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies. www.ccselpa.org

Description:

Program Specialists provide a range of services to include:
1. Observing, consulting with, and assisting regular and special education staff.
2. Planning programs, coordinating curricular resources, and evaluating the effectiveness of programs for individuals with exceptional needs.
3. Assisting with staff development, program development, and innovation of special methods and approaches.
4. Supporting the assurance that pupils have full educational opportunity regardless of the district of residence.
5. Working on a consultative basis with principals and administrators who operate special education programs.
6. Coordinating placement of students outside their district of residence.
7. Assisting with dispute resolution and legal compliance.
8. Serving as liaison and consultant to other professionals, appropriate agencies and the community.

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Special Education Local Plan Area Services

1. A description of programs for early childhood special education from birth through five years of age:

| | |
|--------------------|--|
| Document Title: | Policy 3110 and 3120: K-12 Resources, Part C Resources-Infant, Procedures Guide, Pres- school chapter. |
| Document Location: | Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies. |
| Description: | A description of services for infants/toddlers and preschool students as well as an explanation of the transition process. |

2. A description of the method by which members of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the local plan, may address questions or concerns to the SELPA governing body or individual administrator:

| | |
|--------------------|---|
| Document Title: | Policy 2120: Procedural Safeguards, Contra Costa SELPA Special Education Alternative Dispute Resolution (ADR) Brochure |
| Document Location: | Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies. |
| Description: | The intent of the Contra Costa SELPA Local Plan is to assure that federal and state laws and regulations relating to individuals with exceptional needs are complied with by the Contra Costa SELPA and member LEAs. Through the Contra Costa SELPA Alternative Dispute Resolution Program parents are supported at every step of the IEP process and have a "Multi-Door Access" to a variety of solutions which allow the parties directly involved in the dispute the opportunity to create a mutually beneficial, long-lasting agreement. The brochure identifies the ADR continuum and direct contact information with SELPA staff. |

3. A description of 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 local plan:

| | |
|--------------------|--|
| Document Title: | Local Plan: Dispute Among Members |
| Document Location: | Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies. |
| | Dispute Among Members: [56205(b)(5)] |

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Description:

4. A description of the process being used to ensure a student is referred for special education instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized:

Document Title:

Document Location:

Description:

5. A description of the process being used to oversee and evaluate placements in nonpublic, nonsectarian schools and the method of ensuring that all requirements of each student's individualized education program are being met. The description shall include a method for evaluating whether the student is making appropriate educational progress:

Document Title:

Document Location:

Description:

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6. A description of the process by which the SELPA will fulfill the obligations to provide free and appropriate public education (FAPE) to a student age 18 to 21 (or age 22 under the circumstances described in *EC 56026(c)(4)*) who has been incarcerated in a county jail and remains eligible for special education services:

The obligation to make FAPE available extends to those otherwise-eligible adults in county jail, age 18 to 21, who: (a) had been identified as a child with a disability and had received services in accordance with an IEP, but left school prior to their incarceration; or (b) did not have an IEP in their last educational setting, but had actually been identified as a child with a disability. (*EC Section 56040*)

It is the responsibility of the district of residence (DOR) to provide special education services and related services to an adult student in county jail who remains eligible for these services and wishes to receive them. The DOR is the district in which the student's parents resided when the student turned 18, unless and until the parents move to a new DOR. For conserved students, the DOR is based on the residence of the conservator. (*EC Section 56041*)

| | |
|--------------------|--|
| Document Title: | <input type="text" value="SELPA Policy 5400"/> |
| Document Location: | <input type="text" value="SELPA Office"/> |
| Description: | <input type="text" value="Every individual with exceptional needs who is eligible to receive special education instruction and related services under the Individuals with Disabilities Education Act (IDEA) an state requirements. A FAPE shall be available to individuals with exceptional needs in accordance with Section 1412(a)(1) of Title 20 of the United States Code and Section 300.101 of Title 34 of the Code of Federal Regulations."/> |

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Local Plan Section D: Annual Budget Plan

Projected special education budget funding, revenues, and expenditures by LEAs are specified in **Attachments II–V**. This includes supplemental aids and services provided to meet the needs of students with disabilities as defined by the Individuals with Disabilities Education Act (IDEA) who are placed in regular education classrooms and environments, and those who have been identified with low incidence disabilities who also receive special education services.

IMPORTANT: Adjustments to any year’s apportionment must be received by the California Department of Education (CDE) from the SELPA prior to the end of the first fiscal year (FY) following the FY to be adjusted. The CDE will consider and adjust only the information and computational factors originally established during an eligible FY, if the CDE's review determines that they are correct. *California Education Code (EC) Section 56048*

Pursuant to *EC Section 56195.1(2)(b)(3)*, each Local Plan must include the designation of an administrative entity to perform functions such as the receipt and distribution of funds. Any participating local educational agency (LEA) may perform these services. The administrative entity for a multiple LEA SELPA or an LEA that joined with a county office of education (COE) to form a SELPA, is typically identified as a responsible local agency or administrative unit. Whereas, the administrative entity for single LEA SELPA is identified as a responsible individual. Information related to the administrative entity must be included in Local Plan Section A: Contacts and Certifications.

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TABLE 1

Special Education Projected Revenue Reporting (Items D-1 to D-3)

D-1. Special Education Revenue by Source

Using the fields below, identify the special education projected revenue by funding source. The total projected revenue and the percent of total funding by source is automatically calculated.

| Funding Revenue Source | Amount | Percentage of Total Funding |
|----------------------------------|---|-----------------------------|
| Assembly Bill (AB) 602 State Aid | <input type="text" value="39,295,817"/> | 46.17% |
| AB 602 Property Taxes | <input type="text" value="23,997,000"/> | 28.19% |
| Federal IDEA Part B | <input type="text" value="14,447,689"/> | 16.97% |
| Federal IDEA Part C | <input type="text" value="194,613"/> | 0.23% |
| State Infant/Toddler | <input type="text" value="1,137,075"/> | 1.34% |
| State Mental Health | <input type="text" value="5,160,506"/> | 6.06% |
| Federal Mental Health | <input type="text" value="845,052"/> | 0.99% |
| Other Projected Revenue | <input type="text" value="38,000"/> | 0.04% |
| Total Projected Revenue: | 85,115,752 | 100.00% |

D-2. "Other Revenue" Source Identification

Identify all revenue identified in the "Other Revenue" category above, by revenue source, that is received by the SELPA specifically for the purpose of special education, including any property taxes allocated to the SELPA pursuant to EC Section 2572. EC Section 56205(b)(1)(B)

D-3. Attachment II: Distribution of Projected Special Education Revenue

Using the form template provided in **Attachment II**, complete a distribution of revenue to all LEAs participating in the SELPA by funding source.

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TABLE 2

Total Projected Budget Expenditures by Object Code (Items D-4 to D-6)

D-4. Total Projected Budget by Object Code

Using the fields below, identify the special education expenditures by object code. The total expenditures and the percent of total expenditures by object code is automatically calculated.

| Object Code | Amount | Percentage of Total Expenditures |
|--|---|----------------------------------|
| Object Code 1000—Certificated Salaries | <input type="text" value="75,307,665"/> | 29.29% |
| Object Code 2000—Classified Salaries | <input type="text" value="47,064,026"/> | 18.31% |
| Object Code 3000—Employee Benefits | <input type="text" value="63,941,410"/> | 24.87% |
| Object Code 4000—Supplies | <input type="text" value="4,005,394"/> | 1.56% |
| Object Code 5000—Services and Operations | <input type="text" value="64,050,742"/> | 24.91% |
| Object Code 6000—Capital Outlay | <input type="text" value="235,436"/> | 0.09% |
| Object Code 7000—Other Outgo and Financing | <input type="text" value="2,498,211"/> | 0.97% |
| Total Projected Expenditures: | 257,102,884 | 100.00% |

D-5. Attachment III: Projected Local Educational Agency Expenditures by Object Code

Using the templates provided in **Attachment III**, complete a distribution of projected expenditures by LEAs participating in the SELPA by object code.

D-6. Code 7000—Other Outgo and Financing

Include a description for the expenditures identified under object code 7000:

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TABLE 3

Federal, State, and Local Revenue Summary (Items D-7 to D-8)

D-7. Federal Categorical, State Categorical, and Local Unrestricted Funding

Using the fields below, enter the projected funding by revenue jurisdiction. The "Total Revenue From All Sources" and the "Percentage of Total Funding" fields are automatically calculated.

| Revenue Source | Amount | Percentage of Total Funding |
|---|---|-----------------------------|
| Projected State Special Education Revenue | <input type="text" value="45,593,398"/> | 53.57% |
| Projected Federal Revenue | <input type="text" value="15,487,354"/> | 18.20% |
| Local Contribution | <input type="text" value="24,035,000"/> | 28.24% |
| Total Revenue from all Sources: | 85,115,752 | 100.00% |

D-8. Attachment IV: Projected Revenue by Federal, State, and Local Funding Source by Local Educational Agency

Using the CDE-approved template provided in **Attachment IV**, provide a complete distribution of revenues to all LEAs participating in the SELPA by federal and state funding source.

D-9. Special Education Local Plan Area Allocation Plan

- a. Describe the SELPA's allocation plan, including the process or procedure for allocating special education apportionments, including funds allocated to the RLA/AU/responsible person pursuant to *EC* Section 56205(b)(1)(A).

We distribute the Allocation Plan based on enrollment as per our Policy 3100 located on the Contra Costa SELPA's website.

- b. YES NO

If the allocation plan specifies that funds will be apportioned to the RLA/AU/AE, or to the SELPA administrator (for single LEA SELPAs), the administrator of the SELPA, upon receipt, distributes the funds in accordance with the method adopted pursuant to *EC* Section 56195.7(i). This allocation plan was approved according to the SELPA's local policymaking process and is consistent with SELPA's summarized policy statement identified in Local Plan Section B: Governance and Administration item B-4. If the response is "NO," then either Section D should be edited, or Section B must be amended according to the SELPA's adopted policy making process, and resubmitted to the COE and CDE for approval.

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TABLE 4

Special Education Local Plan Area Expenditures (Items D-10 to D-11)

D-10. Regionalized Operations Budget

Using the fields below, identify the total operating expenditures projected for the SELPA, exclusively. Expenditure line items are according SACS object codes. Include the projected amount budgeted for the SELPA's exclusive use. The "Percent of Total" expenses is automatically calculated. NOTE: Table 4 does not include district LEA, charter LEA, or COE LEA expenditures, there is no Attachment to be completed for Table 4.

| Accounting Categories and Codes | Amount | Percentage of Total |
|--|--|---------------------|
| Object Code 1000—Certificated Salaries | <input type="text" value="1,298,999"/> | 49.30% |
| Object Code 2000—Classified Salaries | <input type="text" value="189,765"/> | 7.20% |
| Object Code 3000—Employee Benefits | <input type="text" value="526,246"/> | 19.97% |
| Object Code 4000—Supplies | <input type="text" value="271,500"/> | 10.30% |
| Object Code 5000—Services and Operations | <input type="text" value="348,102"/> | 13.21% |
| Object Code 6000—Capital Outlay | <input type="text" value="500"/> | 0.02% |
| Object Code 7000—Other Outgo and Financing | <input type="text" value="0"/> | 0.00% |
| Total Projected Operating Expenditures: | 2,635,112 | 100.00% |

D-11. Object Code 7000 --Other Outgo and Financing Description

Include a description of the expenditures identified under "Object Code 7000—Other Outgo and Financing" by SACS codes. See Local Plan Guidelines for examples of possible entries.

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TABLE 5

Supplemental Aids and Services and Students with Low Incidence Disabilities (D-12 to D-15)

The standardized account code structure (SACS), goal 5760 is defined as "Special Education, Ages 5-22." Students with a low incidence (LI) disability are classified severely disabled. The LEA may elect to have locally defined goals to separate low-incidence disabilities from other severe disabilities to identify these costs locally.

D-12. Defined Goals for Students with LI Disabilities

Does the SELPA, including all LEAs participating in the SELPA, use locally defined goals to separate low-incidence disabilities from other severe disabilities?

YES NO

D-13. Total Projected Expenditures for Supplemental Aids and Services in the Regular Classroom and for Students with LI Disabilities

Enter the projected expenditures budgeted for Supplemental Aids and Services (SAS) disabilities in the regular education classroom.

D-14. Total Projected Expenditures for Students with LI Disabilities

Enter the total projected expenditures budgeted for students with LI disabilities.

D-15. Attachment V: Projected Expenditures by LEA for SAS Provided to Students with Exceptional Needs in the Regular Classroom and Students with LI Disabilities

Using the current CDE-approved template provided for Attachment V, enter the SELPA's projected funding allocations to each LEA for the provision of SAS to students with exceptional needs placed in the regular classroom setting and for those who are identified with LI disabilities. Information included in this table must be consistent with revenues identified in Section D, Table 5.

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Local Plan Section E: Annual Service Plan

California *Education Code (EC)* sections 56205(b)(2) and (d); 56001; and 56195.9

The Local Plan Section E: Annual Service Plan must be adopted at a public hearing held by the SELPA. Notice of this hearing shall be posted in each school in the SELPA at least 15 days before the hearing. Local Plan Section E: Annual Service Plan may be revised during any fiscal year according to the SELPA's process as established and specified in Section B: Governance and Administration portion of the Local Plan consistent with *EC* sections 56001(f) and 56195.9. Local Plan Section E: Annual Service Plan must include a description of services to be provided by each local educational agency (LEA), including the nature of the services and the physical location where the services are provided (Attachment VI), regardless of whether the LEA is participating in the Local Plan.

Services Included in the Local Plan Section E: Annual Service Plan

All entities and individuals providing related services shall meet the qualifications found in Title 34 of the *Code of Federal Regulations (34 CFR)* Section 300.156(b), Title 5 of the *California Code of Regulations (5 CCR)* 3001(r) and the applicable portions 3051 et. seq.; and shall be either employees of an LEA or county office of education (COE), employed under contract pursuant to *EC* sections 56365-56366, or employees, vendors or contractors of the State Departments of Health Care Services or State Hospitals, or any designated local public health or mental health agency. Services provided by individual LEAs and school sites are to be included in **Attachment VI**.

Include a description each service provided. If a service is not currently provided, please explain why it is not provided and how the SELPA will ensure students with disabilities will have access to the service should a need arise.

- 330–Specialized Academic Instruction/
Specially Designed Instruction

Provide a detailed description of the services to be provided under this code.

Adapting, as appropriate, to the needs of a child with a disability, the content, methodology or the delivery of instruction to ensure access of the child to the general curriculum, so that he or she can meet the educational standards within the jurisdiction of the public agency that apply to all children. (34 CFR 300.39 (b) B31).

Service is Not Currently Provided

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- 210–Family Training, Counseling, Home Visits (Ages 0-2 only) *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

"This service includes: services provided by social workers, psychologists, or other qualified personnel to assist the family in understanding the special needs of the child and enhancing the child's development.

- 220–Medical (Ages 0-2 only) *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Services provided by a licensed physician to determine a child's developmental status and need for early intervention services.

- 230–Nutrition (Ages 0-2 only) *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

These services include conducting assessments in nutritional history and dietary intake, anthropometric, biochemical, and clinical variables, feeding skills and feeding problems, and food habits and food preferences.

- 240–Service Coordination (Ages 0-2 only) *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

This service includes the coordination of special education and related services.

- 250–Special Instruction (Ages 0-2 only) *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Special instruction includes: the design of learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas, including cognitive processes and social interaction, curriculum planning including the planned interaction of personnel, materials, and time and space, that leads to achieving the outcomes in the child's Individual Family Service Plan (IFSP); providing families with information, skills, and support related to enhancing the skill development of the child, and working with the child to enhance

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260–Special Education Aide (Ages 0-2 only) *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

"Paraprofessionals that provide instructional support, which may include the following special education services: 1) provide one on one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher; 2) assist with classroom management, such as organizing instructional and other materials; 3) provide instructional assistance in a computer laboratory; 4) conduct parental involvement activities; 5) provide support in a library or media center; 6) act as a translator; 7) provide instructional support services under the direct supervision of a teacher.

270–Respite Care (Ages 0-2 only) *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Through the IFSP process, short-term care given in-home or out of home, which temporarily relieves families of the ongoing responsibility for specialized care for children with a disability.

340–Intensive Individual Instruction

Provide a detailed description of the services to be provided under this code.

Individualized Education Program (IEP) team determination that student requires additional support for all or part of the day to meet his or her IEP goals.

Service is Not Currently Provided

350–Individual and Small Group Instruction

Provide a detailed description of the services to be provided under this code.

Instruction delivered one to one or in a small group as specified in an iep enabling the individuals to participate effectively in the total school program (30EC 56441.2, 5 CCR 305.1)

Service is Not Currently Provided

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415–Speech and Language *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

"Services provide remedial intervention for eligible individuals with difficulty understanding or using spoken language. The difficulty may result from problems with articulation (excluding abnormal swallowing patterns, if that is the sole assessed disability); abnormal voice quality, pitch, or loudness; fluency; hearing loss; or the acquisition, comprehension, or expression of spoken language. Language deficits or speech patterns resulting from unfamiliarity with the English language and from environmental, economic, or cultural factors are not included. Services include: specialized instruction and services, monitoring, reviewing, and consultation. Services may be direct or indirect including the use of a speech consultant.

425–Adapted Physical Education *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Direct physical education services provided by an adapted physical education specialist to pupils who have needs that cannot be adequately satisfied in other physical education programs as indicated by assessment and evaluation of motor skills performance and other areas of need. It may included individually designed developmental activities, games, sports and rhythms, for strength development and fitness, suited to the capabilities, limitations, and interests of individual students with disabilities who may not safely, successfully or meaningfully engage in unrestricted participation in the vigorous activities of the general or modified physical education program. (CCR Title 5 - 3051.5)

435–Health and Nursing: Specialized Physical Health Care *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Health care services means those health services prescribed by the child's licensed physician and/or surgeon, requiring medically related training of the individual who performs the to services and which are necessary during the school day to enable the child to attend school (CCR 3051.12 b1A. Specialized physical health care services include but are not limited to suctioning, oxygen administration, cauterization, nebulizer treatments, insulin administration and glucose testing (CEC 49423.5 (d)).

436–Health and Nursing: Other *Service is Not Currently Provided*

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Provide a detailed description of the services to be provided under this code.

Provide a detailed description of the services to be provided under this code. This includes services that are provided to individuals with exceptional needs by a qualified individual pursuant to an IEP when a student has health problems which require nursing intervention beyond basic school health services. Services include managing the health problem, consulting with staff, group and individual counseling, making appropriate referrals, and maintaining communication with agencies and health care providers. These services do not include any physician-supervised or specialized health care service. IEP required health and nursing services are expected to supplement the regular health services program.

- 445-Assistive Technology *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Any specialized training or technical support for the incorporation of assistive devices, adapted computer technology , or specialized media with the educational programs to improve access for students. The term includes a functional analysis of the student's needs for assistive technology ; selecting, designing, fitting, customizing, or repairing appropriate devices; coordinating services with assistive technology devices; training or technical assistance for students with a disability, the student's family, individuals providing education or rehabilitation services, and employers. (34 CFR Part 300.6).

- 450-Occupational Therapy *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Includes services to improve student's educational performance, postural stability, self-help abilities, sensory processing and organization, environmental adaptation and use of assistive devices, motor planning and coordination, visual perception and integration, social and play abilities, and fine motor abilities.

Both direct and indirect services may be provided within the classroom, other educational settings or the home; in a group or on an individual basis; and may include therapeutic techniques to develop abilities; adaptations to the student's environment or curriculum; and consultation and collaboration with other staff and parents. Services are provided, pursuant to an Individualized Education Program (IEP), by a qualified occupational therapist registered with the American Occupational Therapy Certification Board. (CCR Title 5 §. 3051.6, EC Part

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- 460–Physical Therapy *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

These services are provided, pursuant to an Individualized Education Program (IEP), by a registered physical therapist, or physical therapist assistant, when assessment shows a discrepancy between gross motor performance and other educational skills. Physical therapy includes, but is not limited to, motor control and coordination, posture and balance, self-help, functional mobility, accessibility and use of assistive devices. Services may be provided within the classroom, other educational settings or in the home; and may occur in groups or individually. These services may include adaptations to the student's environment and curriculum, selected therapeutic techniques and activities, and consultation and collaborative interventions with staff and parents. (B&PC Ch. 5.7, CCR Title 5 §3051.6, EC Part 30 §56363, GC-Interagency Agreements Ch. 26.5 §7575(a)(2)).

- 510–Individual Counseling

Provide a detailed description of the services to be provided under this code.

One-to-one counseling, provided by a qualified individual pursuant to an IEP. Counseling may focus on aspects, such as educational, career, personal; or be with parents or staff members on learning problems or guidance programs for students. Individual counseling is expected to supplement the regular guidance and counseling program. (34 CFR § 300.24(b)(2), (CCR Title 5 §3051.9).

- Service is Not Currently Provided*

- 515–Counseling and Guidance *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Counseling in a group setting, provided by a qualified individual pursuant to an IEP. Group counseling is typically social skills development, but may focus on aspects, such as educational, career, personal; or be with parents or staff members on learning problems or guidance programs for students. IEP-required group counseling is expected to supplement the regular guidance and counseling program. (34 CFR §300.24.(b)(2)); CCR Title 5 §3051.9) Guidance services include interpersonal, intra-personal or family interventions, performed in an individual or group setting by a qualified individual pursuant to an IEP. Specific programs

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include social skills development, self-esteem building, parent training, and assistance to special education students supervised by staff credentialed to serve special education students. These services are expected to supplement the regular guidance and counseling program. (34 CFR 300.306; CCR Title 5 §3051.9).

- 520–Parent Counseling *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Individual or group counseling provided by a qualified individual pursuant to an Individualized Education Program (IEP) to assist the parent(s) of special education students in better understanding and meeting their child's needs; may include parenting skills or other pertinent issues. IEP-required parent counseling is expected to supplement the regular guidance and counseling program. (34 CFR §300.31(b)(7); CCR Title 5 §3051.11).

- 525–Social Worker *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Services provided pursuant to an Individualized Education Program (IEP) by a qualified individual, includes, but are not limited to, preparing a social or developmental history of a child with a disability; group and individual counseling with the child and family; working with those problems in a child's living situation (home, school, and community) that affect the child's adjustment in school; and mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program. Social work services are expected to supplement the regular guidance and counseling program. (34 CFR §300.24 (b)(13); CCR Title 5 §3051.13).

- 530–Psychological *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Services provided pursuant to an Individualized Education Program (IEP) by a qualified individual, includes, but are not limited to, preparing a social or developmental history of a child with a disability; group and individual counseling with the child and family; working with those problems in a child's living situation (home, school, and community) that affect the child's adjustment in school; and mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program. Social work services are expected to supplement the regular guidance and counseling program. (34 CFR §300.24 (b)(13); CCR Title 5 §3051.13).

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- 535–Behavior Intervention *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

These services, provided by a credentialed or licensed psychologist pursuant to an Individualized Education Program (IEP), include interpreting assessment results to parents and staff in implementing the IEP; obtaining and interpreting information about child behavior and conditions related to learning; planning programs of individual and group counseling and guidance services for children and parents. These services may include consulting with other staff in planning school programs to meet the special needs of children as indicated in the IEP. (CFR Part 300 §300.24). IEP-required psychological services are expected to supplement the regular guidance and counseling program. (34 CFR §300.24; CCR Title 5 §3051.10).

- 540–Day Treatment

Provide a detailed description of the services to be provided under this code.

Structured education, training and support services to address the student's mental health needs. (Health & Safety Code, Div.2, Chap.3, Article 1, 1502(a)(3)).

- Service is Not Currently Provided*

- 545–Residential Treatment

Provide a detailed description of the services to be provided under this code.

A 24-hour out-of-home placement that provides intensive therapeutic services to support the educational program. (Welfare and Institutions Code, Part 2, Chapter 2.5, Art. 1, §5671)).

- Service is Not Currently Provided*

- 610–Specialized Service for Low Incidence Disabilities *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Low incidence services are defined as those provided to the student population of orthopedically impaired (O 1), visually impaired (VI), deaf, hard of hearing (HH), or deaf-blind

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(DB). Typically, services are provided in education settings by an itinerant teacher or the itinerant teacher/specialist. Consultation is provided to the teacher, staff and parents as needed. These services must be clearly written in the student's Individualized Education Program (IEP), including frequency and duration of the services to the student. (CCR Title 5 §3051.16 & 3051.18).

710–Specialized Deaf and Hard of Hearing *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

These services include speech therapy, speech reading, auditory training and/or instruction in the student's mode of communication. Rehabilitative and educational services; adapting curricula, methods, and the learning environment; and special consultation to students, parents, teachers, and other school personnel may also be included. (CCR Title 5 §3051.16 and 3051.18).

715–Interpreter *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Sign language interpretation of spoken language to individuals whose communication is normally sign language by a qualified sign language interpreter. This includes conveying information through the sign system of the student or consumer and tutoring students regarding class content through the sign system of the student.

720–Audiological *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

These services include measurements of acuity, monitoring amplification, and frequency modulation system use. Consultation services with teachers, parents or speech pathologists must be identified in the Individualized Education Program (IEP) as to reason, frequency and duration of contact; infrequent contact is considered assistance and would not be included. (CCR Title 5 §3051.2).

725–Specialized Vision *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

This is a broad category of services provided to students with visual impairments. It includes

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assessment of functional vision; curriculum modifications necessary to meet the student's educational needs, including Braille, large type, and aural media; instruction in areas of need; concept development and academic skills; communication skills (including alternative modes of reading and writing); social, emotional, career, vocational, and independent living skills. It may include coordination of other personnel providing services to the students (such as transcribers, readers, counselors, orientation and mobility specialists, career/vocational staff, and others) and collaboration with the student's classroom teacher. (CAC Title 5 §3030(d), EC 56364.1).

730–Orientation and Mobility *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Students with identified visual impairments are trained in body awareness and to understand how to move. Students are trained to develop skills to enable them to travel safely and independently around the school and in the community. It may include consultation services to parents regarding their children requiring such services according to an Individualized Education Program (IEP).

735–Braille Transcription *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Any transcription services to convert materials from print to Braille. It may include textbooks, tests, worksheets, or anything necessary for instruction. The transcriber should be qualified in English Braille as well as Nemeth Code (mathematics) and be certified by appropriate agency.

740–Specialized Orthopedic *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Specially designed instruction related to the unique needs of students with orthopedic disabilities, including specialized materials and equipment. (CAC Title 5, §3030(e) & 3051.16).

745–Reading *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Any specialized assistance provided for students who are print-impaired, whether the impairment is the result of a visual disability, other physical disability, or reading disability. This

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may include but is not limited to, readers provided for examinations, textbooks, and other course related reading assignments and may also include recorded materials.

750–Note Taking *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Any specialized assistance given to the student for the purpose of taking notes when the student is unable to do so independently. This may include, but is not limited to, copies of notes taken by another student, transcription of tape-recorded information from a class, or aide designated to take notes. This does not include instruction in the process of learning how to take notes.

755–Transcription *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Any transcription service to convert materials from print to a mode of communication suitable for the student. This may also include dictation services as it may pertain to textbooks, tests, worksheets, or anything necessary for instruction.

760–Recreation Service, Including Therapeutic Recreation *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

Therapeutic recreation and specialized instructional programs designed to assist pupils to become as independent as possible in leisure activities, and when possible and appropriate, facilitate the pupil's integration into general recreation programs. (CAC Title 5, §3051.15; 20 USC 1401(26(A)(1)) (34 CFR 300.24).

820–College Awareness *Service is Not Currently Provided*

Provide a detailed description of the services to be provided under this code.

The result of acts that promote and increase student learning about higher education opportunities, information and options that are available including, but not limited to, career planning, course prerequisites, admission eligibility and financial aid.

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830–Vocational Assessment, Counseling, Guidance, and Career Assessment

Service is Not Currently Provided

Provide a detailed description of the services to be provided under this code.

Organized educational programs that are directly related to the preparation of individuals for paid or unpaid employment and may include provision for work experience, job coaching, development and/or placement, and situational assessment. This includes career counseling to assist student in assessing his/her aptitudes, abilities, and interests in order to make realistic career decisions. (Title 5 §3051.14).

840–Career Awareness

Service is Not Currently Provided

Provide a detailed description of the services to be provided under this code.

Transition services include a provision in paragraph (1)(c)(vi), self-advocacy, career planning, and career guidance. There is a need for coordination between this provision and the Perkins Act to ensure that students with disabilities in middle schools will be able to access vocational education funds. (34 CFR-§300.29).

850–Work Experience Education

Service is Not Currently Provided

Provide a detailed description of the services to be provided under this code.

Organized educational programs that are directly related to the preparation of individuals for paid or unpaid employment, or for additional preparation for a career requiring other than a baccalaureate or advanced degree. (34 CFR 300.26).

855–Job Coaching

Service is Not Currently Provided

Provide a detailed description of the services to be provided under this code.

A service that provides assistance and guidance to an employee who may be experiencing difficulty with one or more aspects of the daily job tasks and functions. The service is provided by a job coach who is highly successful, skilled, and trained on the job who can determine how the employee that is experiencing difficulty learns best and formulate a training plan to improve job performance.

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860–Mentoring

Service is Not Currently Provided

Provide a detailed description of the services to be provided under this code.

A sustained coaching relationship between a student and teacher through on-going involvement and offers support, guidance, encouragement, and assistance as the learner encounters challenges with respect to a particular area such as acquisition of job skills. Mentoring can be either formal as in planned, structured instruction or informal that occurs naturally through friendship, counseling and collegiality in a casual, unplanned way.

865–Agency Linkages (referral and placement)

Service is Not Currently Provided

Provide a detailed description of the services to be provided under this code.

Service coordination and case management that facilitates the linkage of individualized education programs under this part and individualized family service plans under part C with individualized service plans under multiple Federal and State programs, such as Title I of the Rehabilitation Act of 1973 (vocational rehabilitation), Title XIX of the Social Security Act (Medicaid), and Title XVI of the Social Security Act (supplemental security income). (34 CFR §613).

870–Travel and Mobility Training

Service is Not Currently Provided

Provide a detailed description of the services to be provided under this code.

Orientation and mobility services-- (i) Means services provided to blind or visually impaired children by qualified personnel to enable those students to attain systematic orientation to and safe movement within their environments in school, home, and community.

890–Other Transition Services

Service is Not Currently Provided

Provide a detailed description of the services to be provided under this code.

These services may include program coordination, case management and meetings, and crafting linkages between schools and between schools and postsecondary agencies

900–Other Related Service

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Pursuant to Title 5 of the *California Code of Regulations* (5 CCR) 3051.24, "other related services" not identified in sections 5 CCR sections 3051.1 through 3051.23 must be provided only by staff who possess a license to perform the service issued by an entity within the Department of Consumer Affairs or another state licensing office; or by staff who hold an credential issued by the California Commission on Teacher Credentialing authorizing the service. If code 900 is used, include the information below. Users may select the "+" and "-" buttons to add or delete responses.

Service is Not Currently Provided



Description of the "Other Related Service"

Case management for residential placement; Case management for home/hospital services; Case management for students on service plans; Case management for students to monitor status of IEP. Consultation for Students with ISP's. Case consultation for students in early childhood programs

Qualifications of the Provider Delivering "Other Related Service"

Educational credentials related to positions such as teachers, psychologists, speech and language therapists . . .

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SPECIAL EDUCATION LOCAL PLAN AREA



California Department of Education
Special Education Division
2023-24 Local Plan Submission

Attachment I

SELPA:

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Attachment I—Local Educational Agency Listing

Participating Local Educational Agency Identification

Enter the California Department of Education (CDE) issued county/district/school code (CDS) and the full name for each local educational agency (LEA) participating in the Local Plan. The LEA names will automatically populate the remaining attachments. Pursuant to California *Education Code (EC)* sections 56205(a)(12)(D)(iii) and 56195.1(b) and (c), SELPAs with one or more LEAs, or those who join with the county office of education (COE) to submit a Local Plan to the CDE for consideration of approval must include copies of joint powers agreements or contractual agreements, as appropriate.

In the table below, enter the CDE issued CDS code and the official name as listed in the California School Directory <https://www.cde.ca.gov/SchoolDirectory/> for each COE, District, Joint Powers Authority (JPA), and SELPA participating in the Local Plan and receiving a special education funding allocation for services and programs provided to students with disabilities.

To Add or Delete Rows:

To add or delete table rows, select the "plus" or "minus" buttons bellow. Actions taken here will be automatically repeated for each of the tables in Attachments II through VI. Users must manually enter LEA information in Attachment VII.

LEA Membership Changes:

If an LEA was previously reported to the CDE in fiscal year 2021–22 or 2022–23 and there is a change in SELPA membership, **DO NOT DELETE** the entry. Instead, under the "LEA Status" column, select the drop-down menu and choose the applicable status option for the LEA membership change.

SELPA County/District/School Codes

- If a SELPA does not have a CDS code, then the associated fields should be left blank. NOTE: If a CDS code section begins with a "0," the zero will not appear in the user's entry.
- If a SELPA does not have a complete CDS code, then leave the associated district and school code blank.
- If a SELPA is not a charter LEA, then leave the associated charter code blank.

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| Add or Delete Row | List | County Code xx | District Code xxxxx | School Code xxxxxxx | Charter Code (if applicable) xxxx | LEA Official Name (District, Charter, COE, JPA, and SELPA) | Special Education Director First Name | Special Education Director Last Name | Phone (xxx) xxx-xxxx | Email | LEA Status |
|-------------------|------|----------------|---------------------|---------------------|-----------------------------------|--|---------------------------------------|--------------------------------------|----------------------|--------------------------------|--|
| | 1 | 7 | 10074 | | | Contra Costa County Office of Education | Tom | Scruggs | (925) 942-3361 | tscruggs@cccocoe.k12.ca.us | <input type="text" value="Previously Reported"/> |
| | 2 | 7 | 61630 | | | Acalanes Union High School District | Karen | Heilbronner | (925) 280-2900 | kheilbronner@auh.sdschools.org | <input type="text" value="Previously Reported"/> |
| | 3 | 7 | 61648 | | | Antioch Unified School District | Kelly | Quinn | (925) 779-7500 | kellyquinn@antiochschools.net | <input type="text" value="Previously Reported"/> |
| | 4 | 7 | 61655 | | | Brentwood Elementary School District | Jeff | Weiss | (925) 513-6319 | jweiss@brentwood.k12.ca.us | <input type="text" value="Previously Reported"/> |
| | 5 | 7 | 61663 | | | Byron Union Elementary School District | Lara | Robinson | (925) 809-7505 | lrobinson@byron.k12.ca.us | <input type="text" value="Previously Reported"/> |
| | 6 | 7 | 61671 | | | Canyon Elementary School District | Julie | Patten | (925) 376-4671 | jpatten@canyon.k12.ca.us | <input type="text" value="Previously Reported"/> |
| | 7 | 7 | 61697 | | | John Swett Unified School District | Megan | Tucker | (510) 245-4300 | mtucker@jsusd.org | <input type="text" value="Previously Reported"/> |
| | 8 | 7 | 61705 | | | Knightsen Elementary school District | Veronica | Polk | (925) 626-3330 | vpolk@knightsen.k12.ca.us | <input type="text" value="Previously Reported"/> |
| | 9 | 7 | 61713 | | | Lafayette Union High School District | Pat | Gargiulo | (925) 927-3516 | pgargiulo@lafsd.org | <input type="text" value="Previously Reported"/> |
| | 10 | 7 | 61721 | | | Liberty Union High School District | Karen | Cortez | (925) 634-2166 | cortezk@luhsd.net | <input type="text" value="Previously Reported"/> |
| | 11 | 7 | 61739 | | | Martinez Unified School District | Janelle | Eyet | (925) 335-5910 | jeyet@martinez.k12.ca.us | <input type="text" value="Previously Reported"/> |
| | 12 | 7 | 61747 | | | Moraga Elementary School District | Lorne | Barbosa | (925) 377-5918 | lbarbosa@moraga.k12.ca.us | <input type="text" value="Previously Reported"/> |

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| Add or Delete Row | List | County Code xx | District Code xxxxx | School Code xxxxxxx | Charter Code (if applicable) xxxx | LEA Official Name (District, Charter, COE, JPA, and SELPA) | Special Education Director First Name | Special Education Director Last Name | Phone (xxx) xxx-xxxx | Email | LEA Status |
|-------------------|------|----------------|---------------------|---------------------|-----------------------------------|--|---------------------------------------|--------------------------------------|----------------------|-----------------------------|--|
| | 13 | 7 | 61762 | | | Oakley Union Elementary School District | Lori | O'Connor | (925) 625-7059 | loconnor@ouesd.k12.ca.us | <input type="text" value="Previously Reported"/> |
| | 14 | 7 | 61770 | | | Orinda Union Elementary School District | Carrie | Nerheim | (925) 258-6218 | cnerheim@orindaschools.org | <input type="text" value="Previously Reported"/> |
| | 15 | 7 | 61788 | | | Pittsburg Unified School District | Angelica | Thomas | (925) 473-2337 | athomas@pittsburgusd.net | <input type="text" value="Previously Reported"/> |
| | 16 | 7 | 61812 | | | Walnut Creek Elementary School District | Amy | Espinoza | (925) 944-6850 | aespinoza@walnutcreeksd.org | <input type="text" value="Previously Reported"/> |
| | 17 | 7 | 40782 | | | Contra Costa SELPA | MaryAnn | Frates | (925) 827-0949 | mfrates@ccselpa.com | <input type="text" value="Previously Reported"/> |

Attachment II

SELPA:

Fiscal Year:

Each SELPA must adhere to requirements for developing and reporting special education budget revenue and expenditures. The following excerpt is taken from California School Accounting Manual (CSAM): Procedure 755 Special Education on page 755-1 and included to assist the SELPA with completing Section D: Annual Budget Plan information for each LEA participating in the SELPA's Local Plan.

Special education budgets are complex and are of great interest to the public, both locally and statewide. *EC* Section 56205(b)(1) requires that a special education budget shall identify particular elements. Identification of the following elements is facilitated by the standardized account code structure (SACS):

1. Apportionment received by the LEA in accordance with the allocation plan adopted by the SELPA. (The apportionment is tracked in SACS in the resource field in combination with the revenue code in the object field.)
2. Administrative costs of the plan. (These costs are tracked in the function field.)
3. Costs of special education services to pupils with severe disabilities and low-incidence disabilities. (This population is identified by the goal field.)
4. Costs of special education services to pupils with nonsevere disabilities. (This population is identified by the goal field.)
5. Costs of supplemental aids and services provided to meet the individual needs of pupils placed in regular education classrooms and environments. (Costs of these aids and services are tracked in the function field.)
6. Costs of regionalized operations and services and direct instructional support by program specialists in accordance with Part 30, Chapter 7.2, Article 6, of the California *EC*, Program Specialists and Administration of Regionalized Operations and Services. (These costs are tracked in the goal field for regionalized operations and in the function field for instructional services.)
7. Use of property taxes allocated to the SELPA pursuant to *EC* Section 2572. (Property taxes allocated to the SELPA are tracked in the resource field and identified by a revenue code in the object field.)

Attachment II

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Attachment II—Projected Special Education Revenue by Local Educational Agency

For each LEA participating in the Local Plan, enter the projected special education revenue funding sources allowed by the Individuals with Disabilities Education Act (IDEA). Information included in this table must be consistent with revenues identified in Section D, Table 1. NOTE: For fiscal year 2021–22, this Attachment is optional for single LEA SELPAs as the information has been provided in Section D, Table 1.

| List | LEA Official Name (District, Charter, COE, JPA, and SELPA) | Assembly Bill (AB) 602 State Aid | AB 602 Property Tax | Federal IDEA Part C | Federal IDEA Part B | State Infant/ Toddler | State Mental Health | Federal Mental Health | Other Revenue | Subtotal |
|------|--|--|------------------------|---------------------------|---------------------------|-----------------------------|---------------------------|-----------------------------|------------------|------------|
| 1 | Contra Costa County Office of Education | 2,863,300 | 40,932 | 194,613 | 22,454 | 1,137,075 | 8,802 | 1,939 | 0 | 4,269,115 |
| 2 | Acalanes Union High School District | 2,581,082 | 1,804,330 | 0 | 1,055,302 | 0 | 388,018 | 63,739 | 0 | 5,892,471 |
| 3 | Antioch Unified School District | 6,674,384 | 5,092,793 | 0 | 3,054,325 | 0 | 1,095,195 | 181,522 | 0 | 16,098,219 |
| 4 | Brentwood Elementary School District | 3,655,913 | 3,080,170 | 0 | 1,875,844 | 0 | 662,384 | 104,968 | 0 | 9,379,279 |
| 5 | Byron Union Elementary School District | 612,767 | 425,830 | 0 | 260,025 | 0 | 91,574 | 15,345 | 0 | 1,405,541 |
| 6 | Canyon Elementary School District | 34,202 | 24,097 | 0 | 14,033 | 0 | 5,182 | 843 | 0 | 78,357 |
| 7 | John Swett Unified School District | 683,169 | 414,276 | 0 | 249,424 | 0 | 89,089 | 15,176 | 0 | 1,451,134 |
| 8 | Knightsen Elementary school District | 318,316 | 195,090 | 0 | 115,331 | 0 | 41,954 | 6,998 | 0 | 677,689 |

Attachment II

SELPA:

Fiscal Year:

| List | LEA Official Name (District, Charter, COE, JPA, and SELPA) | Assembly Bill (AB) 602 State Aid | AB 602 Property Tax | Federal IDEA Part C | Federal IDEA Part B | State Infant/ Toddler | State Mental Health | Federal Mental Health | Other Revenue | Subtotal |
|---------|--|--|------------------------|---------------------------|---------------------------|-----------------------------|---------------------------|-----------------------------|------------------|------------|
| 9 | Lafayette Union High School District | 1,348,242 | 1,053,351 | | 637,670 | 0 | 226,521 | 37,687 | 0 | 3,303,471 |
| 10 | Liberty Union High School District | 5,065,242 | 2,739,836 | | 1,602,599 | 0 | 589,196 | 94,766 | 0 | 10,091,639 |
| 11 | Martinez Unified School District | 1,719,236 | 1,297,956 | | 778,317 | 0 | 279,123 | 46,203 | 0 | 4,120,835 |
| 12 | Moraga Elementary School District | 779,617 | 582,628 | | 355,138 | 0 | 125,293 | 20,572 | 0 | 1,863,248 |
| 13 | Oakley Union Elementary School District | 2,022,178 | 1,681,863 | | 1,021,134 | 0 | 361,681 | 57,585 | 0 | 5,144,441 |
| 14 | Orinda Union Elementary School District | 1,076,803 | 821,621 | | 479,938 | 0 | 176,688 | 28,581 | 0 | 2,583,631 |
| 15 | Pittsburg Unified School District | 4,846,536 | 3,632,098 | | 2,149,571 | 0 | 781,075 | 126,973 | 0 | 11,536,253 |
| 16 | Walnut Creek Elementary School District | 1,403,620 | 1,110,129 | | 660,545 | 0 | 238,731 | 40,216 | 0 | 3,453,241 |
| 17 | Contra Costa SELPA | 3,611,210 | 0 | | 116,039 | 0 | 0 | 1,939 | 38,000 | 3,767,188 |
| Totals: | | 39,295,817 | 23,997,000 | 194,613 | 14,447,689 | 1,137,075 | 5,160,506 | 845,052 | 38,000 | 85,115,752 |

Attachment III

SELPA:

Fiscal Year:

Attachment III—Projected Expenditures by Object Code by Local Educational Agency

For each LEA participating in the Local Plan, enter the projected special education expenditures by LEA and object code as allowed by the IDEA. Information included in this table must be consistent with expenditures identified in Section D, Tables 2 . NOTE: For fiscal year 2021–22, this Attachment is optional for single LEA SELPAs as the information has been provided in Section D, Table 2.

| List | LEA Official Name (District, Charter, COE, JPA, and SELPA) | 1000 Certificated Salaries | 2000 Classified Salaries | 3000 Employee Benefits | 4000 Supplies | 5000 Services and Operations | 6000 Capital Outlay | 7000 Other Outgo and Financing | Subtotal |
|------|--|----------------------------------|--------------------------------|------------------------------|------------------|------------------------------------|---------------------------|--------------------------------------|------------|
| 1 | Contra Costa County Office of Education | 8,712,772 | 6,193,691 | 9,077,946 | 1,517,998 | 3,815,375 | 215,000 | 2,346,352 | 31,879,134 |
| 2 | Acalanes Union High School District | 4,017,751 | 1,395,354 | 3,016,150 | 5,100 | 6,633,108 | 0 | 0 | 15,067,463 |
| 3 | Antioch Unified School District | 15,208,110 | 13,095,685 | 16,123,484 | 857,032 | 16,139,000 | 0 | 0 | 61,423,311 |
| 4 | Brentwood Elementary School District | 9,570,766 | 6,187,731 | 7,505,967 | 0 | 3,606,515 | 0 | 0 | 26,870,979 |
| 5 | Byron Union Elementary School District | 926,905 | 708,464 | 842,221 | 22,220 | 1,103,234 | 0 | 151,859 | 3,754,903 |
| 6 | Canyon Elementary School District | 0 | 0 | 0 | 0 | 25,961 | 0 | 0 | 25,961 |
| 7 | John Swett Unified School District | 1,732,423 | 643,621 | 1,221,505 | 38,200 | 1,090,250 | 0 | 0 | 4,725,999 |
| 8 | Knightesen Elementary school District | 445,602 | 229,755 | 300,411 | 18,591 | 153,243 | 0 | 0 | 1,147,602 |
| 9 | Lafayette Union High School District | 2,927,711 | 2,081,725 | 2,378,795 | 56,891 | 2,859,588 | 0 | 0 | 10,304,710 |

Attachment III

SELPA:

Fiscal Year:

| List | LEA Official Name (District, Charter, COE, JPA, and SELPA) | 1000 Certificated Salaries | 2000 Classified Salaries | 3000 Employee Benefits | 4000 Supplies | 5000 Services and Operations | 6000 Capital Outlay | 7000 Other Outgo and Financing | Subtotal |
|----------------|--|----------------------------------|--------------------------------|------------------------------|------------------|------------------------------------|---------------------------|--------------------------------------|-------------|
| 10 | Liberty Union High School District | 6,610,520 | 4,143,240 | 5,952,571 | 164,950 | 5,506,144 | 5,462 | 0 | 22,382,887 |
| 11 | Martinez Unified School District | 4,237,596 | 1,348,770 | 2,601,803 | 12,111 | 3,928,157 | 0 | 0 | 12,128,437 |
| 12 | Moraga Elementary School District | 1,103,940 | 1,021,350 | 946,820 | 17,705 | 1,635,520 | 9,474 | 0 | 4,734,809 |
| 13 | Oakley Union Elementary School District | 5,681,660 | 2,649,067 | 3,643,230 | 178,577 | 2,917,520 | 0 | 0 | 15,070,054 |
| 14 | Orinda Union Elementary School District | 1,275,130 | 1,183,538 | 1,331,299 | 20,827 | 2,937,527 | 0 | 0 | 6,748,321 |
| 15 | Pittsburg Unified School District | 9,382,649 | 4,935,175 | 7,140,317 | 1,012,597 | 7,901,732 | 5,000 | 0 | 30,377,470 |
| 16 | Walnut Creek Elementary School District | 2,175,131 | 1,057,095 | 1,332,645 | 61,095 | 3,449,766 | 0 | 0 | 8,075,732 |
| 17 | Contra Costa SELPA | 1,298,999 | 189,765 | 526,246 | 21,500 | 348,102 | 500 | 0 | 2,385,112 |
| Totals: | | 75,307,665 | 47,064,026 | 63,941,410 | 4,005,394 | 64,050,742 | 235,436 | 2,498,211 | 257,102,884 |

Attachment IV

SELPA:

Fiscal Year:

Attachment IV—Projected Revenue by Federal, State, and Local Funding Source by Local Educational Agency

For each LEA participating in the Local Plan, enter the projected special education revenue received by each funding source. Information provided must be consistent with revenues identified in Section D, Table 3. NOTE: For fiscal year 2021–22, this Attachment is optional for single LEA SELPAs as the information has been provided in Section D, Table 3.

| List | LEA Official Name (District, Charter, COE, JPA, and SELPA) | Federal Revenue | Percent of Total Federal Revenue | State Revenue | Percent of Total State Revenue | Local Revenue | Total Federal and State Funding |
|------|--|--------------------|--|------------------|-----------------------------------|------------------|---------------------------------------|
| 1 | Contra Costa County Office of Education | 219,006 | 1.41% | 4,009,177 | 8.79% | 40,932 | 4,228,183 |
| 2 | Acalanes Union High School District | 1,119,041 | 7.23% | 2,969,100 | 6.51% | 1,804,330 | 4,088,141 |
| 3 | Antioch Unified School District | 3,235,847 | 20.89% | 7,769,579 | 17.04% | 5,092,793 | 11,005,426 |
| 4 | Brentwood Elementary School District | 1,980,812 | 12.79% | 4,318,297 | 9.47% | 3,080,170 | 6,299,109 |
| 5 | Byron Union Elementary School District | 275,370 | 1.78% | 704,341 | 1.54% | 425,830 | 979,711 |
| 6 | Canyon Elementary School District | 14,876 | 0.10% | 39,384 | 0.09% | 24,097 | 54,260 |
| 7 | John Swett Unified School District | 264,600 | 1.71% | 772,258 | 1.69% | 414,276 | 1,036,858 |
| 8 | Knighten Elementary school District | 122,329 | 0.79% | 360,270 | 0.79% | 195,090 | 482,599 |
| 9 | Lafayette Union High School District | 675,357 | 4.36% | 1,574,763 | 3.45% | 1,053,351 | 2,250,120 |

Attachment IV

SELPA:

Fiscal Year:

| List | LEA Official Name (District, Charter, COE, JPA, and SELPA) | Federal Revenue | Percent of Total Federal Revenue | State Revenue | Percent of Total State Revenue | Local Revenue | Total Federal and State Funding |
|---------|--|--------------------|--|------------------|-----------------------------------|------------------|---------------------------------------|
| 10 | Liberty Union High School District | 1,697,365 | 10.96% | 5,654,438 | 12.40% | 2,739,836 | 7,351,803 |
| 11 | Martinez Unified School District | 824,520 | 5.32% | 1,998,359 | 4.38% | 1,297,956 | 2,822,879 |
| 12 | Moraga Elementary School District | 375,710 | 2.43% | 904,910 | 1.98% | 582,628 | 1,280,620 |
| 13 | Oakley Union Elementary School District | 1,078,719 | 6.97% | 2,383,859 | 5.23% | 1,681,863 | 3,462,578 |
| 14 | Orinda Union Elementary School District | 508,519 | 3.28% | 1,253,491 | 2.75% | 821,621 | 1,762,010 |
| 15 | Pittsburg Unified School District | 2,276,544 | 14.70% | 5,627,611 | 12.34% | 3,632,098 | 7,904,155 |
| 16 | Walnut Creek Elementary School District | 700,761 | 4.52% | 1,642,351 | 3.60% | 1,110,129 | 2,343,112 |
| 17 | Contra Costa SELPA | 117,978 | 0.76% | 3,611,210 | 7.92% | 38,000 | 3,729,188 |
| Totals: | | 15,487,354 | 100.00% | 45,593,398 | 100.00% | 24,035,000 | 61,080,752 |

Attachment V

SELPA:

Fiscal Year:

Attachment V—Projected Expenditures by Local Educational Agency for Supplemental Aids and Services in the Regular Classroom for Students with Disabilities and Those Identified with Low Incidence Disabilities

Enter the revenue allocated to each LEA for supplemental aids and services (SAS) for those students with disabilities placed in the regular classroom setting and those who are identified with low incidence (LI) disabilities. Information included in this table must be consistent with revenues identified in Section D, Table 5. NOTE: For fiscal year 2021–22, this Attachment is optional for single LEA SELPAs as the information has been provided in Section D, Table 5.

| List | LEA Official Name (District, Charter, COE, JPA, and SELPA) | Total Projected Expenditures by LEA SAS in the Regular Classroom | Total Projected Expenditures by LEA for LI |
|------|--|--|---|
| 1 | Contra Costa County Office of Education | 0 | 8,228 |
| 2 | Acalanes Union High School District | 0 | 71,308 |
| 3 | Antioch Unified School District | 0 | 252,321 |
| 4 | Brentwood Elementary School District | 0 | 137,131 |
| 5 | Byron Union Elementary School District | 0 | 8,228 |
| 6 | Canyon Elementary School District | 0 | 0 |
| 7 | John Swett Unified School District | 0 | 8,228 |
| 8 | Knightsen Elementary school District | 0 | 5,485 |
| 9 | Lafayette Union High School District | 0 | 41,139 |

Attachment V

SELPA:

Fiscal Year:

| List | LEA Official Name (District, Charter, COE, JPA, and SELPA) | Total Projected Expenditures by LEA SAS in the Regular Classroom | Total Projected Expenditures by LEA for LI |
|---------|--|--|---|
| 10 | Liberty Union High School District | 0 | 194,726 |
| 11 | Martinez Unified School District | 0 | 49,367 |
| 12 | Moraga Elementary School District | 0 | 8,228 |
| 13 | Oakley Union Elementary School District | 0 | 49,367 |
| 14 | Orinda Union Elementary School District | 0 | 21,941 |
| 15 | Pittsburg Unified School District | 0 | 150,844 |
| 16 | Walnut Creek Elementary School District | 0 | 24,684 |
| 17 | Contra Costa SELPA | 0 | 250,000 |
| Totals: | | 0 | 1,281,225 |

Attachment VI

SELPA:

Fiscal Year:

**Attachment VI
must be
completed
using the CDE
approved
Microsoft Excel
Template**

Attachment VII

SELPA:

Fiscal Year:

Attachment VII—Special Education Local Plan Area Membership Transfers and Mergers (to and from the SELPA)

Educational programs and services already in operation may not be transferred to another LEA unless all provisions of EC Section 56207 have been met by the SELPA as demonstrated by the completion and submission of Attachment VII. The effective date of the transfer must not be prior to the July 1 of the second fiscal year after the date the sending or receiving SELPA informed the other agency and the governing body of multiple LEA SELPAs or the responsible individual of single LEA SELPAs notified the other agency, unless both the sending and receiving SELPA unanimously agree the transfer date will take effect on the July 1 of the first fiscal year following the notification date.

| LEA Name | Add or Delete Row | LEA Status | Impacted SELPA Name | Impacted District, Charter, or School Name | Initiating SELPA Notification Date | SELPA Governing Board Notification Date | COE Notification Date | CDE Notification Date | Agreed Upon Effective Fiscal Year |
|---|-------------------|-----------------|---------------------|--|------------------------------------|---|-----------------------|-----------------------|-----------------------------------|
| Contra Costa County Office of Education | | Delete This Row | | | | | | | <input type="text"/> |
| Acalanes Union High School District | | Delete This Row | | | | | | | <input type="text"/> |
| Antioch Unified School District | | Delete This Row | | | | | | | <input type="text"/> |
| Brentwood Elementary School District | | Delete This Row | | | | | | | <input type="text"/> |
| Byron Union Elementary School District | | Delete This Row | | | | | | | <input type="text"/> |
| Canyon Elementary School District | | Delete This Row | | | | | | | <input type="text"/> |
| John Swett Unified School District | | Delete This Row | | | | | | | <input type="text"/> |
| Knightsen Elementary school District | | Delete This Row | | | | | | | <input type="text"/> |

Attachment VII

SELPA:

Fiscal Year:

| LEA Name | Add or Delete Row | LEA Status | Impacted SELPA Name | Impacted District, Charter, or School Name | Initiating SELPA Notification Date | SELPA Governing Board Notification Date | COE Notification Date | CDE Notification Date | Agreed Upon Effective Fiscal Year |
|---|-------------------|-----------------|---------------------|--|------------------------------------|---|-----------------------|-----------------------|-----------------------------------|
| Lafayette Union High School District | | Delete This Row | | | | | | | <input type="text"/> |
| Liberty Union High School District | | Delete This Row | | | | | | | <input type="text"/> |
| Martinez Unified School District | | Delete This Row | | | | | | | <input type="text"/> |
| Moraga Elementary School District | | Delete This Row | | | | | | | <input type="text"/> |
| Oakley Union Elementary School District | | Delete This Row | | | | | | | <input type="text"/> |
| Orinda Union Elementary School District | | Delete This Row | | | | | | | <input type="text"/> |
| Pittsburg Unified School District | | Delete This Row | | | | | | | <input type="text"/> |
| Walnut Creek Elementary School District | | Delete This Row | | | | | | | <input type="text"/> |
| Contra Costa SELPA | | Delete This Row | | | | | | | <input type="text"/> |



**CALIFORNIA DEPARTMENT
OF EDUCATION**

TONY THURMOND
STATE SUPERINTENDENT OF
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

October 27, 2023

MaryAnn Frates, Director
Contra Costa County Special Education Local Plan Area, Code 0701
2520 Stanwell Drive, Suite 270
Concord, CA 94520

Dear SELPA Director Frates:

The Focused Monitoring and Technical Assistance Unit V (FMTA V) in the Special Education Division at the California Department of Education (CDE) acknowledges the receipt of the recent submission of the Special Education Local Plan Area (SELPA) Local Plan by the Contra Costa County SELPA.

In reference to CA Ed Code 56205.5, the CDE advises the SELPA to notify member LEA's that "(a) The superintendent or other chief administrator of a local educational agency shall post on the Internet Web site of the local educational agency any local plan, annual budget plan, annual service plan, and any updates or revisions to the plans upon approval of the Contra Costa County SELPA."

At this time, the CDE has determined the status of the items pertaining to the Local Plan submissions as follows:

- Local Plan Sections A, D, E: **Accepted**
- Attachments: **Accepted**
- Certifications: **Accepted**
- Local Plan Section B: **Conditionally Accepted**

The assigned consultant for your SELPA, Julie Miller, has provided the status and feedback of Section B in a separately attached correspondence. Please review this information and contact the consultant if you have any questions related to this document, as additional revisions and updates may be required.

The SELPA may post and implement the Local Plan for the 2023–24 fiscal year.

The 2024–25 fiscal year Local Plan submission deadline is June 30, 2024. Local Plan submission materials for 2024–25 will be made available at a later date. Note that any changes to LEA membership will require another submission of Section B.

MaryAnn Frates, Director

October 27, 2023

Page 2

If you have questions regarding this subject, please contact the Focused Monitoring and Technical Assistance Unit V, by phone at 916-323-2409 or by email at SELPALocalPlan@cde.ca.gov.

Sincerely,

John Burch

Digitally signed by John Burch
Date: 2023.10.27 09:21:39
-07'00'

John Burch, EdD, Education Administrator
Special Education Division

JB:kb