

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

2021-22 Local Plan Annual Submission

Section A: Contacts and Certifications

SELPA

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## 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 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

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

## Section A: Contacts and Certifications

SELPA

Contra Costa SELPA

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2021-22

### 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	Contra Costa SELPA		
Street Address	2520 Stanwell Drive	Zip Code	94520
City	Concord	County	Contra Costa
Mailing Address	2520 Stanwell Drive		
City	Concord	Zip Code	94520
Administrator First Name	Laraine	Administrator Last Name	Domenico
Administrator Title	Executive SELPA Director		
Administrator's Email	ldomenico@ccselpa.org		
Telephone	(925) 827-0949	Extension	14

### 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	John Swett Unified School District		
Street Address	400 Parker Ave.	Zip Code	94572
City	Rodeo	County	Contra Costa
Contact First Name	Charles	Last Name	Miller
Contact Title	Superintendent		
Email	cmiller@jsusd.org		



Section A: Contacts and Certifications

SELPA

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Telephone

5102454300

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:

Mar 3, 2020

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.

☒ COE responsible for approving the Local Plan

Contra Costa County Office of Education

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

May 16, 2020

Add COE

Delete COE



Section A: Contacts and Certifications

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**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:

- ☐ 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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- ☐ 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

2020-21

Section D: Annual Budget Plan

2020-21

Section E: Annual Service Plan

2020-21

### 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
	Antioch USD	Mia Cancio	Other	All
	Antioch USD	Kelly Quinn	Administrator-Spec. Ed.	All
	Antioch USD	Jessica Romeo	Administrator-Gen. Ed.	All
	Brentwood	Jeff Weiss	Administrator-Spec. Ed.	All
	Acalanes UHSD	Deborah Penry	Parent	All
	Contra Costa COE	Carla Peterson	Other	All
	Contra Costa COE	Tom Scruggs	Administrator-Spec. Ed.	All
	Contra Costa SELPA	Zoni Boyer	Administrator-Spec. Ed.	All
	Contra Costa SELPA	Laraine Domenico	Administrator-Spec. Ed.	All

# Section A: Contacts and Certifications

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Add	Agency	First and Last Name	Title	Section
<input type="checkbox"/>	Contra Costa SELPA	Sara Castille	Administrator-Spec. Ed.	All
<input type="checkbox"/>	Contra Costa SELPA	Justine Melendez	Administrator-Spec. Ed.	All
<input type="checkbox"/>	John Sweet SD	Susan Mathem	Other	All
<input type="checkbox"/>	John Sweet SD	Barbara Walker	Administrator-Gen. Ed.	All
<input type="checkbox"/>	Knightesen SD	Ray Witte	Administrator-Gen. Ed.	All
<input type="checkbox"/>	Lafayette SD	Pat Gargiulo	Administrator-Spec. Ed.	All
<input type="checkbox"/>	Lafayette SD	Diane Deshler	Other	All
<input type="checkbox"/>	Liberty UHSD	Karen Cortez	Administrator-Spec. Ed.	All
<input type="checkbox"/>	Liberty UHSD	Liz Robbins	Other	All
<input type="checkbox"/>	Martinez USD	Janelle Eyet	Teacher-Spec. Ed.	All
<input type="checkbox"/>	Moraga SD	Susan Bishop	Teacher-Spec. Ed.	All
<input type="checkbox"/>	Oakley UESD	Wendy Taylor	Teacher-Spec. Ed.	All
<input type="checkbox"/>	Orinda USD	Carie Nerheim	Teacher-Spec. Ed.	All
<input type="checkbox"/>	Pittsburg USD	Sonia Marturano	Other	All
<input type="checkbox"/>	Pittsburg USD	Tammy Watson	Administrator-Spec. Ed.	All
<input type="checkbox"/>	Walnut Creek SD	Amy Espinoza	Administrator-Spec. Ed.	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



Section A: Contacts and Certifications

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- ☒ 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 2021–22 CDE Local Plan Submission template provided, resulting in a delay in approval and funding.

Section A: Contacts and Certifications

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**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

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2021–22

Comments

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

<http://www.ccselpa.org/>

**Charles Miller**

Administrative Entity\*

**Jun 17, 2020**

Date

**Stephanie Anello**

SELPA Governance Council or Responsible Individual

**Jun 16, 2020**

Date

**L. Domenico**

SELPA Administrator

**Jun 17, 2020**

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

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**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 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

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☒ 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.

<http://www.ccselpa.org/>

**Charles Miller**

**Jun 17, 2020**

Administrative Entity\*

Date

**Stephanie Anello**

**Jun 16, 2020**

SELPA Governance Council or Responsible Individual

Date

**MaryAnn Frates**

**Jun 17, 2020**

SELPA Administrator

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**

Contra Costa

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**Certification 3: County Superintendent**

**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 element(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.

C3-1. All LEAs within the county have elected to participate in this SELPA Local Plan.

☒ Yes ☐ No

C3-2. The SELPA Local Plan section(s) as specified herein was approved by the COE pursuant to *EC* Section 56140(b).

☒ Yes ☐ No

C3-3. The county superintendent 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).

☐ 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



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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.

C3-4. A written agreement must be entered into between the LEA and SELPA for implementation of services including, but not limited to *EC* Section 56195.7. The county superintendent ensures the Local Plan, including amendments, is posted on the COE web site, or includes a link to the Local Plan.

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

<http://www.ccselpa.org/>

**Lynn Mackey**

County Superintendent

**Jun 16, 2020**

Date

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

**SELPA**

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**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.

C4-1. The Community Advisory Committee (CAC), advised the SELPA during the development, amendment, and review of the Local Plan pursuant to California *Education Code* Section 56194.

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

C4-2. 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.)

C4-3. The CAC provided written comments to the SELPA regarding this Local Plan submission.

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

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.

**Deborah Bentley**

CAC Chairperson

**Jun 15, 2020**

Date

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

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**Certification 5: Participating 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

Contra Costa SELPA

C5-1. 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).

**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



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request to the CDE.

C5-2. 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.

<http://www.ccselpa.org/>

C5-3. Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

- a. 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 2021–22, then only the newly affected LEAs are required to submit Certification 5 with the amendment(s).
- b. 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.

**Esperanza Surls**

LEA Superintendent/Chief Administrator

**Nov 10, 2020**

Date

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

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**Certification 5: Participating 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

C5-1. 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).

**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

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request to the CDE.

C5-2. 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.

<http://www.ccselpa.org/>

C5-3. Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

- a. 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 2021–22, then only the newly affected LEAs are required to submit Certification 5 with the amendment(s).
- b. 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.

**Kristin Connelly**

LEA Superintendent/Chief Administrator

**Mar 17, 2021**

Date



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

SELPA

Fiscal Year

**Certification 5: Participating 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

C5-1. 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).

**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

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

**SELPA**

Contra Costa

**Fiscal Year**

2020–21

request to the CDE.

C5-2. 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.

<http://www.ccselpa.org/>

C5-3. Certification 5 must be signed by the LEA superintendent (district LEAs) or chief administrator (charter LEAs).

- a. 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 2021–22, then only the newly affected LEAs are required to submit Certification 5 with the amendment(s).
- b. 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.

**Stephanie Anello, Superintendent**

LEA Superintendent/Chief Administrator

**Nov 20, 2020**

Date



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

SELPA

Contra Costa

Fiscal Year

2020–21

**Certification 5: Participating 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

Brentwood Union School District

C5-1. 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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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.

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

**SELPA**

Contra Costa

**Fiscal Year**

2020–21

request to the CDE.

C5-2. 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.

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- b. 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.

**Carlost Sanabria, Board President**

LEA Superintendent/Chief Administrator

**Nov 18, 2020**

Date

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

SELPA

Fiscal Year

**Certification 5: Participating 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

**Fiscal Year**

2020–21

request to the CDE.

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- b. 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.

**Joseph Le Ber**

LEA Superintendent/Chief Administrator

**Feb 25, 2021**

Date



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

SELPA

Fiscal Year

**Certification 5: Participating 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

**Fiscal Year**

2020–21

request to the CDE.

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**Esperanza Surls**

LEA Superintendent/Chief Administrator

**Nov 20, 2020**

Date



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

SELPA

Contra Costa

Fiscal Year

2020–21

**Certification 5: Participating Local Educational Agency**

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LEA

Contra Costa Office of Education

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

**SELPA**

Contra Costa

**Fiscal Year**

2020–21

request to the CDE.

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**Lynn Mackey**

LEA Superintendent/Chief Administrator

**Nov 16, 2020**

Date

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

SELPA

Contra Costa

Fiscal Year

2020–21

**Certification 5: Participating Local Educational Agency**

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LEA

John Sweet Unified School District

C5-1. 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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Special Education Local Plan Area (SELPA) Local Plan Certification 5

**SELPA**

Contra Costa

**Fiscal Year**

2020–21

request to the CDE.

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**Charles Miller, Superintendent**

LEA Superintendent/Chief Administrator

**Nov 12, 2020**

Date



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

SELPA

Contra Costa

Fiscal Year

2020–21

**Certification 5: Participating Local Educational Agency**

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LEA

Knightsen Elementary School District

C5-1. 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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Special Education Local Plan Area (SELPA) Local Plan Certification 5

**SELPA**

Contra Costa

**Fiscal Year**

2020–21

request to the CDE.

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**Harvey Yurkovich, Superintendent**

LEA Superintendent/Chief Administrator

**Nov 18, 2020**

Date



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

SELPA

Contra Costa

Fiscal Year

2020–21

**Certification 5: Participating Local Educational Agency**

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LEA

Lafayette School District

C5-1. 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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Special Education Local Plan Area (SELPA) Local Plan Certification 5

**SELPA**

Contra Costa

**Fiscal Year**

2020–21

request to the CDE.

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**Richard Whitmore**

LEA Superintendent/Chief Administrator

**Dec 18, 2020**

Date

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

SELPA

Fiscal Year

**Certification 5: Participating Local Educational Agency**

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All agreements are maintained by the SELPA and will be made available upon

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

**SELPA**

Contra Costa

**Fiscal Year**

2020–21

request to the CDE.

C5-2. 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.

<http://www.ccselpa.org/>

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**Pauline Allred**

LEA Superintendent/Chief Administrator

**Dec 16, 2020**

Date



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

SELPA

Contra Costa

Fiscal Year

2020–21

**Certification 5: Participating 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

Martinez Unified School District

C5-1. 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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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.

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

**SELPA**

Contra Costa

**Fiscal Year**

2020–21

request to the CDE.

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**Julie Synyard**

LEA Superintendent/Chief Administrator

**Nov 30, 2020**

Date



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

SELPA

Contra Costa

Fiscal Year

2020–21

**Certification 5: Participating Local Educational Agency**

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LEA

Moraga School District

C5-1. 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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Special Education Local Plan Area (SELPA) Local Plan Certification 5

**SELPA**

Contra Costa

**Fiscal Year**

2020–21

request to the CDE.

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- b. 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.

**Bruce Burns, Superintendent**

LEA Superintendent/Chief Administrator

**Feb 9, 2021**

Date

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

SELPA

Contra Costa

Fiscal Year

2020-21

**Certification 5: Participating Local Educational Agency**

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LEA

Oakley Union Elementary School District

C5-1. 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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Special Education Local Plan Area (SELPA) Local Plan Certification 5

**SELPA**

Contra Costa

**Fiscal Year**

2020–21

request to the CDE.

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- b. 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.

**Gregory Hetrick**

LEA Superintendent/Chief Administrator

**Nov 18, 2020**

Date



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

SELPA

Contra Costa

Fiscal Year

2020–21

**Certification 5: Participating Local Educational Agency**

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LEA

Orinda Union School District

C5-1. 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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Special Education Local Plan Area (SELPA) Local Plan Certification 5

**SELPA**

Contra Costa

**Fiscal Year**

2020–21

request to the CDE.

C5-2. 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.

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- b. 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.

**Dr. Carolyn Seaton, Superintendent**

LEA Superintendent/Chief Administrator

**Feb 2, 2021**

Date



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

SELPA

Fiscal Year

**Certification 5: Participating 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

**Fiscal Year** 2020–21

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.

- C5-2. 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.

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**Janet Schulze**

LEA Superintendent/Chief Administrator

**Mar 24, 2021**

Date

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

SELPA

Contra Costa

Fiscal Year

2020–21

**Certification 5: Participating Local Educational Agency**

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LEA

Walnut Creek USD

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

**SELPA**

Contra Costa

**Fiscal Year**

2020–21

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**Marie Morgan**

LEA Superintendent/Chief Administrator

**Nov 16, 2020**

Date



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

SELPA

Fiscal Year

**Certification 5: Participating Local Educational Agency**

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

**SELPA** Contra Costa

**Fiscal Year** 2020–21

between the multiple LEA SELPA or the COE joined SELPA and all entities participating in the Local Plan pursuant to *EC* Section 56195.7.

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**Stephanie Anello**

LEA Superintendent/Chief Administrator

**Jun 16, 2020**

Date

## **LOCAL PLAN**

### **Section B: Governance and Administration**

### **SPECIAL EDUCATION LOCAL PLAN AREA**



California Department of Education  
Special Education Division  
January 2020



SELPA Contra Costa SELPA

Fiscal Year 2020-21

## 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:

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, West Contra Costa Unified School District/SELPA, Mt. Diablo Unified School District/SELPA, San Ramon Valley Unified School District/SELPA and Contra Costa SELPA. Contra Costa SELPA is the only multi-district SELPA in the County and is composed of 15 school districts and the Contra Costa County Office of Education, almost 77,000 students including 11,000 on IEP's. In addition to the Contra Costa County Office of Education, its membership includes Acalanes, Antioch, Brentwood, Byron, Canyon, Contra Costa County Office of Education, John Swett, Knightsen, Lafayette, Liberty, Martinez, Moraga, Oakley, Orinda, Pittsburg and Walnut Creek. As of the 2010 census, the population was 1,049,025. The county seat is Martinez, which is within the boundaries of the Contra Costa 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:

JOINT EXERCISE OF POWERS AGREEMENT [56205(a)(13)]

A. PARTIES

## Section B: Governance and Administration

SELPA Contra Costa SELPA

Fiscal Year 2020-21

This Joint Powers Agreement (“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  
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  
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 (Contra Costa 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)

### 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.

### C. AUTHORITY

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

### D. ADMINISTRATION AND GOVERNANCE

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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 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.



SELPA Contra Costa SELPAFiscal Year 2020-21**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:
  - 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.

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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.

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:

### 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)]

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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.
  - 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)]
7. Assist in the development of the annual budget plan and annual SELPA operations budget.



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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.
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.

#### 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:

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.

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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. Describe the policies and procedures of the SELPA that allow for the participation of charter schools in the local plan:**

A request by a LEA or a charter school to participate, as a local educational agency in the Contra Costa SELPA special education local plan will not be treated differently from a similar request made by a school district. In reviewing and approving a request by a LEA or a charter school to participate as local educational agency in the Contra Costa SELPA, the following requirements shall apply: The LEA or charter school shall participate in state and federal funding for special education and the allocation plan developed in the same manner as other local educational agencies of the SELPA. The LEA or charter school shall participate in the governance of the SELPA in the same manner as other local educational agencies of the SELPA. The approval of additional members to the Contra Costa SELPA by the Governance Council shall be followed by a redrafting of a new local plan and action by each member's governing body. Additional details are defined in Contra Costa SELPA policy 6800.

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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:**

**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:**

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:

**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)]**

**1. 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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- c. Review and make recommendations to the SELPA Director regarding decisions which impact the finances of Local Education Agencies.
- d. Solicit, initiate or review fiscal reports and audits and recommend appropriate action to the SELPA Director.
- e. Review and make recommendations to the SELPA Director regarding the annual budget.
- f. Monitor SELPA revenues and expenditures

The Fiscal Advisory Committee and/or the SELPA Director may create standing committees to assist with these recommendations.

The Fiscal Advisory Committee may be assigned other responsibilities by the Governance Council.

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:

#### 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

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- 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 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 this 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:

#### 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:

**Contra Costa County Office of Education** \_ Superintendent of Schools for Contra Costa



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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** \_ 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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- b. The responsibilities of the superintendents of each participating LEA and COE in the implementation of the local plan:

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.
- 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 each LEA and COE for coordinating the administration of the local plan:

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 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

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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
- 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



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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:

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)]

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. 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

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- 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 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

- b. The local method used to distribute federal and state funds to the SELPA RLA/AU and to LEAs within the SELPA:

**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

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- 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

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:

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



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- 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
- 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

4. 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)(ii)]

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

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Budget Plan shall also provide for the expenditure and distribution of all resources and funds under the scope of the JPA or 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)]

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 judgment or settlement in connection with any negligent, reckless or

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intentional act performed or allowed by it and resulting in harm to 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 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.

3. 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.

4. 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



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- b. 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
- c. Negligent- Failure by action, behavior, or response, willful or not, to maintain the expected care required from a reasonable, prudent person under the circumstances.
- d. Reckless- done with careless indifference to the welfare of other people
- e. Intentional- done with reason and purpose
- f. 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 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

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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 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.

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#### 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.

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:

##### 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.



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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 Unit.

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:

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

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### 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; the document title; and the physical location where the policy can be found.

#### 1. Free Appropriate Public Education: 20 USC Section 1412(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)

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

SELPA Fiscal Year **3. Child Find: 20 USC Section 1412(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 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)**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)**Policy/Procedure Number: Document Title: Document Location:



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"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

### 6. Procedural Safeguards: 20 USC Section 1412(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)

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)

Policy/Procedure Number:

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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 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)

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)

Policy/Procedure Number:

Document Title:

Document Location:

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"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:

☒ Yes ☐ No

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### 11. Local Compliance Assurances: 20 USC Section 1412(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

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### 12. Interagency: 20 USC Section 1412(a)(12)

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

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### 13. Governance: 20 USC Section 1412(a)(13)



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Policy/Procedure Number:

Document Title:

Document Location:

"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

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### 14. Personnel Qualifications

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

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### 15. Performance Goals and Indicators: 20 USC Section 1412(a)(15)

Policy/Procedure Number:

Document Title:

Document Location:

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"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

**16. Participation in Assessments: 20 USC Section 1412(a)(16)**

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)**

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)**

Policy/Procedure Number:

Document Title:

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Document Location:

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

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### 19. Public Participation: 20 USC Section 1412(a)(19)

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

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### 20. Suspension and Expulsion: 20 USC Section 1412(a)(22)

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

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### 21. Access to Instructional Materials: 20 USC Section 1412(a)(23)



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Policy/Procedure Number:

Document Title:

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

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**22. Over-identification and Disproportionality: 20 USC Section 1412(a)(24)**

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

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**23. Prohibition on Mandatory Medicine: 20 USC Section 1412(a)(25)**

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

SELPA Contra Costa SELPAFiscal Year 2020-21**Administration of Regionalized Operations and Services**

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 direct instructional support provided by program specialists; and the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA. Information provided should include the reference number, document title, and the location (e.g., SELPA office) for each function:

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

Reference Number:	N/A
Document Title:	N/A
Document Location:	Local Plan

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.

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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 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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Description:

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



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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.

**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.
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.

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- h. Coordination of student 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:

Reference Number: Policy 6500

Document Title: Contra Costa Procedures Guide, Assessment Chapter, Contra Costa SELPA Policies

Document Location: Contra Costa SELPA website, <http://www.ccselpa.org/Publications/proceduresguide.htm>

Description:

Before any action is taken with respect to a student's placement in special education, an assessment must be completed. An assessment is required in the following instances:

- 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 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:

Reference Number: Policy 2100

Document Title: Procedural Safeguards

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Document Location: 

Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies.
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Description: 

Procedural safeguards are provided by federal and state law to protect the rights of pupils and parents in the area of special education.
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4. Coordinated system of staff development and parent and guardian education:

Reference Number: 

1100
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Document Title: 

Contra Costa SELPA Policy
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Document Location: 

Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies.
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Description: 

Procedures and responsibilities of the CAC parent training
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5. Coordinated system of curriculum development and alignment with the core curriculum:

Reference Number: 

Policy 6500
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Document Title: 

Contra Costa SELPA Policies and the Contra Costa SELPA Procedures Guide: <a href="http://www.ccselpa.org/Publications/proceduresguide.htm">http://www.ccselpa.org/Publications/proceduresguide.htm</a>
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Document Location: 

Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies
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Description: 

LEA's shall use the Contra Costa SELPA Procedures Guide as a guide to the implementation of the mandates for special education.
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6. Coordinated system internal program review, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system:

Reference Number: 

Policies 2300 and 2400
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Document Title: 

Contra Costa SELPA Policies
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Document Location: 

Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies.
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Description:

The Program Certification process allows an annual review of data from the previous year and explores options for the current year. The process provides consultation to the LEA in the areas of students, services, personnel, expenses, and resources. The products of the meeting provide information for State mandated reports including the Annual Service Plan and Annual Budget Plan and for the Federal mandate to document Maintenance of Effort. This process allows for a review of programs and services provided for students with disabilities within the Contra Costa SELPA.

### 7. Coordinated system of data collection and management:

Reference Number:

Policies 2300 and 2400

Document Title:

Contra Costa SELPA Policies

Document Location:

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

Description:

The Program Certification process allows an annual review of data from the previous year and explores options for the current year. The process provides consultation to the LEA in the areas of students, services, personnel, expenses, and resources. Some of the data reviewed includes, pupil count, personnel lists, service delivery models, caseloads, attendance reports, special education compliance, expenditures reports, funding reports, budget reports, service delivery locations.

### 8. Coordination of interagency agreements:

Reference Number:

Policy 1200

Document Title:

Community Relations: Coordination with Other Agencies

Document Location:

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

The state codes and regulations associated with the development and



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Description: **implementation of interagency agreements between education and public funded agencies serving SWD.**

9. Coordination of services to medical facilities:

Reference Number: **Policy 6300**

Document Title: **Instruction**

Document Location: **Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies.**

Description: **Home and hospital instruction is an available special education services and is obtained through the IEP process in accordance with Education Code. The LEA in which the hospital is located is responsible for services during the student's hospitalization.**

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

Reference Number: **Policy 6300**

Document Title: **Instruction**

Document Location: **Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies.**

Description: **Special education services are available and are obtained through the IEP process in accordance with Education Code to pupils who reside in Licensed Children's Institutions. The District in which the facility is located is responsible for special education services for individuals with exceptional needs during the pupil's residency in the LCI.**

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

Reference Number: **N/A**

Document Title: **Local Plan: Auditing & Accounting Services, Powers of the Contra Costa SELPA**

Document Location: **Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies.**

SELPA Contra Costa SELPAFiscal Year 2020-21**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 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)]**

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

Description:

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:

Reference Number:	<input type="text" value="Policy 1100"/>
Document Title:	<input type="text" value="Community Relations: Community Advisory Committee"/>
Document Location:	<input type="text" value="Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies."/>
Description:	<input type="text" value="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:

Reference Number:	<input type="text" value="N/A"/>
Document Title:	<input http:="" proceduresguide.htm"="" publications="" type="text" value="Procedures Guide: Transportation of Special Education Students&lt;br/&gt;&lt;a href=" www.ccselpa.org=""/> http://www.ccselpa.org/Publications/proceduresguide.htm"/>
Document Location:	<input type="text" value="Contra Costa SELPA Website, Procedures Guide,"/>
Description:	<input type="text" value="Special education transportation is defined as federal regulation as a related service and explained."/>

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

Reference Number:	<input type="text" value="N/A"/>
Document Title:	<input type="text" value="Procedures Guide: Postsecondary Transition Chapter"/>
Document Location:	<input http:="" proceduresguide.htm"="" publications="" type="text" value="Contra Costa SELPA website, Contra Costa SELPA office.&lt;br/&gt;&lt;a href=" www.ccselpa.org=""/> http://www.ccselpa.org/Publications/proceduresguide.htm"/>
	<input type="text" value="Improving transition from school to adult life for all individuals with disabilities"/>

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Description:

is both a national mandate and a district commitment. Recognizing that 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:

Reference Number:

Policy 6100

Document Title:

Instruction

Document Location:

Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies.  
[www.ccselpa.org](http://www.ccselpa.org)

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.

Reference Number:

Policy 2700

Document Title:

Administration: 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](http://www.ccselpa.org)

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



## Section B: Governance and Administration

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Description: are described. The SELPA Administrator for the fiscal administration is outlined.

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

Reference Number: 11 a.

Document Title: Local Plan

Document Location: Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies. 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.

### Special Education Local Plan Area Services

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

Reference Number: Policies 3110 and 3120

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Document Title:

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:

Reference Number:

Policy 2100

Document Title:

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:

Reference Number:

N/A

Document Title:

Local Plan: Dispute Among Members

Document Location:

Contra Costa SELPA website, Contra Costa SELPA office, the district

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office of each of our member local education agencies.

Description:

Dispute Among Members: [56205(b)(5)]

Should disputes arise concerning special education related matters or related to the interpretation of this plan between or among the LEAs regarding the scope of the JPA or interpretation of the Local Plan or other matters pertaining to special education, the disputing LEAs shall first attempt to arrive at a settlement. If settlement is not reached at the LEA level, the Contra Costa SELPA Director shall mediate the dispute. Any dispute not successfully resolved by the Contra Costa SELPA Director shall be referred to the Governance Council.

The Governance Council shall hear the facts of the dispute and shall render a written decision on the matter which shall be binding on the parties.

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:

Reference Number:

N/A

Document Title:

Procedures Guide, Eligibility Chapter

Document Location:

Contra Costa SELPA website: <http://www.ccselpa.org/Publications/proceduresguide.htm>

Description:

The Individualized Education Program (IEP) team, including assessment personnel, shall determine whether the assessment results demonstrate that the degree of the student's disability requires special education and related services. The Local Education Agency must assure that the student's academic needs cannot be met through interventions and supports available in the regular education program and that the disability, even with general education interventions and supports adversely affects the individual's educational performance.

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:

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Reference Number: Policy 6400

Document Title: Non-Public School Monitoring

Document Location: Contra Costa SELPA website, Contra Costa SELPA office, the district office of each of our member local education agencies.

Description: Adults who are aged 18 through 21 years, who have not graduated with a high school diploma, who, at the time they turned 18 years were identified as an individual with exceptional needs and had an individualized education program (IEP) under the IDEA, are also entitled to a FAPE (hereinafter, “eligible adults”). (See 20 U.S.C. § 1400 (d)(1)(A), (B), (C); 20 U.S.C. § 1412(a)(1)(A); Cal. Educ. Code, §§ 56000, 56026(c)(4).) This applies to adults incarcerated in California adult jails and prisons. However, an individual, aged 18 through 21 years, who, in the educational placement prior to his or her incarceration in an adult

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)

Reference Number: N/A

Document Title: Contra Costa SELPA Policy 5400

Document Location: Contra Costa SELPA Office

Every individual with exceptional needs who is eligible to receive special education instruction and related services under the Individuals with



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Description:

Disabilities Education Act (IDEA) and state special education laws, shall receive that instruction and those services at no cost to his or her parents or, as appropriate, to him or her. 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.

Special Education Local Plan Area (SELPA) Local Plan

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## **LOCAL PLAN**

### **Section D: Annual Budget Plan**

#### **SPECIAL EDUCATION LOCAL PLAN AREA**



California Department of Education

Special Education Division

2021-22 Local Plan Annual Submission

## Section D: Annual Budget Plan

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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:** Pursuant to California *Education Code (EC)* Section 56048, 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.

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.

Section D: Annual Budget Plan

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**Table 1: Special Education Revenue by Source**

D1. Using the fields below, identify the special education revenues by funding source. The total 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="21,169,475"/>	33.39%
AB 602 Property Taxes	<input type="text" value="21,455,920"/>	33.85%
Federal IDEA Part B	<input type="text" value="13,942,633"/>	21.99%
Federal IDEA Part C	<input type="text" value="194,613"/>	0.31%
State Infant/Toddler	<input type="text" value="1,110,651"/>	1.75%
State Mental Health	<input type="text" value="4,654,273"/>	7.34%
Federal Mental Health	<input type="text" value="843,113"/>	1.33%
Other Revenue*	<input type="text" value="21,253"/>	0.03%
<b>Total Revenue</b>	63,391,931	<b>100.00%</b>

D2. Using the form template provided in **Attachment II**, complete a distribution of revenues to all LEAs participating in the SELPA by funding source.

D3. \*Include a description of the revenue identified the "Other Revenue" category



Section D: Annual Budget Plan

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**Table 2: Total Budget by Object Codes**

D4. 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="61,824,773"/>	27.94%
Object Code 2000—Classified Salaries	<input type="text" value="40,973,738"/>	18.52%
Object Code 3000—Employee Benefits	<input type="text" value="50,945,216"/>	23.02%
Object Code 4000—Supplies	<input type="text" value="1,953,539"/>	0.88%
Object Code 5000—Services and Operations	<input type="text" value="62,007,933"/>	28.02%
Object Code 6000—Capital Outlay	<input type="text" value="533,500"/>	0.24%
Object Code 7000—Other Outgo and Financing*	<input type="text" value="3,035,272"/>	1.37%
<b>Total Expenditures</b>	221,273,971	100.00%

D5. Using the templates provided in **Attachment III**, complete a distribution of projected expenditures by LEAs participating in the SELPA by object code.

D6. \*Include a description of the expenditures identified under object code 7000:

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**Table 3: Federal, State, and Local Revenue Summary**

D7. Using the fields below, identify funding by revenue jurisdiction and percent of total budget.

Revenue Source	Amount	Percentage of Total Funding
State Special Education Revenue	<input type="text" value="32,934,399"/>	47.46%
Federal Revenue	<input type="text" value="14,980,359"/>	21.59%
Local Contribution	<input type="text" value="21,477,173"/>	30.95%
<b>Total Revenue From All Sources</b>	69,391,931	100.00%

D8. Using the form template provided in **Attachment IV**, provide a complete distribution of revenues to all LEAs participating in the SELPA by federal and state funding source.

**Special Education Local Plan Area Funding Distribution**

D9. Describe the basic premise of the SELPA Allocation Plan.

We distribute the Allocation Plan based on enrollment as per our Policy 3100 titled "Special Education Resource Allocation", located on the Contra Costa SELPA's website, the Contra Costa SELPA office, and in the district office of each of our member Local Education Agencies.

D10. Describe how the SELPA distributes IDEA revenues to the LEAs, including the models used to provide services to member LEAs:

We distribute the IDEA revenues based on enrollment as per our Policy 3100 titled "Special Education Resource Allocation."

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**Table 4: Special Education Local Plan Area Operating Expenditures**

D11. Using the fields below, identify the total projected SELPA operating expenditures by SELPA accounting codes, the amount, and the percent of total expenses. NOTE: For 2021-22 fiscal year, this table optional for single LEA SELPAs.

Accounting Categories and Codes	Amount	Percentage of Total
Object Code 1000—Certificated Salaries	<input type="text" value="617,821"/>	38.04%
Object Code 2000—Classified Salaries	<input type="text" value="226,854"/>	13.97%
Object Code 3000—Employee Benefits	<input type="text" value="286,486"/>	17.64%
Object Code 4000—Supplies	<input type="text" value="207,760"/>	12.79%
Object Code 5000—Services and Operations	<input type="text" value="281,713"/>	17.35%
Object Code 6000—Capital Outlay	<input type="text" value="3,500"/>	0.22%
Object Code 7000—Other Outgo and Financing*	<input type="text" value="0"/>	0.00%
<b>Total Operating Expenditures</b>	1,624,134	100.00%

D12. \*Include a description of the expenditures identified under object code 7000:

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**Table 5: Projected Expenditures for Supplemental Aids and Services in the Regular Classroom and for Students with Low Incidence Disabilities**

The standardized account code structure (SACS), goal 5750 is defined as "Special Education, Ages 5-22 Severely Disabled." Students with a low-incidence 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.

D13. 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

D14. Enter the total projected expenditures for supplemental aids and services (SAS) for students with disabilities who are placed in the regular education classroom and for those who are identified with low incidence (LI) disabilities.

Total Projected Expenditures for SAS in the Regular Classroom Provided to Students with Disabilities

Total Projected Expenditures for Students with LI Disabilities

D15. Using the form template provided in **Attachment V**, provide a complete distribution of projected federal and state expenditures by LEAs participating in the SELPA.



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**Section E: Annual Service Plan**  
**SPECIAL EDUCATION LOCAL PLAN AREA**



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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

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

Adapting, as appropriate, to the needs of the child with a disability the content, methodology or 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)(3)).

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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.

☒ 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)

☒ 415—Speech and Language ☐ *Service is Not Currently Provided*



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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*

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

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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 30 §56363).

☒ 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

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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).

☒ 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 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*

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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.

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).

☒ 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



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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)).

☒ 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)).

☒ 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 (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*

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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 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).

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☒ 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 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

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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.

☒ 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



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☒ 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.

☒ 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.

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☒ 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

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.

☒ ☐ Description of the "Other Related Service"

Case Management and Consultation

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Qualifications of the Provider Delivering "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.



Description of the "Other Related Service"

Consultation for students with ISP's.

Qualifications of the Provider Delivering "Other Related Service"

Case consultation for students on services plan; Speech/Language consultation for students on service plan; Occupational therapy consultation for students on services plan; Learning Specialist consultation for students on services plan; Case consultation for students in early childhood programs

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**SPECIAL EDUCATION LOCAL PLAN AREA**



California Department of Education

Special Education Division

2021–22 Local Plan Submission





**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 2020-21 or 2021-22 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.

## Attachment I

SELPA: Contra Costa SELPA

Fiscal Year: 2021-22

Add or Delete Row	List	County Code xx	District Code xxxx	School Code xxxxxx	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 of Education	Tom	Scruggs	(925)942-3376	tscruggs@cccocoe.k12.ca.us	Previously Reported
	2	7	61630			Acalanes Union High School District	Karen	Heilbronner	(925)280-3900	kheilbronner@auhsd.schools.org	Previously Reported
	3	7	61648			Antioch Unified School District	Kelly	Quinn	(925)779-7500	kellyquinn@antiochschools.net	Previously Reported
	4	7	61655			Brentwood Elementary School Districts	Jeff	Weiss	(925)513-6318	jweiss@brentwood.k12.ca.us	Previously Reported
	5	7	61663			Byron Union Elementary School District	Lara	Robinson	(925)809-7505	lrobinson.k13.ca.us	Previously Reported
	6	7	61671			Canyon Elementary School District	Crystal	Castaneda	(925)376-4671	ccastaneda@canyon.k12.ca.us	Previously Reported
	7	7	61697			John Sweet Unified School District	Deanna	Yaski	(510)245-4300	dyaski@jsusd.org	Previously Reported
	8	7	61705			Knightsen Elementary School District	Veronica	Polk	(925)625-3303	vpolk@knightsen.k12.ca.us	Previously Reported
	9	7	61713			Lafayette Elementary School District	Pat	Gargiulo	(925)927-3516	pgargiulo@lafsd.org	Previously Reported
	10	7	61721			Liberty Union High School District	Karen	Cortez	(925)634-2166	cortezk@luhsd.net	Previously Reported
	11	7	61739			Martinez Unified School District	Janelle	Eyet	(925)335-5918	jevet@martinez.k12.ca.us	Previously Reported
	12	7	61747			Moraga Elementary School District	Susan	Bishop	(925)377-4109	sbishop@moraga.k12.ca.us	Previously Reported

## Attachment I

SELPA: Contra Costa SELPA

Fiscal Year: 2021-22

Add or Delete Row	List	County Code xx	District Code xxxxx	School Code xxxxxxx	Charter Code (if applicable) xxx	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	Wendy	Taylor	(925)625-7060	wtaylor@oeusd.k12.ca.us	Previously Reported
	14	7	61788			Pittsburg Unified School District	Angelica	Thomas	(925)473-2340	athomas@pittsburgusd.net	Previously Reported
	15	7	61812			Walnut Creek Elementary School District	Amy	Espinoza	(925)944-6850	aespinoza@walnutcreeksd.org	Previously Reported
	16	7	61770			Orinda Union Elementary School District	Carrie	Nerheim	(925)258-6216	cnerheim@orindaschools.org	Previously Reported
	17	7	40782			Contra Costa SELPA	MaryAnn	Frates	(925)827-0949	mfrates@ccselpa.org	Previously Reported



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

SELPA: Contra Costa SELPA

Fiscal Year: 2021-22

**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 of Education	2,398,936	66,513	179,044	41,660	1,110,651	14,428	2,614	0	3,813,846
2	Acalanes Union High School District	1,508,413	1,598,466	1,001,187	0	0	0	343,951	62,306	4,514,323
3	Antioch Unified School District	4,516,884	4,643,061	0	2,981,907	0	1,005,323	182,112	0	13,329,287
4	Brentwood Elementary School Districts	2,606,134	2,624,059	0	1,702,836	0	575,734	104,293	0	7,613,056
5	Byron Union Elementary School District	478,538	405,517	0	260,817	0	88,431	16,019	0	1,249,322
6	Canyon Elementary School District	18,924	19,310	0	12,095	0	4,189	759	0	55,277
7	John Sweet Unified School District	482,379	396,935	0	252,461	0	87,500	15,851	0	1,235,126
8	Knighten Elementary School District	251,226	171,647	0	110,073	0	37,234	6,745	0	576,925

## Attachment II

SELPA: Contra Costa SELPA

Fiscal Year: 2021-22

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 Elementary School District	967,253	1,004,137	0	641,719	0	217,820	39,458	0	2,870,387
10	Liberty Union High School District	2,833,731	2,351,569	0	1,472,888	0	507,316	91,899	0	7,257,403
11	Martinez Unified School District	1,132,165	1,184,367	0	758,448	0	255,985	46,371	0	3,377,336
12	Moraga Elementary School District	504,772	523,524	0	332,168	0	114,030	20,656	0	1,495,150
13	Oakley Union Elementary School District	1,502,117	1,489,041	0	972,286	0	323,007	58,512	0	4,344,963
14	Pittsburg Unified School District	3,228,273	3,233,407	0	2,074,245	0	700,933	126,973	0	9,363,831
15	Walnut Creek Elementary School District	979,069	1,017,011	0	661,286	0	220,612	39,964	0	2,917,942
16	Orinda Union Elementary School District	697,604	727,356	0	460,700	0	157,780	28,581	0	2,072,021
17	Contra Costa SELPA	3,063,057	0	15,569	120,041	0	0	0	0	3,198,667
Totals:		27,169,475	21,455,920	1,195,800	12,855,630	1,110,651	4,310,322	1,124,758	62,306	69,284,862



SELPA: Contra Costa SELPA

Fiscal Year: 2021-22

**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 of Education	7,763,831	5,185,445	8,013,207	520,911	4,154,347	530,000	2,040,588	28,208,329
2	Acalanes Union High School District	2,949,097	1,388,057	2,143,874	13,750	7,323,500	0	0	13,818,278
3	Antioch Unified School District	11,223,699	9,622,913	10,818,619	186,600	17,948,058	0	0	49,799,889
4	Brentwood Elementary School Districts	7,849,381	6,358,601	6,521,291	19,246	3,985,043	0	720,390	25,453,952
5	Byron Union Elementary School District	818,824	553,496	752,802	16,822	504,938	0	72,848	2,719,730
6	Canyon Elementary School District	0	0	0	0	0	0	0	0
7	John Sweet Unified School District	1,458,697	732,926	1,182,206	11,129	957,098	0	7,352	4,349,408
8	Knightsen Elementary School District	389,298	160,155	214,370	14,750	354,505	0	0	1,133,078
9	Lafayette Elementary School District	2,790,792	2,142,492	2,267,338	36,455	1,837,188	0	0	9,074,265



SELPA: Contra Costa SELPA

Fiscal Year: 2021-22

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	5,581,100	3,465,152	4,606,380	153,073	4,442,357	0	0	18,248,062
11	Martinez Unified School District	3,167,117	1,261,996	2,114,945	43,131	3,647,333	0	0	10,234,522
12	Moraga Elementary School District	956,772	1,029,515	929,332	15,371	1,103,359	0	179,000	4,213,349
13	Oakley Union Elementary School District	4,698,876	2,023,985	2,562,986	172,439	2,105,520	0	0	11,563,806
14	Pittsburg Unified School District	8,313,847	4,763,772	6,349,040	506,502	8,538,595	0		28,471,756
15	Walnut Creek Elementary School District	1,794,330	1,169,045	1,095,857	20,000	2,509,219	0	0	6,588,451
16	Orinda Union Elementary School District	1,451,291	889,334	1,090,483	15,600	2,315,160	0	15,094	5,776,962
17	Contra Costa SELPA	617,821	226,854	286,486	207,760	281,713	3,500	0	1,624,134
<b>Totals:</b>		61,824,773	40,973,738	50,949,216	1,953,539	62,007,933	533,500	3,035,272	221,277,971

## Attachment IV

SELPA: Contra Costa SELPA

Fiscal Year: 2021-22

**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 of Education	223,318	1.06%	3,524,015	10.70%	66,513	3,747,333
2	Acalanes Union High School District	1,063,493	5.04%	1,852,364	5.62%	1,598,466	2,915,857
3	Antioch Unified School District	3,164,019	14.99%	5,522,207	16.77%	4,643,061	8,686,226
4	Brentwood Elementary School Districts	1,807,129	8.56%	3,181,868	9.66%	2,624,059	4,988,997
5	Byron Union Elementary School District	276,836	1.31%	566,969	1.72%	405,517	843,805
6	Canyon Elementary School District	12,854	0.06%	23,113	0.07%	19,310	35,967
7	John Sweet Unified School District	268,312	1.27%	569,879	1.73%	396,935	838,191
8	Knightesen Elementary School District	116,818	0.55%	288,460	0.88%	171,647	405,278
9	Lafayette Elementary School District	6,811,777	32.27%	1,185,073	3.60%	1,004,137	7,996,850

## Attachment IV

SELPA: Contra Costa SELPA

Fiscal Year: 2021-22

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	1,564,787	7.41%	3,341,047	10.14%	2,351,569	4,905,834
11	Martinez Unified School District	804,819	3.81%	1,388,150	4.21%	1,184,367	2,192,969
12	Moraga Elementary School District	352,824	1.67%	618,802	1.88%	523,524	971,626
13	Oakley Union Elementary School District	1,030,798	4.88%	1,825,124	5.54%	1,489,041	2,855,922
14	Pittsburg Unified School District	2,201,218	10.43%	3,929,206	11.93%	3,233,407	6,130,424
15	Walnut Creek Elementary School District	701,250	3.32%	1,199,681	3.64%	1,017,011	1,900,931
16	Orinda Union Elementary School District	489,281	2.32%	855,384	2.60%	727,356	1,344,665
17	Contra Costa SELPA	221,426	1.05%	3,063,057	9.30%	21,253	3,284,483
Totals:		21,110,959	100.00%	32,934,399	100.00%	21,477,173	54,045,358



## Attachment V

SELPA: Contra Costa SELPA

Fiscal Year: 2021-22

**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 of Education	3,747,333	14,987
2	Acalanes Union High School District	2,915,857	60,062
3	Antioch Unified School District	8,686,226	275,372
4	Brentwood Elementary School Districts	4,988,997	132,710
5	Byron Union Elementary School District	843,805	132,710
6	Canyon Elementary School District	35,967	0
7	John Sweet Unified School District	838,191	14,987
8	Knightsen Elementary School District	405,278	7,551
9	Lafayette Elementary School District	1,866,250	52,626



## Attachment V

SELPA: Contra Costa SELPA

Fiscal Year: 2021-22

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	4,905,834	150,213
11	Martinez Unified School District	2,192,969	65,096
12	Moraga Elementary School District	971,626	12,470
13	Oakley Union Elementary School District	2,855,922	87,634
14	Pittsburg Unified School District	6,130,424	190,255
15	Walnut Creek Elementary School District	1,900,931	40,042
16	Orinda Union Elementary School District	1,344,665	25,572
17	Contra Costa SELPA	3,284,483	0
Totals:		47,914,758	1,262,287

Attachment VI

SELPA:

Fiscal Year:

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





CDE Official		Special Education Service	
Local Educational Agency Name	School or Site Name	County/District/ School Code (xx-xxxx-xxxxxx)	Charter Number (if applicable) (xxxx)
Antioch Unified School District	Park Middle School	07-61648-5061154	
		389	210
		220	236
		240	250
		260	270
		340	350
		415	425
		435	445
		455	465
		510	515
		520	525
		530	535
		540	545
		610	710
		715	720
		725	730
		735	740
		745	750
		755	760
		820	830
		840	850
		855	860
		865	870
		880	890
		900	



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 of Education		Delete This Row							<input type="text"/>



**CALIFORNIA DEPARTMENT  
OF EDUCATION**

**TONY THURMOND**  
STATE SUPERINTENDENT OF  
PUBLIC INSTRUCTION

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October 15, 2021

MaryAnn Frates, Director  
Contra Costa 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, review, and acceptance of the recent submission of the Special Education Local Plan Area (SELPA) Local Plan by the Contra Costa SELPA. The SELPA may implement the Local Plan for the 2021–22 fiscal year.

The 2022–23 fiscal year Local Plan submission deadline is June 30, 2022. Local Plan submission materials for 2022–23 will be made available at a later date.

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](mailto:SELPALocalPlan@cde.ca.gov).

Sincerely,

John Burch, EdD, Education Administrator  
Special Education Division

JB:kb