



**Contra Costa  
Special Education Local Plan Area**

4105 Pacheco Boulevard, Martinez, California 94553  
Phone: (925) 827-0949

**Public Notice:**

The SELPA is required to publicly post updates to our Local SELPA Plan before they are approved. We are currently updating both our Service Plan and Local Plan, which we will be seeking approval from our Governance Council on **June 9, 2026**.

If you have any feedback, prior to then, please contact one of the two people below.

Thank you.

*Tricia Facteau*

Tricia Facteau  
SELPA Assistant Director  
Contra Costa SELPA  
[tfacteau@ccselpa.com](mailto:tfacteau@ccselpa.com)

*Jessica Larriega*

Jessica Larriega  
SELPA Operations/Technology Coordinator  
Contra Costa SELPA  
[jlarriega@ccselpa.com](mailto:jlarriega@ccselpa.com)

**LOCAL PLAN**  
**Section A: Contacts and Certifications**  
**SPECIAL EDUCATION LOCAL PLAN AREA**



California Department of Education

Special Education Division

Local Plan Annual Submission

Section A: Contacts and Certifications

SELPA

Fiscal Year

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

Section A: Contacts and Certifications

SELPA

Fiscal Year

A2. SELPA Identification

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

SELPA

A3. SELPA Director Contact Information

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

SELPA Name	<input type="text" value="Contra Costa SELPA"/>		
Street Address	<input type="text" value="4105 Pacheco Blvd"/>	Zip Code	<input type="text" value="94553"/>
City	<input type="text" value="Martinez"/>	County	<input type="text" value="Contra Costa County"/>
Mailing Address	<input type="text" value="4105 Pacheco Blvd"/>		
City	<input type="text" value="Martinez"/>	Zip Code	<input type="text" value="94553"/>
Director First Name	<input type="text" value="MaryAnn"/>	Administrator Last Name	<input type="text" value="Frates"/>
Director Title	<input type="text" value="Executive SELPA Director"/>		
Director's Email	<input type="text" value="mfrates@ccselpa.com"/>		
Telephone	<input type="text" value="(925) 827-0949"/>	Extension	<input type="text"/>

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

Enter information for the current administrative entity. This is the responsible local agency or, an administrative unit for a multiple LEA SELPA or COE joined SELPA; or an identified responsible person for a single LEA SELPA. In either case, the administrative entity identified is responsible for the implementation and/or fiscal administration of the Local Plan and must electronically sign Certification 1 and 2.

Administrative Entity Name

Section A: Contacts and Certifications

SELPA  Fiscal Year

Street Address  Zip Code   
City  County   
Contact First Name  Last Name   
Contact Title   
Email   
Telephone  Extension

**Special Education Local Plan Area Review Requirements**

Community Advisory Committee

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

Yes  No  N/A (Section D and/or Section E submissions)

A6. Pursuant to *EC* Section 56207(b)(7), the Local Plan section(s): Section B: Governance and Administration: 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:

N/A (Section D and/or Section E submissions)

County Office of Education

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

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

Section A: Contacts and Certifications

SELPA

Fiscal Year

COE responsible for approving the Local Plan

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

**Add COE**

**Delete COE**

**Public Hearing Requirements**

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

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

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

Most Recent School Site Posting Date

SELPA Public Hearing Date

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

Most Recent School Site Posting Date

SELPA Public Hearing Date

**Submitting the Local Plan to the California Department of Education**

STEP 1: Contacts and Certifications

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

STEP 2: SELPA Governance Structure

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

Section A: Contacts and Certifications

SELPA

Fiscal Year

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

STEP 3: Prior Submissions

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

Section B: Governance and Administration

Section D: Annual Budget Plan

Section E: Annual Service Plan

STEP 4: Local Plan Collaboration

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

Add	Agency	First and Last Name	Title	Section
-	Contra Costa SELPA	MaryAnn Frates	Administrator-Spec. Ed.	All
-	Contra Costa SELPA	Tricia Facticeau	Administrator-Spec. Ed.	All
-	Contra Costa SELPA	Jannine Takahashi-Crow	Other	Multiple
-	Contra Costa SELPA	Soledad Springfield	Other	Multiple

Section A: Contacts and Certifications

SELPA

Fiscal Year

STEP 5: Certifications

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

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

STEP 6: Electronic Signatures

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

STEP 7: Final Check

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

Section A: Contacts and Certifications

SELPA

Fiscal Year

**Certification 1**

**Local Plan Section B: Governance and Administration**

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

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

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

- Single LEA SELPA     Multiple LEA SELPA     COE Joined SELPA

**For a multiple LEA SELPA or a COE joined SELPA**

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

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

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

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

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

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

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

Section A: Contacts and Certifications

SELPA

Fiscal Year

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

Administrative Entity Signature\*

Date

SELPA Governance Council or Responsible Individual

Date

SELPA Administrator

Date

\*The responsible individual identified as the Administrative Entity in item A4 of Section A must electronically sign here.

DRAFT

Section A: Contacts and Certifications

SELPA

Fiscal Year

## Certification 2

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

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

I certify the attached Local Plan Section 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.

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

C2-2. Specific web address where the SELPA Local Plan, including all sections, is posted.

Section A: Contacts and Certifications

SELPA

Fiscal Year

Administrative Entity Signature\*

Date

SELPA Governance Council or Responsible Individual

Date

SELPA Administrator

Date

\*The responsible individual identified as the Administrative Entity in Item A4 of Section A must electronically sign here.

DRAFT

**SELPA**

**Fiscal Year**

### Certification 3: County Office of Education

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

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

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

Yes  No

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

Yes  No

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

Submitted materials were reviewed and feedback was discussed.

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

The COE certifies the SELPA is a:

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

**SELPA**

**Fiscal Year**

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

**For a multiple LEA SELPA or a COE joined SELPA**

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

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

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

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

Single-LEA SELPA

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

Multiple LEA SELPA or COE joined SELPA

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

Yes  No

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

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

**SELPA**

Contra Costa SELPA

**Fiscal Year**

2026-27

Yes  No

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

<https://www.cccoe.k12.ca.us/For-Families/Special-Education-Local-Plan-Area/index.html>

**Authorized Signature**

**Lynn Mackey**

COE Superintendent

**Jun 9, 2026**

Date

DRAFT

**SELPA**

**Fiscal Year**

### Certification 4: Community Advisory Committee

**IMPORTANT:** Certification 4 is required only for the submission of the Section B: Governance and Administration section of the Local Plan

#### Cert 4-1. Community Advisory Committee Participation

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

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

#### Cert 4-2. Community Advisory Committee Review Timeline

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

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

#### Cert 4-3. Community Advisory Committee Comments

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

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

Comments

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

### Authorized Signature

CAC Chairperson

Date

**SELPA**

**Fiscal Year**

### Certification 5: Local Educational Agency

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

LEA

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

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

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

#### **For a multiple LEA SELPA or a COE joined SELPA**

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

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

**SELPA**

**Fiscal Year**

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

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

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

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

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

**Cert 5-3. Submission Certification Requirements for LEAs**

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

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

**Authorized Signature**

LEA Superintendent/Chief Administrator

Date

**SELPA**

**Fiscal Year**

### Certification 5: Local Educational Agency

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

LEA

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

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

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

**SELPA**

**Fiscal Year**

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

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

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

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

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

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

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

**Authorized Signature**

LEA Superintendent/Chief Administrator

Date

**SELPA**

**Fiscal Year**

### Certification 5: Local Educational Agency

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

LEA

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

**SELPA**

**Fiscal Year**

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**Authorized Signature**

LEA Superintendent/Chief Administrator

Date

**SELPA**

**Fiscal Year**

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**SELPA**

**Fiscal Year**

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**SELPA**

**Fiscal Year**

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Date

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

**SELPA**

**Fiscal Year**

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

**SELPA**

**Fiscal Year**

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Date

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**Fiscal Year**

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

**SELPA**

**Fiscal Year**

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

**SELPA**

**Fiscal Year**

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Date

**SELPA**

**Fiscal Year**

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**Fiscal Year**

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Date

**SELPA**

**Fiscal Year**

**LOCAL PLAN**

**Section B: Governance and Administration**

**SPECIAL EDUCATION LOCAL PLAN AREA**

DRAFT

California Department of Education

Special Education Division

SELPA Contra Costa SELPA

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**B. Governance and Administration**

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

**Participating Local Educational Agencies**

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

**Special Education Local Plan Area—Local Plan Requirements**

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

Contra Costa SELPA is the only multi-district SELPA in the county. It is composed of 15 LEA's and the Contra Costa County Office of Education. The LEA's within the Contra Costa SELPA are: Acalanes, Antioch, Brentwood, Byron, Canyon, John Swett, Knightsen, Lafayette, Liberty, Martinez, Moraga, Oakley, Orinda, Pittsburg, and Walnut Creek.

There are approximately 78,000 students accounted for in the Contra SELPA and there are approximately 12,000 students between the ages of 3 through 22 that are provided services through an IEP.

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

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

**A. PARTIES**

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

Acalanes Union High School District

Antioch Unified School District

Brentwood Union School District

Byron Union School District

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- 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 those districts hereafter known as the Contra Costa Special Education Local Plan Area (CC SELPA). In adopting the completed plan, each participating Local Education Agency (LEA) agrees to carry out the duties and responsibilities assigned to it within the plan. Participating agencies may enter into additional contractual arrangements to meet the requirements of applicable federal and state law. (56195)

**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. 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:

Receipt and distribution of funds including Regionalized Services and Program Specialist revenues to accounts exclusively designated for SELPA use.

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 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.

#### D. COMPOSITION AND ORGANIZATION OF THE GOVERNANCE COUNCIL

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.

Representation on the Governance Council is comprised of Superintendents from the following:

- Contra Costa County Office of Education, Antioch Unified School District, and Pittsburg Unified School District
- Acalanes, Walnut Creek, Moraga, Orinda, Lafayette, and Canyon School Districts (one Superintendent appointed by a joint committee)
- Oakley, Liberty, Brentwood, Byron and Knightsen School Districts (one Superintendent appointed by a joint committee)
- John Swett and Martinez School Districts (one Superintendent appointed by a joint committee)

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

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.

The Contra Costa SELPA Director shall serve as the Chief Executive Officer and report directly

Section B: Governance and Administration

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to the Governance Council. The Contra Costa SELPA Director will have a non-voting status on the Governance Council.

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. 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. If still tied, prior year October CBEDs will be totaled on each side with a simple majority deciding.

The Governance Council shall meet not less than four times per school year. Additional meetings may be called pursuant to adopted policies. The Contra Costa SELPA Director shall prepare the agenda and support materials and serve as secretary.

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 at 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.

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.

All meetings of the Governance Council shall be held according to law.

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: [EC 56195.7(i)(j)(1)(2)]

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

Policies governing the Contra Costa SELPA shall be adopted by the Governance Council and are included as part of the Local Plan. The Council shall be advised by the Contra Costa SELPA Director who shall, in turn, be advised by the Special Education Administrative Council, and the Community Advisory Committee (CAC). Input may be received from parents, staff, public and non-public agencies and members of the public at large. Individuals wishing an opportunity to address the Council on a particular agenda item or have the council consider a topic is invited to complete a Request to Address Governance Council form which is available at

Section B: Governance and Administration

SELPA Contra Costa SELPA

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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:

Provide overall coordination of the Local Plan and JPA implementation.

Serve as the Chief Executive Secretary to the Governance Council.

Arrange for meetings, establish agendas, and record minutes as appropriate for the Governance Council.

Implement the regionalized services of the SELPA

Administer staff development programs.

Coordinate program review.

Supervise data collection, information management and reporting.

Coordinate curriculum and program development.

Coordinate ongoing monitoring of Local Plan implementation through program review.

Assign, supervise and evaluate Program Specialists, AT/AAC Specialists, and other SELPA staff.

Other matters related to the representation and operation of the SELPA.

Conduct the business operations for the Contra Costa SELPA.

Hire, supervise, evaluate and discipline staff employed by the SELPA in support of the Local

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Plan. [56205(a)(12)(D)(ii)(I)]

Assist in the development of the annual budget plan and annual SELPA operations budget.

Allocate and distribute funds to LEA's for the operation of special education programs and services in accordance with policy.

Coordinate the funds for low incidence services, equipment and materials in accordance with established procedures.

Complete reports for the Contra Costa SELPA and individual districts in accordance with State priorities criteria, and Education Code Sections.

Apply for discretionary funds and other grants that become available to the Contra Costa SELPA.

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

Prepare and submit to the State Department of Education all reports required for the Contra Costa SELPA. [56205(a)(12)(D)(ii)(V)]

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.

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

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.

Act as a liaison between and among the Contra Costa SELPA, the State Department of

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Education, the Governance Council, the Special Education Administrative Council, the Community Advisory Committee, Federal Departments and elected government officials.

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

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: [EC 56195.1(c); EC 56205(a)(12)(D)(i); EC 56195.5]

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

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

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

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

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

Yes       No

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

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

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

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

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

Input is gathered on the Local Plan during CAC, Director, CBO, and Governance meetings in order to include input from CAC members, community members, special education administrators and teachers, general education administrators and teachers, and CBOs. The SELPA Director is responsible for reviewing progress on the development and implementation of the Local Plan components.

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

Allocation of Resources:

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

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

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

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

The Contra Costa SELPA shall consider the needs of the individual student and assist in the identification of special education programs and service needs for the Contra Costa SELPA when entering into agreements with other Districts, County Office of Education, Non-Public Schools, or other entities.

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The Contra Costa SELPA will annually submit a Non-Public Agency/Non-Public School Master Contract to the governing body for approval. The Master Contract clearly outlines the roles and responsibilities of each agency to serve students with disabilities.

Contra Costa SELPA collaborates on a regular basis with The Regional Center of the East Bay to locate infants and toddlers, who are residents within our 15 LEAs. Contra Costa SELPA also coordinates with California Children's Services to discuss mutual clients within the Contra Costa SELPA area.

10. For multi-LEA local plans, specify:

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

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

2. Representation of 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.

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

- 3. Members shall be appointed for one year but may be re-appointed to additional terms. The annual term shall be from July 1 to June 30, although appointments or selection of substitute superintendent by the same region superintendent may occur at any time as provided above.
- 4. The Contra Costa SELPA Director shall serve as the Chief Executive Officer, and report directly to the Governance Council. The Contra Costa SELPA Director will have a non-voting status of 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

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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 the Governance Council action. New officers are to take office at the first meeting of the new fiscal year.
8. The functions of the Governance Council consist of the adoption of policies designed to give direction to the Contra Costa SELPA in the areas of, but not limited to, personnel, budget, policy, and contracts. The Governance Council shall evaluate the performance of the Contra Costa SELPA Director and shall receive ongoing assessment reports on Contra Costa SELPA staff and LEA programs and services from the Contra Costa SELPA Director.
9. All meetings of the Governance Council shall be held according to law.
10. The Community Advisory Committee may elect one of its members to serve on the Council for one year as a non-voting member.

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

LEA BOARDS OF EDUCATION [56205(a)(12)(A), 56205(a)(12)(D)(i)]

LEA Boards shall:

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

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member LEAs as well as a member LEA responsible for implementation of the local plan.  
Additional information located in the SELPA office, Contra Costa SELPA Policy 7100.

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

The Governance Council shall:

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

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

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

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- Hospital/Foster/LCI/Juvenile Court schools
- Equipment and services
- Consideration of general education resources after referral

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

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

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

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

The Contra Costa SELPA is governed by the Contra Costa SELPA Governance Board that represents the 15 LEAs and Contra Costa County Office of Education. The board is responsible for the selection, direction, monitoring, discipline, and annual evaluation of the SELPA Executive Director. The SELPA Executive Director is responsible for the daily operations of the Contra Costa SELPA staff.

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

Federal and state special education funds shall be allocated to the SLEPA and distributed to the LEAs according to the approved Special Education Allocation and Annual Bufget Plan. The Annual Budget Plan and Allocation Model shall be reviewed and approved by theh Contra Costa SELPA Governance Board.

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

Each LEA School Board approves programs to be operated within its jurisdiction. The Contra Costa County of Education also establishes and maintains special education programs and services.

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

Each LEA is independently audited annually.

The Contra Costa SELPA annually collects and aggregates LEA special education financial data for federal grants, including calculation of proportionate share, excess cost calculation and special education maintenance of effort.

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

Funds for low incidence equipment, materials, and supplies as well as for low incidence services are restricted to support of students in the following disability categories: hard-of-hearing, deaf, visual disability, severely orthopedically impaired, and def-blind. The funds are administered through the Contra Costa SELPA as specified in the Contra COsta SELPA Policy 3100.

**Policies, Procedures, and Programs**

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

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

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

Policy/Procedure Number:

Document Title:

Document Location:

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"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

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

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

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with

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disabilities from the general educational environment, occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily." The policy is adopted by the SELPA as stated:

Yes  No

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

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

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

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

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their

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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); EC 56205(a)(11)**

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

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

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

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

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

Policy/Procedure Number:

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Document Title:

Document Location:

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

Yes  No

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

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

Policy/Procedure Number:

Document Title:

Document Location:

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

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Yes  No

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

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds 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); EC 56205(a)(18)**

Policy/Procedure Number:

Policy/Procedure Title:

Document Location:

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

Yes  No

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

Policy/Procedure Number:

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Document Title:

Document Location:

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

Yes  No

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

**Administration of Regionalized Operations and Services**

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

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

Document Title:

Document Location:

The governance structure of the SELPA is established by agreement among the SELPA Executive Board. Each member LEA Superintendent is represented on the SELPA Executive Board. The executive board reviews input from special education administrators and fiscal staff. The Executive Board is advised by members of the Community Advisory Committee. The SELPA Director may convene additional advisory committees as needed. The SELPA Director is responsible for coordination of the SELPA and implementation of the Local Plan.

The RLA/AU is the John Swett School District. The RLA and the Superintendents/Administrators of each LEA are responsible to their

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Description:

respective governing boards for the implementation of all elements of the Local Plan.

LEA and COE Superintendents serve as members of the Executive Board. They will assist in the identification of special education program and services needs for the Contra Costa SELPA through participation on the Executive Board and communicate SELPA information to their governing boards.

LEA Special Education Administrators are responsible for the coordination of special education services and programs within their agencies and for the implementation of the Local Plan. The local governing board responsibilities include, but are not limited to: adoption of policies and procedures for special education programs and services within their districts; LEA compliance with all elements of the local plan; input on SELPA policies and procedures through the superintendent of the LEA; and, appointment of individuals to the CAC.

2. Coordinated system of identification and assessment:

Document Title:

Document Location:

Description:

Role of the AU: The AU conducts Child Find activities in accordance with the Local Plan and has the same responsibilities as the LEAS or as outlined in the SELPA procedural handbook.

The SELPA Director will provide training and support on Child Find Activities by: Distributing written information, including brochures and pamphlets describing the pre-referral procedure. Conducting public awareness campaign, including public service announcements. · Sending annual notices to local newspapers. Consulting with representatives of private schools, including religious schools, on how to carry out activities to identify children with suspected disabilities. Coordinating with preschools, Head Start and other childcare facilities. Communicating with hospitals, pediatricians, obstetricians and health professionals. Coordinating with parent resource centers and support groups. Presenting to local professional groups and organizations established to inform and/or to serve culturally diverse populations and · Coordinating with activities of the SELPA Community Advisory Committee (CAC)

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LEA Responsibilities: Each LEA is responsible for identifying and assessing all students for whom they are responsible including Child Find activities and developing a coordinated system of support and referral for assessment.

3. Coordinated system of procedural safeguards:

Document Title:

Document Location:

Description:

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

Document Title:

Document Location:

Role of the RLA/AU: The role of the RLA/AU related to the coordinated system of staff development and parent education is the same as the role of each LEA.  
  
SELPA Director Role: On an annual basis, input is collected from the special education administrators and staff from member LEAs to determine the staff development needs that the Contra Costa County SELPA is requested to provide. On an annual basis, the Community Advisory Committee will provide input on the parent and guardian

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Description:

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

Document Title:

Document Location:

Description:

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

Document Title:

Document Location:

Description:

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Superintendents.

Role of the LEAs: Individual LEAs review and monitor Annual Performance Reports, the California School Dashboard, and other data sources to ensure students with disabilities receive a free and appropriate public education. LEAs may also engage in monitoring activities as required by the CDE.

7. Coordinated system of data collection and management:

Document Title:

Document Location:

Description:

Role of the RLA/AU: The role of the RLA/AU related to the coordinated system of data collection and management is the same as the role of each LEA.

Role of the SELPA Director: The SELPA will approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission of each member LEA as required by the California Department of Education. The SELPA will provide training and technical assistance as requested by member LEAS on data collection and management. The SELPA will maintain a contract for a special education information management system on behalf of the LEAS. The SELPA will ensure timely collection of data for state reporting.

Role of the LEAs: The LEAs are responsible for data entry, quality, and integrity. Each LEA will approve their CALPADS submission as required by CDE.

8. Coordination of interagency agreements:

Document Title:

Document Location:

Role of the RLA/AU: The role of the RLA/AU related to coordination of interagency agreements is the same as the role of each LEA.

Role of the SELPA Director: The SELPA annual reviews interagency agreements and meets with partners to create, revise, and review

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Description:

9. Coordination of services to medical facilities:

Document Title:

Document Location:

Description:

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

Document Title:

Document Location:

Description:

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boundaries of the LEA. The LEA will coordinate services as necessary. If the special education services within the LEA are not appropriate, then the LEA shall contract with an appropriate provider to implement the student's IEP. This may include a neighboring LEA, SELPA, or nonpublic agency.

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

Document Title:

Document Location:

Description:

Role of the RLA/AU: The role of the RLA/AU related to the preparation and transmission of required special education local plan area reports is to provide administrative support to the SELPA to ensure timely and accurate submission of reports.

Role of the SELPA director: The SELPA will ensure timely transmission of required reports and provide technical assistance to LEAs in completing those reports.

Role of the LEAs: Individual LEAs will maintain accurate data, compile necessary information and submit required data in order for the SELPA to submit timely reports.

12. Fiscal and logistical support of the CAC:

Document Title:

Document Location:

Description:

Role of the RLA/AU: The role of the RLA/AU related to the fiscal and logistical support of the CAC is the same as the role of each LEA.

Role of the SELPA Director: The SELPA director provides fiscal and logistical support to the CAC, including support for meetings, trainings and events.

Role of the LEAs: LEAs are responsible for recruiting representatives to serve on the CAC. LEA directors shall facilitate communication between their CAC representative and the LEA.

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

Document Title:	<input type="text" value="Contra Costa SELPA Local Plan"/>
Document Location:	<input type="text" value="https://www.ccselpa.org/apps/pages/local_plan and each member LEA website"/>
Description:	<p>Role of the RLA/AU: Not applicable, coordination of transportation services for individuals with exceptional needs is not the responsibility of the RLA/AU.</p> <p>Role of the SELPA Director: The SELPA will provide technical assistance as requested on this matter.</p> <p>Role of the LEAs: Individual LEAs will ensure that appropriate transportation services are provided to eligible students with disabilities as specified by their Individualized Education Plan (IEP).</p>

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

Document Title:	<input type="text" value="Contra Costa SELPA Local Plan"/>
Document Location:	<input type="text" value="https://www.ccselpa.org/apps/pages/local_plan and each member LEA website"/>
Description:	<p>Role of the RLA/AU: The role of the RLA/AU related to the coordination of career and vocational education and transition services is the same as the role of each LEA.</p> <p>Role of the SELPA director: The SELPA will provide technical assistance and staff development as needed. The SELPA director will help support cooperative arrangements and MOUs to ensure students within the boundaries of the SELPA have appropriate access to these services. Role of the LEAs: Each LEA will provide and/or contract regionally for the appropriate career and vocational education and transition services as required under state and federal law.</p>

15. Assurance of full educational opportunity:

Document Title:	<input type="text" value="Contra Costa SELPA Local Plan"/>
Document Location:	<input type="text" value="https://www.ccselpa.org/apps/pages/local_plan and each member LEA website"/>

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Description:

Role of the RLA/AU: The RLA/AU, in coordination with the SELPA, assures that pupils have full educational opportunity regardless of the district of special education accountability.

Role of the SELPA Director: Through the approval of the Annual Services Plan, the SELPA will ensure that a full continuum of services is available. Training and technical assistance is provided by the SELPA to the LEAs for the development and monitoring programs as requested. Role of the LEAs: Each LEA is responsible for monitoring student IEPs to ensure all services documented are provided, without delay, at no cost to the parents. LEAs ensure that IEPs are implemented and reviewed per mandated timelines, and provide all necessary services to its students through a full continuum of services. Through annual review, LEAs ensure adequate yearly progress is being made.

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

Document Title:

Document Location:

Description:

Role of the RLA/AU: In coordination with the SELPA, the RLA/AU is responsible for receiving and distributing state and federal funds to individual LEAs in accordance with the yearly adopted budget.

Role of the SELPA director: The SELPA will facilitate the distribution of funds in accordance with the funding allocation plan as approved by the SELPA Executive Board. The SELPA also ensures the development of the Annual Budget Plan.

Role of the LEAs: Each LEA through their representation on the SELPA Executive Board will determine and approve the allocation of funds to the member LEAs and the Annual Budget Plan. Each LEA submits timely required fiscal reports to the SELPA as required by state and federal law.

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

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Document Title:

Document Location:

Description:

**Special Education Local Plan Area Services**

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

Document Title:

Document Location:

Description:

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

Document Title:

Document Location:

Description:

3. A description of a dispute resolution process, including mediation and final and binding arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan:

Document Title:

Document Location:

Description:

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

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considered and, where appropriate, utilized:

Document Title:

Document Location:

Description:

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

Document Title:

Document Location:

Description:

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

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described in *EC 56026(c)(4)*) who has been incarcerated in a county jail and remains eligible for special education services:

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

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

Document Title:	<input type="text" value="Contra Costa SELPA Local Plan"/>
Document Location:	<input type="text" value="https://www.ccselpa.org/apps/pages/local_plan and each member LEA website"/>
Description:	<input type="text" value="Every individual with exceptional needs who is eligible to receive special education instruction and related services under the Individuals with Disabilities Education Act (IDEA) and state requirements. A FAPE shall be available to individuals with exceptional needs in accordance with Section 1412(a)(1) of Title 20 of the United States Code and Section 300.101 of Title 34 of the Code of Federal Regulations."/>

## LOCAL PLAN

### Section D: Annual Budget Plan

#### SPECIAL EDUCATION LOCAL PLAN AREA



California Department of Education

Special Education Division

Local Plan Annual Submission

## Local Plan Section D: Annual Budget Plan

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

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

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

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**TABLE 1**

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

**D-1. Special Education Revenue by Source**

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

Funding Revenue Source	Amount	Percentage of Total Funding
Assembly Bill (AB) 602 State Aid	<input type="text" value="40,924,863"/>	47.47%
AB 602 Property Taxes	<input type="text" value="27,653,545"/>	32.08%
Federal IDEA Part B	<input type="text" value="16,188,689"/>	18.78%
Federal IDEA Part C	<input type="text" value="194,613"/>	0.23%
State Infant/Toddler	<input type="text" value="1,186,661"/>	1.38%
State Mental Health	<input type="text" value="0"/>	0.00%
Federal Mental Health	<input type="text" value="0"/>	0.00%
Other Projected Revenue	<input type="text" value="58,500"/>	0.07%
<b>Total Projected Revenue:</b>	<b>86,206,871</b>	<b>100.00%</b>

**D-2. "Other Revenue" Source Identification**

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

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

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

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**TABLE 2**

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

**D-4. Total Projected Budget by Object Code**

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

Object Code	Amount	Percentage of Total Expenditures
Object Code 1000—Certificated Salaries	<input type="text" value="93,743,908"/>	26.82%
Object Code 2000—Classified Salaries	<input type="text" value="68,973,476"/>	19.73%
Object Code 3000—Employee Benefits	<input type="text" value="87,871,683"/>	25.14%
Object Code 4000—Supplies	<input type="text" value="3,696,939"/>	1.06%
Object Code 5000—Services and Operations	<input type="text" value="90,472,018"/>	25.88%
Object Code 6000—Capital Outlay	<input type="text" value="387,400"/>	0.11%
Object Code 7000—Other Outgo and Financing	<input type="text" value="4,423,146"/>	1.27%
<b>Total Projected Expenditures:</b>	<b>349,568,570</b>	<b>100.00%</b>

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

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

**D-6. Code 7000—Other Outgo and Financing**

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

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**TABLE 3**

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

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

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

Revenue Source	Amount	Percentage of Total Funding
Projected State Special Education Revenue	<input type="text" value="42,111,524"/>	48.85%
Projected Federal Revenue	<input type="text" value="16,383,302"/>	19.00%
Local Contribution	<input type="text" value="27,712,045"/>	32.15%
<b>Total Revenue from all Sources:</b>	86,206,871	100.00%

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

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

D-9. Special Education Local Plan Area Allocation Plan

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

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

- b.  YES  NO

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

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adopted policy making process, and resubmitted to the COE and CDE for approval.

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**TABLE 4**

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

**D-10. Regionalized Operations Budget**

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

Accounting Categories and Codes	Amount	Percentage of Total
Object Code 1000—Certificated Salaries	<input type="text" value="1,575,354"/>	43.66%
Object Code 2000—Classified Salaries	<input type="text" value="306,407"/>	8.49%
Object Code 3000—Employee Benefits	<input type="text" value="714,314"/>	19.80%
Object Code 4000—Supplies	<input type="text" value="104,000"/>	2.88%
Object Code 5000—Services and Operations	<input type="text" value="624,332"/>	17.30%
Object Code 6000—Capital Outlay	<input type="text" value="170,000"/>	4.71%
Object Code 7000—Other Outgo and Financing	<input type="text" value="113,592"/>	3.15%
<b>Total Projected Operating Expenditures:</b>	<b>3,607,999</b>	<b>100.00%</b>

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

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

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**TABLE 5**

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

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

**D-12. Defined Goals for Students with LI Disabilities**

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

YES     NO

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

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

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

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

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

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

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



California Department of Education

Special Education Division

Local Plan Annual Submission

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## Local Plan Section E: Annual Service Plan

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

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

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

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

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

- 330–Specialized Academic Instruction/  
Specially Designed Instruction

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

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

*Service is Not Currently Provided*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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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 Service

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

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

*Service is Not Currently Provided*

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

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

Services provide remedial intervention for eligible individuals with difficulty understanding or using spoken language. The difficulty may result from problems with articulation (excluding abnormal swallowing patterns, if that is the sole assessed disability); abnormal voice quality, pitch, or loudness; fluency; hearing loss; or the acquisition, comprehension, or expression of

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spoken language. Language deficits or speech patterns resulting from unfamiliarity with the English language and from environmental, economic, or cultural factors that 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.

Is the SELPA's average SLP caseload >55?  Yes  No

The average caseload for speech, language, and hearing specialists in the SELPA shall not exceed 55 cases, unless the SELPA Local Plan specifies a higher average caseload and the reasons for the greater average caseload. EC 56363.3

SELPA Average SLP Caseload:

Reasons for greater than 55 average caseload

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 include 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 services which are necessary during the school day to enable the child to attend the 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)]

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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 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)

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460–Physical Therapy

*Service is Not Currently Provided*

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

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

510–Individual Counseling

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

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

*Service is Not Currently Provided*

515–Counseling and Guidance

*Service is Not Currently Provided*

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

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

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students. These services are expected to supplement the regular guidance and counseling program. (34 CFR 300.306; CCR Title 5 §3051.9)

520–Parent Counseling

*Service is Not Currently Provided*

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

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

525–Social Worker Services

*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 Services

*Service is Not Currently Provided*

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

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

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535–Behavior Intervention Services

*Service is Not Currently Provided*

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

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

540–Day Treatment Services

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

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

*Service is Not Currently Provided*

545–Residential Treatment

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

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

*Service is Not Currently Provided*

610–Specialized Service for Low Incidence Disabilities

*Service is Not Currently Provided*

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

Low incidence services are defined as those provided to the student population of orthopedically impaired (OI), 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

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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 Services  *Service is Not Currently Provided*

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

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

715—Interpreter Services  *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 Services  *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 Services  *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

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

730–Orientation and Mobility

*Service is Not Currently Provided*

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

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

735–Braille Transcription

*Service is Not Currently Provided*

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

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

740–Specialized Orthopedic Services

*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–Reader Services

*Service is Not Currently Provided*

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

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

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

- 750–Note Taking Services  *Service is Not Currently Provided*

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

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

- 755–Transcription Services  *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 Preparation  *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 aide.

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

*Service is Not Currently Provided*

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

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

840–Career Awareness

*Service is Not Currently Provided*

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

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

850–Work Experience Education

*Service is Not Currently Provided*

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

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

855–Job Coaching

*Service is Not Currently Provided*

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

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

860–Mentoring

*Service is Not Currently Provided*

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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 planned, structured instruction or informal that occurs naturally through friendship, counseling and collegiality in a casual, unplanned way.

865–Agency Linkages (referral and placement)

*Service is Not Currently Provided*

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

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

870–Travel and Mobility Training

*Service is Not Currently Provided*

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

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

890–Other Transition Services

*Service is Not Currently Provided*

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

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

900–Other Related Service

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

*Service is Not Currently Provided*

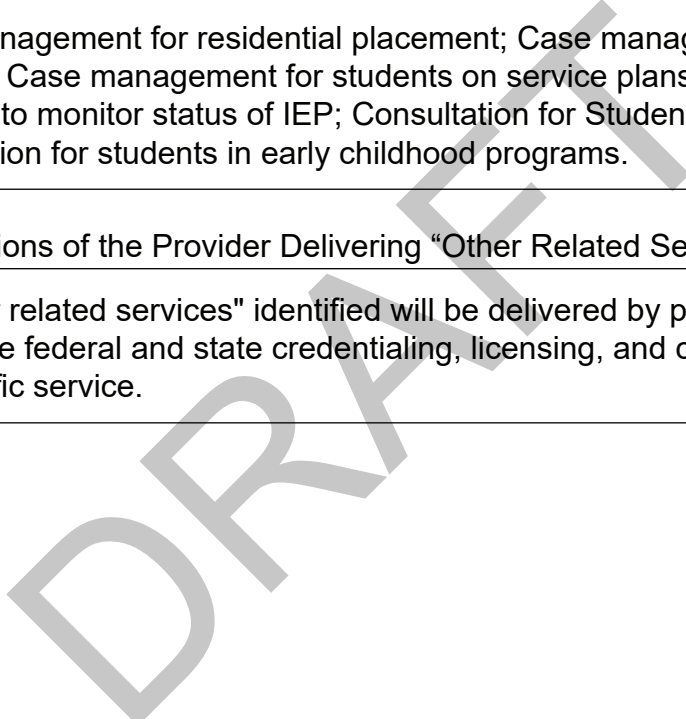


Description of the "Other Related Service"

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

Qualifications of the Provider Delivering "Other Related Service"

All "other related services" identified will be delivered by personnel who meet applicable federal and state credentialing, licensing, and certification requirements for specific service.



Special Education Local Plan Area (SELPA) Local Plan

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**LOCAL PLAN**  
**Attachments**  
**SPECIAL EDUCATION LOCAL PLAN AREA**



California Department of Education

Special Education Division

Local Plan Annual Submission

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Attachment I

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## Attachment I—Local Educational Agency Listing

### Participating Local Educational Agency Identification

Enter the California Department of Education (CDE) issued county/district/school code (CDS) and the full name for each local educational agency (LEA) participating in the Local Plan. Only charter schools that have applied and been approved by their governing board as LEAs for special education purposes should be listed on Attachment I. 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 below. Actions taken here will be automatically repeated for each of the tables in Attachments II through VI. Users must manually enter LEA information in Attachment VII.

#### **LEA Membership Changes:**

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

#### **SELPA County/District/School Codes**

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

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Add or Delete Row	List	County Code xx	District Code xxxxx	School Code xxxxxxx	Charter Code (if applicable) xxxx	LEA Official Name (District, Charter, COE, JPA, and SELPA)	Special Education Director First Name	Special Education Director Last Name	Phone (xxx) xxx-xxxx	Email	LEA Status
	1	7	10074			Contra Costa County Office of Education	Tom	Scruggs	(925) 942-3361	tscruggs@cccocoe.k12.ca.us	<input type="text" value="Previously Reported"/>
	2	7	61630			Acalanes Union High School District	Leigh	Gregory	(925) 280-3900	lgregory@auhsdschools.org	<input type="text" value="Previously Reported"/>
	3	7	61648			Antioch Unified School District	Kelly	Quinn	(925) 779-7500	kellyquinn@antiochschools.net	<input type="text" value="Previously Reported"/>
	4	7	61655			Brentwood Elementary School District	Justine	Melendez	(925) 513-6319	jmelendez@brentwood.k12.ca.us	<input type="text" value="Previously Reported"/>
	5	7	61663			Byron Union Elementary School District	Kelly	Mackey	(925) 809-7505	kmackey@byron.k12.ca.us	<input type="text" value="Previously Reported"/>
	6	7	61671			Canyon Elementary School District	Julie	Valdez	(925) 376-4671	jvaldez@canyon.k12.ca.us	<input type="text" value="Previously Reported"/>
	7	7	61697			John Swett Unified School District	Megan	Tucker	(510) 245-4300	mtucker@jsusd.org	<input type="text" value="Previously Reported"/>
	8	7	61705			Knightsen Elementary School District	Veronica	Polk	(925) 626-3330	vpolk@knightsen.k12.ca.us	<input type="text" value="Previously Reported"/>
	9	7	61713			Lafayette Elementary School District	Shea	Hunter	(925) 927-3514	shunter@lafsd.org	<input type="text" value="Previously Reported"/>
	10	7	61721			Liberty Union High School District	Raquel	Ardaniel	(925) 634-2166	ardanielr@luhsd.net	<input type="text" value="Previously Reported"/>
	11	7	61739			Martinez Unified School District	Matt	Jensen	(925) 335-5910	mjensen@martinez.k12.ca.us	<input type="text" value="Previously Reported"/>
	12	7	61747			Moraga Elementary School District	Jenn	Malakoff	(925) 377-4105	jmalakoff@moraga.k12.ca.us	<input type="text" value="Previously Reported"/>

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Add or Delete Row	List	County Code xx	District Code xxxxx	School Code xxxxxxx	Charter Code (if applicable) xxxx	LEA Official Name (District, Charter, COE, JPA, and SELPA)	Special Education Director First Name	Special Education Director Last Name	Phone (xxx) xxx-xxxx	Email	LEA Status
	13	7	61762			Oakley Union Elementary School	Debbie	Mattes	(925) 625-0700	dmattes@ouesd.k12.ca.us	<b>Previously Reported</b>
	14	7	61770			Orinda Union Elementary School	Stephanie	Caporusso	(925) 258-6216	scaporusso@orinda.k12.ca.us	<b>Previously Reported</b>
	15	7	61788			Pittsburg Unified School District	Angelica	Thomas	(925) 473-2515	athomas@pittsburgusd.net	<b>Previously Reported</b>
	16	7	61812			Walnut Creek Elementary School	Michael	Corritone	(925) 944-6850	mcorritone@walnutcreeksd.org	<b>Previously Reported</b>
	17	7	10074			Contra Costa SELPA.	MaryAnn	Frates	(925) 827-0949	mfrates@ccselpa.com	<b>Previously Reported</b>

Attachment II

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

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

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

Attachment II

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**Attachment II—Projected Special Education Revenue by Local Educational Agency**

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

List	LEA Official Name (District, Charter, COE, JPA, and SELPA)	Assembly Bill (AB) 602 State Aid	AB 602 Property Tax	Federal IDEA Part C	Federal IDEA Part B	State Infant/ Toddler	State Mental Health	Federal Mental Health	Other Revenue	Subtotal
1	Contra Costa County Office of Education	3,557,086	41,666	194,613	23,732	1,186,661	0	0	0	5,003,758
2	Acalanes Union High School District	2,448,695	2,036,357	0	1,159,881	0	0	0	0	5,644,933
3	Antioch Unified School District	6,345,375	5,814,034	0	3,475,921	0	0	0	0	15,635,330
4	Brentwood Elementary School District	3,773,045	3,788,188	0	2,203,287	0	0	0	0	9,764,520
5	Byron Union Elementary School District	555,064	446,685	0	261,846	0	0	0	0	1,263,595
6	Canyon Elementary School District	30,634	25,525	0	14,539	0	0	0	0	70,698
7	John Swett Unified School District	576,460	450,438	0	258,683	0	0	0	0	1,285,581
8	Knightesen Elementary School District	343,272	245,114	0	144,914	0	0	0	0	733,300

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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	1,324,601	1,218,436	0	703,546	0	0	0	0	3,246,583
10	Liberty Union High School District	4,867,340	3,088,507	0	1,759,170	0	0	0	0	9,715,017
11	Martinez Unified School District	1,566,530	1,435,397	0	848,327	0	0	0	0	3,850,254
12	Moraga Elementary School District	690,729	678,285	0	386,342	0	0	0	0	1,755,356
13	Oakley Union Elementary School	2,207,788	1,960,158	0	1,186,451	0	0	0	0	5,354,397
14	Orinda Union Elementary School	1,039,469	973,698	0	555,665	0	0	0	0	2,568,832
15	Pittsburg Unified School District	5,272,030	4,088,480	0	2,398,713	0	0	0	0	11,759,223
16	Walnut Creek Elementary School	1,410,889	1,362,576	0	789,887	0	0	0	0	3,563,352
17	Contra Costa SELPA.	4,915,857	0	0	17,785	0	0	0	58,500	4,992,142
<b>Totals:</b>		40,924,864	27,653,544	194,613	16,188,689	1,186,661	0	0	58,500	86,206,871

Attachment III

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Fiscal Year:

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

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

List	LEA Official Name (District, Charter, COE, JPA, and SELPA)	1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Supplies	5000 Services and Operations	6000 Capital Outlay	7000 Other Outgo and Financing	Subtotal
1	Contra Costa County Office of Education	10,224,172	8,103,431	12,112,535	485,104	7,193,305	206,400	4,123,475	42,448,422
2	Acalanes Union High School District	4,738,305	2,095,213	3,984,645	7,300	7,053,086	0	0	17,878,549
3	Antioch Unified School District	20,874,941	18,060,775	20,646,116	781,533	24,116,000	0	0	84,479,365
4	Brentwood Elementary School District	12,804,091	11,233,107	11,529,859	5,843	5,906,178	0	2,322	41,481,400
5	Byron Union Elementary School District	828,091	994,364	1,208,033	10,470	1,118,868	0	110,167	4,269,993
6	Canyon Elementary School District	0	0	0	0	20,160	0	0	20,160
7	John Swett Unified School District	1,500,215	879,591	1,337,994	17,314	1,566,292	0	0	5,301,406
8	Knightesen Elementary School District	631,670	277,943	353,863	10,924	337,538	0	0	1,611,938
9	Lafayette Elementary School District	2,968,543	3,115,141	2,564,846	55,780	3,090,491	0	0	11,794,801

Attachment III

SELPA:

Fiscal Year:

List	LEA Official Name (District, Charter, COE, JPA, and SELPA)	1000 Certificated Salaries	2000 Classified Salaries	3000 Employee Benefits	4000 Supplies	5000 Services and Operations	6000 Capital Outlay	7000 Other Outgo and Financing	Subtotal
10	Liberty Union High School District	7,685,173	5,547,798	8,060,944	143,700	9,757,330	11,000	3,330	31,209,275
11	Martinez Unified School District	4,591,515	1,869,971	3,440,192	62,897	4,443,750	0	0	14,408,325
12	Moraga Elementary School District	1,741,179	1,129,948	1,395,653	47,550	2,028,328	0	0	6,342,658
13	Oakley Union Elementary School	6,005,470	4,318,135	4,378,105	93,286	4,626,939	0	28,154	19,450,089
14	Orinda Union Elementary School	2,231,820	1,719,397	2,195,129	59,525	1,987,335	0	42,106	8,235,312
15	Pittsburg Unified School District	12,697,641	8,048,198	12,453,734	1,791,714	12,490,151	0	0	47,481,438
16	Walnut Creek Elementary School	2,645,728	1,274,056	1,495,721	20,000	4,111,936	0	0	9,547,441
17	Contra Costa SELPA.	1,575,354	306,407	714,314	104,000	624,332	170,000	113,592	3,607,999
<b>Totals:</b>		93,743,908	68,973,475	87,871,683	3,696,940	90,472,019	387,400	4,423,146	349,568,571

Attachment IV

SELPA:

Fiscal Year:

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

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

List	LEA Official Name (District, Charter, COE, JPA, and SELPA)	Federal Revenue	Percent of Total Federal Revenue	State Revenue	Percent of Total State Revenue	Local Revenue	Total Federal and State Funding
1	Contra Costa County Office of Education	218,345	1.33%	4,743,747	11.26%	41,666	4,962,092
2	Acalanes Union High School District	1,159,881	7.08%	2,448,695	5.81%	2,036,357	3,608,576
3	Antioch Unified School District	3,475,921	21.22%	6,345,375	15.07%	5,814,034	9,821,296
4	Brentwood Elementary School District	2,203,287	13.45%	3,773,045	8.96%	3,788,188	5,976,332
5	Byron Union Elementary School District	261,846	1.60%	555,064	1.32%	446,685	816,910
6	Canyon Elementary School District	14,539	0.09%	30,634	0.07%	25,525	45,173
7	John Swett Unified School District	258,683	1.58%	576,460	1.37%	450,439	835,143
8	Knightsen Elementary School District	144,914	0.88%	343,272	0.82%	245,114	488,186
9	Lafayette Elementary School District	703,546	4.29%	1,324,601	3.15%	1,218,436	2,028,147

Attachment IV

SELPA:

Fiscal Year:

List	LEA Official Name (District, Charter, COE, JPA, and SELPA)	Federal Revenue	Percent of Total Federal Revenue	State Revenue	Percent of Total State Revenue	Local Revenue	Total Federal and State Funding
10	Liberty Union High School District	1,759,170	10.74%	4,867,340	11.56%	3,088,507	6,626,510
11	Martinez Unified School District	848,327	5.18%	1,566,530	3.72%	1,435,397	2,414,857
12	Moraga Elementary School District	386,342	2.36%	690,729	1.64%	678,285	1,077,071
13	Oakley Union Elementary School	1,186,451	7.24%	2,207,788	5.24%	1,960,158	3,394,239
14	Orinda Union Elementary School	555,665	3.39%	1,039,469	2.47%	973,698	1,595,134
15	Pittsburg Unified School District	2,398,713	14.64%	5,272,030	12.52%	4,088,480	7,670,743
16	Walnut Creek Elementary School	789,887	4.82%	1,410,889	3.35%	1,362,576	2,200,776
17	Contra Costa SELPA.	17,785	0.11%	4,915,857	11.67%	58,500	4,933,642
Totals:		16,383,302	100.00%	42,111,525	100.00%	27,712,045	58,494,827

Attachment V

SELPA:

Fiscal Year:

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

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

List	LEA Official Name (District, Charter, COE, JPA, and SELPA)	Total Projected Expenditures by LEA SAS in the Regular Classroom	Total Projected Expenditures by LEA for LI
1	Contra Costa County Office of Education	0	33,104
2	Acalanes Union High School District	0	105,933
3	Antioch Unified School District	0	294,627
4	Brentwood Elementary School District	0	172,142
5	Byron Union Elementary School District	0	16,552
6	Canyon Elementary School District	0	0
7	John Swett Unified School District	0	26,483
8	Knightsen Elementary School District	0	0
9	Lafayette Elementary School District	0	56,277

Attachment V

SELPA:

Fiscal Year:

List	LEA Official Name (District, Charter, COE, JPA, and SELPA)	Total Projected Expenditures by LEA SAS in the Regular Classroom	Total Projected Expenditures by LEA for LI
10	Liberty Union High School District	0	172,142
11	Martinez Unified School District	0	49,656
12	Moraga Elementary School District	0	23,173
13	Oakley Union Elementary School	0	79,450
14	Orinda Union Elementary School	0	26,483
15	Pittsburg Unified School District	0	162,210
16	Walnut Creek Elementary School	0	36,415
17	Contra Costa SELPA.	0	250,000
Totals:		0	1,504,647

# Attachment VI

must be

completed

using the CDE

approved

# Microsoft Excel

# Template

DRAFT

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	Transferred FROM	Transferred TO	Initiating SELPA Notification Date	SELPA Governing Board Notification Date	COE Notification Date	CDE Notification Date	Agreed Upon Effective Fiscal Year
Contra Costa County Office of Education		Delete This Row							<input type="text"/>
Acalanes Union High School District		Delete This Row							<input type="text"/>
Antioch Unified School District		Delete This Row							<input type="text"/>
Brentwood Elementary School District		Delete This Row							<input type="text"/>
Byron Union Elementary School District		Delete This Row							<input type="text"/>
Canyon Elementary School District		Delete This Row							<input type="text"/>
John Swett Unified School District		Delete This Row							<input type="text"/>
Knightsen Elementary School District		Delete This Row							<input type="text"/>

Attachment VII

SELPA:

Fiscal Year:

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







