



San José Unified School District
"Inspiring and Preparing for Success"



SANTA CLARA COUNTY  OFFICE OF EDUCATION

NOMINATE YOURSELF for the Community Advisory Committee for Special Education, SELPA IV

Executive Positions and Board Member Responsibilities

We encourage parents, educators and community members to be involved in the Special Education of our community.

Nominate yourself to be on the Community Advisory Committee for Special Education (CAC SE), as either an Executive Board Member or general member of the CAC SE board. Available positions are listed below – Nominate today!

NOTE: All CAC SE board positions are a two year term. Monthly board meetings are required. www.cacsjUSD.org

Chairman: Preside at all committee meetings. Appoint chairman of committees. Serve as Committee spokesman to the school district. Serve as ex-officio member of all committees.

Vice Chairman: Assist the Chairman and in his or her absence serve as Chairman. Serve as an ex-officio member of all committees.

Secretary: Record minutes of all CAC SE meetings. Keep attendance and guest records. Receive and transmit Committee Correspondence and materials designated by the members including notification of meetings and a copy of the minutes of each meeting.

Treasurer: Monitor expenses of SELPA monies designated for CAC SE and make a report of same each month to the membership. Attend monthly Operations Meetings.

Officer (2 positions): Serve on the Executive Board, as a representative of the CAC SE membership

General Board Member (8-15 positions): Serve on the board of the Community Advisory Committee for Special Education for two years. Represent your school or area in the community which SJUSD serves. The CAC SE looks for equal representation of parents, educators and community members/professionals with experience in all the qualifying disabilities. These general board members comprise the following CAC SE committees: Membership, Legislative, Local Plan Review, Marketing/Public Relations, Educational Programs.

Section 5.04 The term shall be from September to September with nominations in May and elections in June. All officers shall be elected by a secret majority vote of members present. There must be a quorum present to transact an election.

Community Advisory Committee for Special Education (CAC SE) for SELPA IV responsibilities include parent education and advocacy training, review and development of the special education local plan, participation in district committees directly affecting the special education program that supports students with Individualized Education Plans (IEPs).

2009 Board Nomination Form

I, _____, nominate myself for the Community Advisory Committee of Special Education (CAC SE) position of _____ for the 2009-2011 school years.

I understand the responsibilities of said Board position and if elected by the CAC SE membership, I will serve the CAC SE and our community to the best of my ability during my term of office.

Signature _____ Date: _____

Print name _____ School, if applicable: _____

Please submit your nomination by or at the May 2009 CAC SE Board Meeting. Nominations can be submitted by email (Lcarrozzo@aol.com), mail (Leann Carrozzo, 6636 Winterset Way, 95120) or in person at the CAC SE Board Meeting on May 5, 2009 (6pm, SJUSD District Office).