

**LOCAL PLAN**  
**Section B: Governance and Administration**  
**SPECIAL EDUCATION LOCAL PLAN AREA**



California Department of Education

Special Education Division

January 2020

# Solano County SELPA Local Plan \_ CDE Template

## Table of Contents

Section	Page
<b>Special Education Local Plan – Local Plan Requirements</b>	
1. Geographic service area	B-1
2. Regional governance and administrative structure	B-1
3. Regional policy making process	B-2
4. Roles of the County Office of Education (COE) and any other administrative supports necessary to coordinate and implement the local plan	B-3
5. Policies and procedures that allow for the participation of charter schools in the local plan	B-3
6. Representation and participation of the Community Advisory Committee	B-3
7. Process for regular consultations regarding the plan development	B-5
8. Responsible Local Agency (RLA), Administrative Unit (AU)	B-5
9. Contractual agreements	B-6
10. For multi-LEA local plans, specify:	
a. The responsibilities of each participating COE and LEA governing board in the policymaking process:	B-6
b. The responsibilities of the superintendents of each participating LEA and COE in the implementation of the local plan:	B-7
c. The responsibilities of each LEA and COE for coordinating the administration of the local plan:	B-8
11. 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	B-8
b. The local method used to distribute federal and state funds	B-8
c. The operation of special education programs	B-10
d. Monitoring the use of federal, state, and local funds	B-10
12. Specialized equipment and services	B-10
<b>Assurances</b>	
Required Assurances #1-23	B-10 to B-19
<b>Administration of Regionalized Operations and Services</b>	
1. Coordination of the SELPA and the implementation of the local plan	B-19
2. Coordinated system of identification and assessment	B-22
3. Coordinated system of procedural safeguards	B-23
4. Coordinated system of staff development and parent and guardian education	B-24
5. Coordinated system of curriculum development and alignment with the core curriculum	B-24
6. Coordinated system internal program review, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system	B-25
7. Coordinated system of data collection and management	B-26
8. Coordination of interagency agreements	B-27
9. Coordination of services to medical facilities	B-28
10. Coordination of services to licensed children's institutions and foster family homes	B-29
11. Preparation and transmission of required special education local plan area reports	B-29
12. Fiscal and logistical support of the CAC	B-30
13. Coordination of transportation services for individuals with exceptional needs	B-30
14. Coordination of career and vocational education and transition services	B-31

# Solano County SELPA Local Plan \_ CDE Template

## Table of Contents

15. Assurance of full educational opportunity	B-31
16. Fiscal administration and the allocation of state and federal funds	B-32
17. Direct instructional program support	B-33
<b>Special Education Local Plan Area Services</b>	
1. Programs for early childhood special education from birth through five years of age	B-34
2. Method by which members of the public may address questions or concerns to the SELPA governing body or individual administrator	B-35
3. Dispute resolution process	B-35
4. Process used to ensure referrals for special education occur after the resources of the regular education program have been considered / utilized	B-36
5. Process used to oversee and evaluate placements in nonpublic schools	B-36
6. Process by which the SELPA will fulfill the obligations to incarcerated adults	B-37

SELPA Solano County SELPA

Fiscal Year 2020-21

**B. Governance and Administration**

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

**Participating Local Educational Agencies**

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

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

1. Describe the geographic service area covered by the local plan:

The local educational agencies (LEAs) participating in the Solano County Special Education Local Plan Area (SELPA) are all located or partially located in Solano County. The Solano County SELPA Member LEAs include, the Solano County Office of Education, and the following LEA school districts:

- Benicia Unified School District
- Dixon Unified School District
- Fairfield-Suisun Unified School District
- Travis Unified School District
- Vacaville Unified School District

(Local Plan Narrative Section A)

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:

The Solano County SELPA is a multi-district SELPA comprised of six local education agencies; five (5) local school districts and the Solano County Office of Education. The LEAs are joined together to provide for the coordinated delivery of programs and services to students with special needs. The Solano County Office of Education is the designated Responsible Local Agency (RLA) or Administrative Unit (AU) for the Solano County SELPA. The Solano County Office of Education is considered an LEA for all purposes of this agreement except where referred to as the AU. In adopting the Local Plan, each participating LEA agrees to carry out the duties and responsibilities assigned to it within the plan and to ensure equal access to programs and services to eligible persons requiring special education in the service region.

The governance structure of the SELPA is established by agreement among the governing boards of the member LEAs and consists of the Council of Superintendents (COS), the executive

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

decision-making body; the Governance and Finance Committee; and the Community Advisory Committee (CAC), both of which serve as advisory bodies to the COS. The SELPA Assistant Superintendent may convene additional committees. The SELPA Assistant Superintendent is responsible for the coordination of the SELPA and the implementation of the Local Plan. The COS, Governance and Finance Committee, and CAC operate under the requirements of the Ralph M. Brown Act (Brown Act), providing a method by which members of the public may address questions or concerns to the governing body.

(Local Plan Narrative Section B)

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:

The executive structure of the Solano County Special Education Local Plan Area consists of five (5) district superintendents and the county superintendent, acting on behalf of those agencies. The superintendents meet regularly as the Council of Superintendents, which is the decision-making body of the Special Education Local Plan Area. The Council of Superintendents provides leadership in the development of statements of policies and procedures, goals, priorities, and plans for the comprehensive and systematic provision of special education programs and services and recommending their adoption by participating boards. The Council of Superintendents make executive decisions and provides for communication between district superintendents and the Solano County Superintendent of Schools. The primary function of the Council is to promote cooperation and communication among the districts, and the County Office of Education, and to be responsive to any special education concerns, which require an executive decision by the superintendents. The Council of Superintendents also establishes policy and guidelines in compliance with procedures set forth in this Local Plan for special education. The regular meetings of the Council of Superintendents shall be open to the public and provide for community input. Questions or concerns may also be addressed to the Assistant Superintendent, SELPA.

A superintendent is selected as chairperson of the COS, serving a two-year term, until replaced by vote of the Council. A vice chairperson is also elected, who serves as chairperson in the event that the elected chairperson is unable to fulfill his/her duties as prescribed in this plan. Agendas for COS meetings are developed in collaboration between the Assistant Superintendent, SELPA; the COS chairperson; and the COS vice chair. Each district has one vote on the COS. Actions are approved by a simple majority of those members present.

(Local Plan Narrative Section B1)

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

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:

Participating districts, through the Council of Superintendents, designates the AU for the SELPA. The Solano County Office of Education (SCOE) is the AU, as designated by the participating districts in the Local Plan for Special Education in Solano County. SCOE functions as a Local Education Agency and has status equal to other Local Education Agency district program operations.

(Local Plan Narrative Section D1)

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

A request by a charter school to participate as an LEA in the Solano County SELPA will not be treated differently from a similar request made by a school district. Procedures related to charter school participation in the Solano County Local Plan are specified in the Solano County SELPA Procedural Manual.

In reviewing and approving a request by a charter school to participate as a local educational agency in a special education Local Plan area, the following requirements shall apply:

- a) The Special Education Local Plan area shall comply with Section 56140.
- b) The charter school shall participate in state and federal funding for special education and the allocation plan developed pursuant to subdivision (i) of Section 56195.7 or Section 56836.05 in the same manner as other local educational agencies of the special education Local Plan area.
- c) The charter school shall participate in governance of the special education Local Plan area in the same manner as other local educational agencies of the special education Local Plan area.

(Local Plan Narrative Section F10)

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:

Each participating district and the Solano County Superintendent of Schools authorizes the SELPA to establish a Special Education Community Advisory Committee.

Annually, the chair of the Community Advisory Committee prepares a report to the Council of Superintendents detailing the activities of the year and identifying goals for the next year. The

SELPA Solano County SELPA

Fiscal Year 2020-21

Assistant Superintendent, SELPA provides ongoing information to the Community Advisory Committee. Yearly, a Special Education Director is selected to serve as a liaison to the CAC.

CAC activities are designed to inform the community, and thereby, obtain support and involvement to the benefit of exceptional students.

The Assistant Superintendent, SELPA serves as Executive Secretary of the CAC and as liaison for the CAC to the Council of Superintendents. The SELPA office provides the CAC with funds to defray the cost of incidental expenses.

The Special Education Directors of the member LEAs of the SELPA shall solicit a volunteer member to be present at each meeting.

District boards appoint members to the CAC of the Special Education Local Plan Area from a list of selected candidates compiled for each district. Compilation of district candidates is the responsibility of each district's special education administrator, with assistance from the local advisory council, where they exist.

The committee may include parents and/or legal guardians, of individuals with exceptional needs enrolled in public school, students and adults with disabilities, regular education teachers, special education teachers, other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs. A majority of the committee is composed of parents of students enrolled in schools participating in the Local Plan. A majority of these parents are parents of individuals with exceptional needs.

Participating district board-appointed CAC board members. These individuals are voting members of the CAC and participate in all voting activities.

Each appointed member serves a two-year term, with half of the membership appointed on alternating years.

The CAC:

- a) Advises the SELPA Assistant Superintendent and Council of Superintendents regarding the development, amendment, and review of the Local Plan

To facilitate this process:

- i) A draft of the Plan is submitted to the CAC at least 30 days prior to submission for review.
  - ii) The Chairperson signs the plan on behalf of the committee to indicate a 30-day review period and compliance with the membership requirements of the CAC.
  - iii) The CAC forwards any recommended revisions and comments regarding the Local Plan in writing to the respective chairs of the Special Education Council and the Council of Superintendents for review.
- b) Recommends annual priorities to be addressed by the Plan through a written report to the Assistant Superintendent, SELPA



Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

- c) Assists in parent education and in recruiting parents and other volunteers, who may contribute to the implementation of the Plan
  - d) Encourages community involvement in development and review of the Plan
  - e) Supports activities on behalf of individuals with exceptional needs
  - f) Assists in parent awareness of the importance of regular school attendance
  - g) Supports Community involvement in the parent advisory committee established pursuant to Education Code 52063 and encourage the inclusion of parents of individuals with exceptional needs to the extent these pupils also fall within one or more of the definitions in Education code 42238.01.
- (Local Plan Narrative Section B3)

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:

Annually, the CAC convenes a special board meeting to gather input from special education and regular education teachers, and administrators selected by the groups they represent and parent members of the CAC regarding the local plan. A summary of the input from the special meeting is shared with the Assistant Superintendent, SELPA, and the COS.

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:

Solano COE serves as the SELPA's fiscal agent and AU. The AU shall be responsible for tasks, including, but not limited to:

- a) Receipt and distribution of special education funds to district accounts for the operation of special education programs and services, pursuant to state and federal law.
- b) Receipt and distribution of special education funds to accounts exclusively designated for SELPA use.
- c) The employment of staff to support SELPA functions.
  - i) Submitting all SELPA budgets for Board approval, receiving, and expending those funds, based upon the needs of special education students residing in the Local Plan area, as recommended by the Council of Superintendents
  - ii) Establishing and maintaining an office of the Solano County Special Education Local Plan Area

The Assistant Superintendent, SELPA shall be employed to coordinate implementation of the Local Plan throughout the Local Plan area and with other SELPAs, as appropriate.



Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

iii) Participating in funding the administrative cost of Special Education Local Plan Area office.  
(Local Plan Narrative Section D1)

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:

The Solano County SELPA maintains contractual agreements with local entities to provide parent education and advocacy; a coordinated system of identification, referral and placement; and other activities. All contractual agreements, including memoranda of understanding, are posted on the Solano County SELPA website at [www.solanocountyselpa.net](http://www.solanocountyselpa.net) and include, but are not limited to, agreements with:

- North Bay Regional Center for Part C to Part B transitions and coordinating services for students under part B
- Matrix Parent Network for provision of parent education and advocacy
- A multi-SELPA memorandum of understanding regarding placement into a regional deaf and hard-of-hearing program
- Child Start Inc. (a Head Start provider) regarding identification, referral and placement
- Solano Department of Health and Social Services regarding coordinating student services and confidentiality

10. For multi-LEA local plans, specify:

a. The responsibilities of each participating COE and LEA governing board in the policymaking process:

The governing board of member school districts and the Solano County Superintendent of Schools shall approve its participation in the Solano County SELPA Local Plan for Special Education. The local governing boards of member school districts and the Solano County Superintendent of Schools responsibilities include, but are not limited to:

- a. Approval of the Local Plan.
- b. Adoption of policies and procedures for special education programs and services within their districts.
- c. LEA compliance with all elements of the Local Plan.
- d. Input on SELPA policies and procedures through the superintendent of the LEA.

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

e. Appointment of individuals to the CAC.  
(Local Plan Narrative Section D4)

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

The district superintendents are responsible to their respective Boards of Education. The district superintendents and county superintendent participate on the Council of Superintendents and assist in the development and approval of policies for the operation of the Special Education Local Plan Area.

Local superintendents are responsible for preparing their district's special education budgets and for the operation of programs and services within their districts, as well as maintenance and operation of the physical plants housing special education programs and services.

Responsibilities of the Local Education Agency (County/District) Superintendent in the implementation of the plan include the following:

- a. selecting administrators to represent the LEA at the SELPA;
- b. advising their respective agencies on policy development;
- c. collecting information on program operations and reporting that information to the Assistant Superintendent, SELPA;
- d. participating in the recruiting, screening, and interviewing process for SELPA staff who have a Local Plan area function;
- e. participating in the evaluation of SELPA staff who provide service to local education agencies;
- f. managing and operating Local Education Agency programs and services;
- g. providing mutual technical assistance in due process and complaint procedures;
- h. participating in establishing Local Plan area standards, procedures, and processes for implementation of the Local Plan; and
- i. assisting in the identification of special education program and service needs for the Special Education Local Plan Area.

Each Local Education Agency shares in a cooperative effort to provide for the special education needs of all exceptional individuals within this Special Education Local Plan Area.

(Local Plan Narrative Section D5)

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

c. The responsibilities of each LEA and COE for coordinating the administration of the local plan:

Member districts and the county office of education are responsible for coordinating the implementation of the local plan through regular participation in the Council of Superintendents (COS) and the Governance and Finance Committee, the advisory body of the COS. Additionally, a special education director, or designee, participates in each meeting of the Community Advisory Committee.

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

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

The COS is responsible for the employment, supervision and evaluation of the Assistant Superintendent, SELPA.

- i) By September 30, the COS and Assistant Superintendent, SELPA, shall establish goals for the school year.
- ii) On or near January of each year, the COS shall provide the Assistant Superintendent, SELPA with a mid-year check-in.
- iii) By June 30, of each year, the COS shall provide the Assistant Superintendent, SELPA, with an end of year performance evaluation.

SELPA staff are supervised, evaluated and disciplined at the direction of the Assistant Superintendent, SELPA in coordination with the AU.

(Local Plan Narrative Section B1)

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

State Special Education Revenue and Federal Local Assistance Grant funds, are distributed on an Average Daily Attendance ADA basis, after regionalized services are funded first. These services include partial funding for county operated programs, SELPA office operations, pooled funds for a variety of purposes including a and agency placements, legal defense, catastrophic costs, etc. All direct allocations to districts are distributed proportionally, based on ADA. All property taxes allocated to the SELPA are used to partially fund county operated special education programs.

Infant Discretionary funds are allocated pursuant to applicable state and federal laws, and are

SELPA Solano County SELPA

Fiscal Year 2020-21

used to fund regionalized, county operated special education programs for students with severe disabilities.

Preschool local assistance funds are also allocated pursuant to applicable state and federal laws, and are used to fund district operated, preschool special education programs for students with mild and moderate disabilities.

Revenue subject to the SELPA allocation Model include the following:

- a. IDEA Basic Local Assistance Entitlement, Part B (RS 3310),
- b. IDEA Local Preschool Grant, Part B (RS 3315)
- c. IDEA Mental Health Allocation Plan, Part B (RS 3327)
- d. IDEA Early Intervention Grants, also referred to as Part C, Early Start (RS 3385)
- e. IDEA Preschool Staff Development, Part B, (RS 3345)
- f. IDEA Alternative Dispute Resolution (RS 3395)
- g. State Special Education, also referred to as AB 602, (RS 6500)
- h. State Special Education: Mental Health Services, also referred to as AB 114, (RS 6512)
- i. State Special Education: Infant Discretionary Funds (RS 6515)

**Age 0-3 years, Infant/Toddler Funds**

Infant special education funds, including RS 3385 and RS 6515, are transferred to the Solano County Office of Education to operate the Early Start (age 0-3 years) special education program.

**Age 3-22 years, School Age Funds**

After regionalized services are funded, State and Federal special education funds, including RS 3310, RS 3315, RS 3327, RS 3345, RS 3395, RS 6500 and RS 6512, are allocated based upon prior year Average Daily Attendance (ADA).

Regionalized services, as determined annual by the COS, are funded prior to distribution of revenue apportioned for 3-22-year-old students.

(Local Plan Narrative Section F1)

- c. The operation of special education programs:

Each district board approves programs to be operated within its jurisdiction. The Solano County Office of Education establishes and maintains special education programs and services that are most effectively provided by the Superintendent's office, as determined by the Council of Superintendents and as specified in the annual budget and service plans. The Office of the County Superintendent functions as an LEA and has status equal to other LEA district program operations.

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

(Local Plan Narrative Section D3)

d. Monitoring the appropriate use of federal, state, and local funds allocated for special education programs:

Each LEA is independently audited annually.  
For the purpose of reviewing and submitting mandatory reports, including the Excess Cost Calculation, Special Education Maintenance of Effort - Actual and Special Education Maintenance of Effort - Budget, the SELPA annually collects and aggregates LEA special education financial data.

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:

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 deaf-blind. The funds are administered through the Solano County SELPA as specified in the Solano County SELPA Procedural Manual and include receipt of funds, expenditure of funds, maintenance of an inventory, development of procedures for exchange of equipment, and reporting to the state.  
(Local Plan Narrative Section F9)

**Policies, Procedures, and Programs**

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

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

Policy/Procedure Number: E1

Document Title: Solano County SELPA Local Plan Narrative

Section B: Governance and Administration

SELPA

Fiscal Year

Document Location:

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

Yes  No

---

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

---

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

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, who are in need of special education and related services, are identified, located, and evaluated. A practical method has been developed and implemented to determine which children with disabilities are currently receiving needed special education and related services." The policy is adopted by the SELPA as stated:

Yes  No

---

Section B: Governance and Administration

SELPA

Fiscal Year

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

---

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

---

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

Policy/Procedure Number:

Document Title:



Section B: Governance and Administration

SELPA

Fiscal Year

Document Location:

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

Yes  No

---

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

---

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

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that the confidentiality of personally identifiable data, information, and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

Yes  No

---

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

Policy/Procedure Number:

Section B: Governance and Administration

SELPA

Fiscal Year

Document Title:

Document Location:

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

Yes  No

---

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

---

**11. Local Compliance Assurances: 20 USC Section 1412(a)(11)**

Policy/Procedure Number:

Document Title:

Document Location:

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

Section B: Governance and Administration

SELPA

Fiscal Year

the SELPA as stated:

Yes  No

---

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

---

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

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**

Policy/Procedure Number:

Document Title:

Document Location:

Section B: Governance and Administration

SELPA

Fiscal Year

"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)**

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

---

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

---

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

Policy/Procedure Number:

Section B: Governance and Administration

SELPA

Fiscal Year

Document Title:

Document Location:

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

Yes  No

---

**18. Maintenance of Effort: 20 USC Section 1412(a)(18)**

Policy/Procedure Number:

Document Title:

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

---

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

Policy/Procedure Number:

Policy/Procedure Title:

Document Location:

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

Yes  No

---

Section B: Governance and Administration

SELPA

Fiscal Year

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

Policy/Procedure Number:

Document Title:

Document Location:

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

Yes  No

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

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)**

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:

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

Yes  No

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

Policy/Procedure Number: E23

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
www.SolanoCountySELPA.net/governance/local-plan

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

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

Reference Number: C3.a

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
www.SolanoCountySELPA.net/governance/local-plan

**Direct instructional support provided by program specialists:**  
Program Specialist duties shall be performed by SELPA Program Coordinators.  
  
SELPA Coordinator personnel requirements:  
a) holds a valid special education credential, clinical services credential, health services credential, or a school psychologist authorization,  
b) holds a valid administrative services authorization, and  
c) has advanced training and related experience in the education of



Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

individuals with exceptional needs and has a specialized in-depth knowledge in one or more areas of major disabilities, preschool disabilities, or career vocational development.

Program Coordinator support services shall be available to individuals with exceptional needs, their families, and district staff.

**Role of the RLA/AU:**

The Administrative Unit (AU) for the Solano County SELPA shall be responsible for functions such as, but not limited to:

- a. Receipt and distribution of special education funds to district accounts for the special education programs and services, pursuant to state and federal law.
- b. Receipt and distribution of special education funds to accounts exclusively designated for SELPA use.
- c. The employment of staff to support SELPA functions.
  - i. Submitting all SELPA budgets for Board approval, receiving, and expending those funds, based upon the needs of special education students residing in the local plan area, as recommended by the Council of Superintendents.
  - ii. Establishing and maintaining an office of the Solano County Special Education Local Plan Area.
  - iii. The Assistant Superintendent, SELPA shall be employed to coordinate implementation of the local plan throughout the Solano County Special Education Local Plan Area and with other SELPAs, as appropriate.
  - iv. Participating in funding the administrative cost of Special Education Local Plan Area office.

**Role of the SELPA Administrator:**

The Assistant Superintendent, SELPA is a full-time employee who serves as Executive Secretary to the Council of Superintendents and is a non-voting member of the Council. Under the direction of the COS, the Assistant Superintendent, SELPA's responsibilities include:

- a) Implementing regionalized services based upon annual priorities that include: administering personnel development programs; coordinating

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

Description:

- program evaluation; supervising data collection, information management, and reporting; supporting curriculum development and proficiency standards; coordinating ongoing monitoring of local plan implementation through program review; supervising and evaluating program specialists; recruiting county and district personnel; and conducting child-find and public awareness procedures
- b) Providing overall coordination of the local plan implementation through program review
  - c) Assisting in development and coordinating implementation of interagency agreements with nonpublic school agencies providing services to exceptional students
  - d) Participating in or designating appropriate personnel to participate in IEP team meetings for students considered for placement in other local plan areas and/or nonpublic school placements, as requested by member districts
  - e) Providing technical assistance to local education agencies in due process and complaint procedures
  - f) Coordinating and facilitating establishment of local plan area standards, procedures, processes, and regulations for the implementation of the local plan
  - g) Acting as liaison between the local plan area and the following agencies: the California Department of Education, the Special Education Council, the Council of Superintendents, and the Community Advisory Committee (CAC)
  - h) Applying for discretionary funds and other grants that become available to the SELPA
  - i) Assisting in identification of special education program and service needs for the SELPA
  - j) Providing technical assistance to local education agency special education program managers
  - k) Prepare an annual budget for the various SELPA budgets to be submitted to the SELPA Governance and Finance Committee for review and input, to the Council of Superintendents for recommendation, and to the Superintendent of the AU for board adoption
  - l) Recommend employment of, assign, and evaluate SELPA personnel
  - m) Accounting to local education agencies for funds received and expended through the office, inclusive of the regionalized services budget
  - n) Coordinating the preparation and submission of all state mandated reports required for the Local Plan area
  - o) Resolving differences and acting as a mediator to reach consensus when differences of opinion occur between Local Education Agency directors or superintendents

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

- p) Acting as an ex-officio member of all SELPA standing committees and appointed task forces
  - q) Meet and consult regularly with the special education directors of member local education agencies, school districts and the county office of education
  - r) Submitting the local plan to the County Superintendent for signature, assuring coordination of the Local Plans within the county, in compliance with requirements of Education Code section 56140
- Role of the individual LEAs:**
- Each local education agency governing board is responsible for approving the participation of its local educational agency in this local plan for special education, as described in this local plan. Its support and recommendations are essential to effective implementation and operation of the local plan.
- Each member LEA is responsible to ensure a full continuum of services are available in order to provide a free and appropriate public education to all students with disabilities for whom they are responsible. The individual LEAs will approve any policies and procedures needed to implement the local plan.

2. Coordinated system of identification and assessment:

Reference Number: C3.b

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

**Direct instructional support provided by program specialists:**  
Program Coordinators provide direct instructional support including observations, consultation and assistance to service providers in the referral, identification and assessment process.

**Role of the RLA/AU:**  
The role of the RLA/AU related to the coordinated system of identification and assessment is the same as the role of each LEA.

**Role of the SELPA Administrator:**  
The SELPA administrator assists the conduct of child find activities through:  
a) annual distribution of child find materials to local child care facilities, private schools, medical offices, nonprofit organizations focused on

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

Description:

serving children and interested parties;  
b) staffing community events and distributing child find activities;  
c) maintain child find information on the Solano County SELPA website; and  
d) providing workshops on child find.

The SELPA provides technical support to LEAs and guidance to parents, as needed.

**Role of the individual LEAs:**  
Each LEA is responsible for identifying and assessing all students for whom they are responsible including developing a system of support and referral for assessment.

3. Coordinated system of procedural safeguards:

Reference Number: C3.c

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

Description:

**Direct instructional support provided by program specialists:**  
The Program Coordinators provide alternate dispute resolution districts as requested by parents. The program specialist assists parents with filing complaints with the Office of Administrative Hearings when requested. The program specialists also assure procedural safeguards by providing technical assistance and guidance on forms and procedures to LEAs in the areas of assessment, identification, and placement.

**Role of the RLA/AU:**  
The role of the RLA/AU related to the coordinated system of procedural safeguards is the same as the role of each LEA.

**Role of the SELPA Administrator:**  
The SELPA provides alternate dispute resolution with districts and parents. The SELPA assists parents with filing complaints with the Office of Administrative Hearings when requested. The SELPA also assures procedural safeguards by providing technical assistance and guidance on forms and procedures to LEAs in the areas of assessment, identification, and placement. The SELPA will also provide parents with a copy of their procedural safeguards upon request and

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

maintain a copy on the Solano County SELPA website.

**Role of the individual LEAs:**  
The LEAs provide procedural safeguards to parents consistent with the education code, assist parents with understanding them, and ensure that they are implemented. The LEAs assist parents with filing complaints with the Office of Administrative Hearings when requested.

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

Reference Number: C3.d

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

**Direct instructional support provided by program specialists:**  
The Program Coordinators provide direct staff support and coaching, staff development, and program development.

**Role of the RLA/AU:**  
The role of the RLA/AU related to the coordinated system of staff development and parent and guardian education is the same as the role of each LEA.

**Role of the SELPA Administrator:**  
The SELPA works cooperatively with Matrix Parent Network, a non-profit agency to provide parent and guardian education. The SELPA administrator will provide needed training and supports as requested, or determined appropriate, for each LEA.

**Role of the individual LEAs:**  
LEAs will determine their staff development and parent and guardian education programs, based on their local needs. They may seek technical assistance or input from the SELPA at any time.

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

Reference Number: C3.e

Document Title: Solano County SELPA Local Plan Narrative

5100 Business Center Drive, Fairfield, CA 94534, SELPA Office

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

Document Location: [www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

Description:

**Direct instructional support provided by program specialists:**  
Program Coordinators provide curricular resources for students with disabilities.

**Role of the RLA/AU:**  
The role of the RLA/AU related to the coordinated system of curriculum development and alignment with the core curriculum is the same as the role of each LEA.

**Role of the SELPA Administrator:**  
The SELPA administrator will provide technical assistance and staff development, as requested or determined appropriate.

**Role of the individual LEAs:**  
LEAs will determine their needs for curriculum development and alignment with the core curriculum, based on their local needs.

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

Reference Number: C3.f

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

Description:

**Direct instructional support provided by program specialists:**  
Program Coordinators provide assistance to LEAs with program review and consultation. Program Coordinators assist LEAs with state monitoring activities and development of improvement plans.

**Role of the RLA/AU:**  
The role of the RLA/AU related to the coordinated system of internal program review, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system is the same as the role of each LEA.

**Role of the SELPA Administrator:**  
The SELPA administrator:  
a) ensures the COS receives annual input on the local plan from required stakeholders, including parents of the CAC, general and special

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

education staff and administrators,

- b) reports monthly to the COS in a public meeting, a summary of the SELPA's activities on behalf of its members,
- c) participates in monitoring activities and development and implementation of LEA improvement plans.

**Role of the individual 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. Individual LEAs also engage in monitoring activities as required by the CDE.

7. Coordinated system of data collection and management:

Reference Number: C3.g

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

**Direct instructional support provided by program specialists:**  
Program Coordinators review special education data to target professional development and provide technical assistance to local staff members.

**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 Administrator:**  
The SELPA administrator:

- a) approves the California Longitudinal Assessment and Pupil Data System (CALPADS) submission of each member LEA as required by the California Department of Education,
- b) provides technical assistance and training to LEAs,
- c) ensures timely collection of data for state reporting

**Role of the individual LEAs:**  
The LEAs are responsible for data entry, quality and integrity. The LEAs approve the California Longitudinal Assessment and Pupil Data System (CALPADS) submission as required by the California Department of Education.



Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

8. Coordination of interagency agreements:

Reference Number: C3.h

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

Description: Direct instructional support provided by program specialists:  
Not applicable.

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

Role of the SELPA Administrator:  
The SELPA administrator annually reviews interagency agreements. Interagency agreements are renewed annually and posted on the SELPA website.

Role of the individual LEAs:  
Through their representative to the Council of Superintendents, LEAs implement interagency agreements as appropriate.

Direct instructional support provided by program specialists:  
Not applicable.

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

Role of the SELPA Administrator:  
The SELPA administrator annually reviews interagency agreements. Interagency agreements are renewed annually and posted on the SELPA website.

Role of the individual LEAs:  
Through their representative to the Council of Superintendents, LEAs implement interagency agreements as appropriate.

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

9. Coordination of services to medical facilities:

Reference Number: C3.i

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

Description:

**Direct instructional support provided by program specialists:**  
Program Coordinators ensure students have a full educational opportunity regardless of the district of residence.

**Role of the RLA/AU:**  
The role of the RLA/AU related to the coordination of services to medical facilities is the same as the role of each LEA.

**Role of the SELPA Administrator:**  
The SELPA administrator will facilitate the coordination of these services by the designated LEAs.

**Role of the individual LEAs:**  
Each LEA shall be responsible for the provision of special education and related services to individuals with exceptional needs residing in hospitals and other residential facilities located within the geographical area of the LEA. Each LEA shall first consider services operated by the LEA, next by the SELPA, and then by the SELPA centralized and/or regionalized program providers. If the special education services available within these entities are not appropriate, then the district shall contract with an appropriate service provider for implementation of the student's IEP. These may include employees of other LEAs within the SELPA, those of a neighboring SELPA, or a Nonpublic Agency (NPA).

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

Reference Number: C3.j

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

**Direct instructional support provided by program specialists:**  
The program specialist assures pupils have a full educational opportunity

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

Description:

regardless of the district of special education accountability.

**Role of the RLA/AU:**  
The role of the RLA/AU related to the coordination of services to licensed children's institutions and foster family homes is the same as the role of each LEA.

**Role of the SELPA Administrator:**  
The SELPA administrator facilitates the coordination of these services by the designated LEAs.

**Role of the individual LEAs:**  
Each LEA shall be responsible for the provision of special education and related services to individuals with exceptional needs residing in LCIs and foster homes located within the geographical area of the LEA. Each LEA shall first consider services operated by the LEA and then by SELPA centralized and/or regionalized providers. If the special education services available within the entities are not appropriate, then the district shall contract with an appropriate NPA service provider for implementation of the pupil's IEP.

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

Reference Number: C3.k

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

Description:

**Direct instructional support provided by program specialists:**  
Not Applicable

**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 the same as the role of each LEA.

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

**Role of the individual LEAs:**  
Individual LEAs will maintain accurate records and submit required data in order for the SELPA to submit timely reports.

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

12. Fiscal and logistical support of the CAC:

Reference Number: C3.l

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
www.SolanoCountySELPA.net/governance/local-plan

Description: **Direct instructional support provided by program specialists:**  
Not Applicable  
**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 the same as the role of each LEA.  
**Role of the SELPA Administrator:**  
The SELPA administrator will ensure timely transmission of required reports and provide technical assistance to LEAs in completing those reports.  
**Role of the individual LEAs:**  
Individual LEAs will maintain accurate records and submit required data in order for the SELPA to submit timely reports.

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

Reference Number: C3.m

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
www.SolanoCountySELPA.net/governance/local-plan

**Direct instructional support provided by program specialists:**  
Program Specialist will provide staff development as requested by LEAs.  
**Role of the RLA/AU:**  
The role of the RLA/AU related to the coordination of transportation services for individuals with exceptional needs is the same as the role of each LEA.  
**Role of the SELPA Administrator:**

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

Description: The SELPA will provide technical assistance as requested.

**Role of the individual LEAs:**  
Individual LEAs ensure that appropriate transportation services are provided for students with disabilities as specified in their individualized education program. The Solano COE provides transportation for students who require transportation outside of their district of residence.

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

Reference Number: C3.n

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

Description: **Direct instructional support provided by program specialists:**  
Program Coordinators support staff through trainings and reviewing referrals for students transitioning to postsecondary programs.

**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.

**Role of the SELPA Administrator:**  
The SELPA administrator will provide technical assistance and staff development as needed.

**Role of the individual LEAs:**  
Each LEA will provide appropriate career and vocational education and transition services as required under state and federal law.

15. Assurance of full educational opportunity:

Reference Number: C3.o

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

**Direct instructional support provided by program specialists:**

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

Description:

Program Coordinators ensure students have a full educational opportunity regardless of the district of special education accountability.

**Role of the RLA/AU:**  
The role of the RLA/AU related to the assurance of full educational opportunity is the same as the role of each LEA.

**Role of the SELPA Administrator:**  
Through approval of the Annual Services Plan, the SELPA will ensure that the full continuum of services is available. The SELPA monitors compliance reviews and assists as requested in the development of corrective action plans. Additionally, professional development and technical assistance is provided to LEAs and nonpublic schools.

**Role of the individual LEAs:**  
Individual LEAs:

- a) monitor student's IEP to ensure that all services documented are provided, without delay, and at no cost to the parent;
- b) regularly review and monitor special education data to ensure services and annual and triennial IEPs are implemented and reviewed per mandated timeframes, and
- c) through the IEP process, review the special education services provided to students to ensure adequate yearly progress is occurring.

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

Reference Number: C3.p

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

**Direct instructional support provided by program specialists:**  
Not Applicable

**Role of the RLA/AU:**  
The role of the RLA/AU, in coordination with the SELPA, is responsible for receiving and distributing state and federal funds to individual LEAs in

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

Description:

accordance with the adopted budget.

**Role of the SELPA Administrator:**  
The SELPA administrator will facilitate the distribution of funds in accordance to the funding allocation plan approved by the Council of Superintendents. The SELPA Administrator also ensures the development of the Annual Budget Plan.

**Role of the individual LEAs:**  
Individual LEAs determine and approve the allocation of state and federal funds. Each LEA timely submits required fiscal reports to the SELPA for required by state and federal reporting.

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

Reference Number: C3.q

Document Title: Solano County SELPA Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

**Direct instructional support provided by program specialists:**  
Program Coordinators services related to direct instructional program support include:

- a) individual mentoring,
- b) professional development, and
- c) program consultation.

**Role of the RLA/AU:**  
The role of the RLA/AU related to direct instructional program support that may be provided by program specialists is the same as the role of each LEA.

**Role of the SELPA Administrator:**  
The SELPA Administrator:

- a) coordinates and provides staff development and training for general and special education administrators and staff,
- b) develops and disseminates forms, policies, and procedures throughout the SELPA, and
- c) assists in preparation, implementation, and follow-up of state reviews,

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

Description:

including those that are part of the Focused Monitoring and the Quality Assurance Process.

**Role of the individual LEAs:**  
 Individual LEAs are responsible for:

- a) planning, directing, coordinating, and evaluating instructional programs
- b) identifying needs and developing short and long-range plans for staff development, curriculum development, and program effectiveness.
- c) providing staff development and training for general and special education administrators and staff.
- d) developing and disseminating forms, policies, and procedures consistent with LEA policies.
- e) representing the LEA on committees as directed.
- f) assuring appropriate coordination of general and special education instructional resources for students.
- g) providing support to the LEA in the area of positive behavior intervention.
- h) assisting in the preparation, implementation, and follow-up of reviews by the state including those that are part of the Focused Monitoring and the Quality Assurance Process

**Special Education Local Plan Area Services**

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

Reference Number: F4

Document Title: Solano County Local Plan Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
www.SolanoCountySELPA.net/governance/local-plan

Description: A collaborative effort will continue with all agencies in Solano County to ensure services to infants and their families. The collaborative between North Bay California Regional Center, Early Head Start, California Children's Services, and Warmline Family Resource Center. For a listing of programs for early childhood special education programs and services for children aged three through five years of age, see the Annual Service Plan.



Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

(Local Plan Narrative Section F)

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

Reference Number: G2

Document Title: Solano County Local Plan Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

Description: Members of the public, including parents or guardians of students with disabilities, may address questions or concerns to the governing boards of each LEA, the Council of Superintendents, the Executive Committee of the Council of Superintendents, the Program/Business Review Committee, the Special Education Administrators Committee and/or the Community Advisory Committee.  
  
(Local Plan Narrative Section G)

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

Reference Number: G3

Document Title: Solano County Local Plan Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

Description: The process for mediation at the COS level is as follows: The Chairperson of the COS mediates the differences between the participating districts. If the Chairperson is a party to the disagreement, an impartial superintendent participates in the mediation process. When resolution cannot be reached, a three-person panel comprised of the Assistant Superintendent, SELPA; the Chairperson of the COS; and a special education director selected by the COS serve as the final arbitrators. If any of these individuals are party to the disagreement, the group at large selects an impartial individual from each of these groups.

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

(Local Plan Narrative Section G)

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

Reference Number: F7

Document Title: Solano County Local Plan Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

Description: Each LEA shall ensure that a pupil is referred for special educational instruction and services only after the resources of the general education program have been considered and, where appropriate, utilized. Such resources may include, but not be limited to, response to intervention models, student success teams, early literacy programs, and remedial programs.  
  
(Local Plan Narrative Section F)

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:

Reference Number: F5

Document Title: Solano County Local Plan Local Plan Narrative

Document Location: 5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

Each LEA that contracts with a nonpublic, nonsectarian school shall evaluate the placement of its pupil(s) in such schools on at least an annual basis as part of the annual IEP review. The LEA representative shall review the master contract, the individual services agreement, and the IEP to ensure that all services agreed upon and specified in the IEP are provided.  
  
Nonpublic, nonsectarian schools are required by the master contract and the IEP to annually evaluate the pupil to determine if he/she is making appropriate educational progress. The LEA representative shall

Section B: Governance and Administration

SELPA Solano County SELPA

Fiscal Year 2020-21

Description:

collaboratively review with the nonpublic, nonsectarian school the evaluations conducted by the nonpublic, nonsectarian school to ensure that they were appropriate and valid for measuring pupil progress. The LEA may choose to administer additional assessments as necessary, with parent consent where required, to determine whether the pupil is making adequate educational progress.  
  
(Local Plan Narrative Section F)

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

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

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

Reference Number:

F6

Document Title:

Solano County Local Plan Local Plan Narrative

Document Location:

5100 Business Center Drive, Fairfield, CA 94534, SELPA Office  
[www.SolanoCountySELPA.net/governance/local-plan](http://www.SolanoCountySELPA.net/governance/local-plan)

Enrollment and Intake Procedures:  
  
Students who were found eligible for special education services prior to incarceration in the Solano County Detention Center, shall be identified by the Solano County Sheriff, the adult student or the adult student's appointed representative. Upon referral from the Solano County Sheriff, the Solano County SELPA shall ensure the provision of special education services for inmates who remain eligible for such services, and (a) whose parent or conservator currently resides within the Solano County SELPA's boundaries; or (b) whose parents resided within the Solano County SELPA's boundaries when the inmate turned 18, and who remain residents of the SELPA.

Section B: Governance and Administration

SELPA

Fiscal Year

Description:

Responsible Agency:  
It shall be the responsibility of the district of residence to provide services to the identified individual in the Solano County Detention Center, or the SCOE, on behalf of the responsible district, may provide services at the Solano County Detention Center. If the Solano SELPA is not the responsible SELPA for an inmate identified by the Sheriff, the Solano SELPA shall make every effort to identify and contact the responsible district/SELPA.  
  
(Local Plan Narrative Section F)