Governance Council Policy & Procedure Manual

CALIFORNIA ASSOCIATION OF HEALTH & EDUCATION LINKED PROFESSIONS

Table of Contents

Introduction 1
Foreword 2
Governance Structure 3
Governing Documents *3*
Governance Council *3*
Officers *3*
Executive Council *3*
Standing Committees *3*
Chief Executive Officer *4*
JPA Office *4*

Section I : Policies 5
Policies and Procedures 6
Board Policy: Formation of CAHELP JPA And Purpose *6*
Board Policy: Governance Council Responsibilities *7*
Board Policy: Chief Executive Officer Responsibilities *9*
Board Policy: CAHELP Membership Listing *10*
Board Policy: CAHELP Governance Council Listing *11*
Board Policy: Accessibility *12*
Board Policy: JPA Agreement *13*
Board Policy: Governance Council *14*
Board Policy: Board Policies *17*
Board Policy: Conflict of Interest Code *18*
Board Policy *19*
Disclosures *20*
Officials Who Manage Public Investments *21*
Board Policy: Member Funds *22*
Board Policy: Records Retention *24*
Board Policy: Applicability of Code *27*

Section II: Appendixes 28
Appendix A: Membership 29
Article III, Section C of CAHELP Bylaws *29*
Appendix B: Council Members / Alternates 30
Appendix C: Strategic Plan for Web Accessibility 35
Organizational Statement *35*
Appendix D: Bylaws 36
PREAMBLE *36*

Appendix E: Financial Information 45
Budgets *45*
Appendix F: Joint Exercise of Powers Agreement 46
Appendix G: Resolutions 47
Appendix H: Member Agencies 48
Appendix I: Organizational Chart 50
Appendix J: Annual Budget and Service Plans 51
Organizational Statement *51*

INTRODUCTION

FOREWORD

The California Association of Health & Education Linked Professions (CAHELP), a Joint Powers Authority (JPA), was established to provide and link members of the educational community and mental health providers to meet the educational and mental health needs of students, families, and communities.

The CAHELP Governance Council and Executive Council of CAHELP are dedicated to continually providing programs and services of value and interest to the membership.

The Joint Powers Authority manual is intended to serve as an overview of the CAHELP organization. All pertinent information and documents concerning the CAHELP operations will be found in this manual. Answers to questions regarding specific programs will be found in each department's policies and procedures manuals.

OUR MISSION

"The Relentless Pursuit of Whatever Works in the Life of a Child."

OUR VISION

To provide research based, cutting edge resources to each of our members' long-term needs.

OUR PRINCIPLES

Service Above Self
Excellence in all We Do

GOVERNANCE STRUCTURE

GOVERNING DOCUMENTS

The Joint Powers Authority is governed by the provisions of the Joint Exercise of Powers Agreement. The day-to-day operations are governed by the Bylaws and other executive directives adopted by the CAHELP Governance Council.

GOVERNANCE COUNCIL

The Governance Council is composed of one representative from each member of the Desert/Mountain Special Education Local Plan Area (SELPA) and two members of the Desert/Mountain Charter SELPA. The representative is either the Superintendent or the Chief Executive Officer (CEO) of the member agency. Each agency may also appoint a representative. Each agency has one vote. The Governance Council has overall responsibility for governance of the JPA, including promulgation of policies, procedures, and rules.

OFFICERS

The Governance Council elects from its membership a President and Vice President who hold office for one-year terms. The Governance Council President presides at the Governance Council meetings and presence at the Executive Council meetings is optional. The Secretary for the JPA is the Chief Executive Officer of the JPA as written in the Bylaws.

EXECUTIVE COUNCIL

The Executive Council consists of all CEO's from each charter school of the Desert/Mountain Charter SELPA. The Executive Council provides recommendations to the Governance Council. The Executive Council elects two members annually to act as voting members as a part of the CAHELP JPA Governance Council.

STANDING COMMITTEES

Steering Committee. The Steering Committee is comprised of each Special Education Director from each member Local Educational Agency (LEA).

Finance Committee: The Finance Committee is comprised of each Chief Business Officer (or appointee) for the purposed of special education finance.

The committees advise the Executive and Governance Councils on all aspects of CAHELP programs. Specific duties and responsibilities are specified and outlined in the Bylaws.

CHIEF EXECUTIVE OFFICER

A Chief Executive Officer (CEO) is employed by the Governance Council to administer the business and activities of the JPA, subject to the general supervision and policy direction of the Executive and Governance Councils.

JPA OFFICE

The primary executive office and official address for the transaction of business of the JPA is:

California Association of Health & Education Linked Professions, JPA
17800 Highway 18 • Apple Valley, CA 92307
Telephone: 760.955.3555 • Facsimile: 760.242.5363
Website: www.cahelp.org

Section I : Policies

POLICIES AND PROCEDURES

BOARD POLICY: FORMATION OF CAHELP JPA AND PURPOSE

SECTION 0000 - ORGANIZATION

0001 Formation of the California Association of Health & Education Linked Professions (CAHELP), Joint Powers Authorities (JPA) - Purpose

0001.1 California Association of Health & Education Linked Professions, Joint Powers Authorities was formed on April 11, 2014 for the purpose of providing the administration of a special education services region and for the implementation of the state mandated special education programs, and to be provide for such ancillary and related programs and services consistent with the Agreement and California law.

0001.2 In addition to the aforementioned pooled resources, CAHELP provides, or arranges to provide, the following services:

a. Financial administration of special education dollars
b. Current special education legislation updates
c. Current charter school legislation updates
d. Current mental health legislation updates
e. Provide member LEAs with a comprehensive plan, organization and administration to establish, govern, implement, coordinate and operate a Local Plan for the education of students with disabilities, and to establish such ancillary and related programs and services as may be necessary and appropriate.
f. Adopt such policies, codes, and procedures consistent with the functions and purposes of CAHELP JPA.
g. Perform such other functions as may be necessary or appropriate to carry out the purposes of CAHELP JPA consistent with the Joint Powers Agreement, Bylaws, and California law.

BOARD POLICY: GOVERNANCE COUNCIL RESPONSIBILITIES

SECTION 0000 - ORGANIZATION

0002 Governance Council Responsibilities

0002.1 The Governance Council shall have the authority to exercise the powers of CAHELP JPA as set forth in the Joint Powers Agreement and in the Bylaws, and in accordance with California law, including enforcement of CAHELP JPA policies, procedures, codes and program instruments. In addition, the Governance Council is specifically empowered to:

a. Establish and amend the Bylaws, and adopt and enforce policies, program instruments and agreements, codes of conduct, rules, and regulations not inconsistent with applicable law or with the Joint Powers Agreement as may be necessary for CAHELP JPA and the functions of the Governance Council.
b. Provide for the management and administration of CAHELP JPA and CAHELP JPA-related programs and services in a manner that is in the best interests of CAHELP JPA and its member agencies. This power shall include (but not be limited to) the power to employ and terminate a management firm or third party, to employ staff, to acquire or contract for facilities and vendor support, and to engage in such activities and transactions as permitted under the Joint Powers Agreement, Bylaws, California law, and such policies as adopted by the Governance Council.
c. Determine contributions or other formulas and the method or methods by which such contributions shall be paid by member agencies.
d. Provide for additional assessments during the year, if necessary.
e. Determine whether, and by what method, new member agencies shall be allowed into the program consistent with Article III of the Bylaws, including adoption of amendments to Article III requirements.
f. Appoint and dissolve working committees and/or by contracting for services with a third party.
g. Insure that a complete and accurate system of accounting for all funds is maintained at all times.
h. Determine the manner in which the establishment, governance, implementation, coordination, administration and operations of a Local Plan shall be undertaken.
i. Maintain, or cause to be maintained, accurate records for all risks insured against and accurate records of all claims paid.
j. Provide for ancillary and related services.

k. Enter into contracts consistent with the terms of the Joint Powers Agreement and Bylaws, and in accordance with California law.
l. Make appropriate periodic reports to the member agencies on the status of CAHELP JPA and its programs.
m. Adopt an annual budget for CAHELP JPA.
n. Oversee the activities of all other CAHELP JPA committees.
o. Annually evaluate or cause to be evaluated the performance of the CAHELP JPA staff.
p. Perform any and all other functions necessary and appropriate to accomplish the purpose of CAHELP JPA at the discretion of the Governance Council.

BOARD POLICY: CHIEF EXECUTIVE OFFICER RESPONSIBILITIES

SECTION 0000 – ORGANIZATION

0003 CAHELP Chief Executive Responsibilities

0003.1 The CAHELP JPA CEO shall act as Secretary of the CAHELP JPA Governance Council. As Secretary, he/she shall, in consultation with the Chairperson on the Governance Council, do the following:

a. Prepare and distribute the Council Agenda;
b. Prepare and distribute the Council Minutes;
c. Handle and care for all Council records and documents; and
d. Submit to the Chairperson of the Council all correspondence addressed to the Governance Council.

BOARD POLICY: CAHELP MEMBERSHIP LISTING

SECTION 0000 - ORGANIZATION

0004 CAHELP Membership Listing

The Chief Executive Officer shall maintain a current listing of Members of the CAHELP and shall post a list of those Members on the CAHELP website in the Members Only Section.

url: http://www.cahelp.org/aboutus/gov/leas

BOARD POLICY: CAHELP GOVERNANCE COUNCIL LISTING

SECTION 0000 - ORGANIZATION

0005 CAHELP Governance Council Listing

The Chief Executive Officer shall maintain a current listing of the Governance Council that shall include the name of each Member representatives and alternates. Such listing shall be distributed to Members at least annually or as changes occur. A list of the Governance Council members is included as Appendix B.

BOARD POLICY: ACCESSIBILITY

SECTION 0000 – ORGANIZATION

0006 Strategic Plan for Web Accessibility

CAHELP values diverse experiences and perspectives and strives to fully include everyone who engages with the organization. Therefore, CAHELP is committed to ensuring that individuals with disabilities have an opportunity equal to that of nondisabled peers accessing CAHELP programs, benefits, and services, including those delivered through Information Technology (IT). The CAHELP Strategic Plan for Web Accessibility establishes a foundation for equality of opportunity and provides guidance to ensure equal access to IT the CAHELP purchases, creates, and uses, such as websites, software, hardware, and media in accordance with applicable State and Federal laws including, but not limited to, Sections 504 and 508 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA), as amended. A copy of the Strategic Plan for Web Accessibility is included Appendix C.

BOARD POLICY: JPA AGREEMENT

SECTION 1000 – GOVERNANCE

1001 Joint Powers Authorities Agreement

CAHELP shall be governed by the terms and conditions of the CAHELP JPA bylaws effective April 11, 2014 and subsequent amendments. Any amendments thereto shall be adopted according to the terms of the Agreement and the Bylaws. A copy of the Agreement and Bylaws are attached and are included as Appendix D.

BOARD POLICY: GOVERNANCE COUNCIL

SECTION 1000 – GOVERNANCE

1002 Governance Council

1002.1 Each member LEA of the Desert/Mountain SELPA shall appoint primary representatives (superintendent or CEO) to the Governance Council. Such representative shall serve at the pleasure of the member LEA. A CEO representing multiple LEAs shall count as a single member of the Governance Council. Each member of the Governance Council shall have one vote.

1002.2 Two representatives of the Desert/Mountain Charter SELPA will be appointed by the Executive Council of the Charter SELPA to represent the Charter SELPA at CAHELP JPA Governance Council meetings. A CEO representing multiple LEAs shall count as a single member of the Governance Council. Each member of the Governance Council shall have one vote.

1002.3 Each member of the Governance Council may designate in writing an alternate representative, including but not limited to, another member of the Governance Council ("proxy"), if the Superintendent/CEO is unable to attend a meeting, which designated alternate representative or designee shall have the full authority of the designating Superintendent/CEO for the purpose of decision-making. Such a designation must be received by the Chief Executive Officer prior to the commencement of a schedule meeting of the Governance Council, and shall be good only for that meeting.

1002.4 Each member LEA representative are expected to attend all meetings of the Governance Council. Repetitive unexcused absences of a member LEA representative may be cause for termination pursuant to Article IX of the CAHELP JPA Bylaws.

1002.5 Special board meetings may be called at the request of the Chief Executive Officer of CAHELP JPA or in response to a request for a governance council meeting by any seven or more LEA members.

1002.6 The meetings of the Governance Council will occur four times annually. The location will be determined by the Chief Executive Officer of the CAHELP JPA.

1002.7 The President, or in his/her absence, the Vice President, shall conduct all meetings of the Governance Council. Should a conflict of interest arise which involves the president, the Vice President shall conduct that portion of the meeting which gave rise to the conflict.

1002.8 The Chief Executive Officer, California Association of Health & Education Linked Professions (CAHELP), Joint Powers Authority (JPA), 17800 Highway 18, Apple Valley,

CA 923079, is the specific location designated to receive notices, correspondence, and other communications pertaining to CAHELP JPA.

1002.9 The President of the Governance Council is designated the official officer for the purpose of receiving service on behalf of the Governance Council.

1002.10 The Governance Council shall cause to be posted, agendas of regular meetings not less than 72 hours in advance of such meetings, in the CAHELP office or as required by the Brown Act. Agendas of special meetings shall be posted in the same location not less than 24 hours in advance of such meetings.

1002.11 The Governance Council shall cause to be filed such notices as are required by Sections 6503.5 and 53051 of the Government Code of the State of California.

1002.12 Pursuant to the CAHELP JPA agreement, the Governance Council has exclusive authority for the following functions:

a. Establish and amend the Bylaws, and adopt and enforce policies, program instruments and agreements, codes of conduct, rules and regulations not inconsistent with applicable law or with the Joint Powers Agreement as may be necessary for CAHELP JPA and the functions of the Governance Council.
b. Provide for the management and administration of CAHELP JPA and CAHELP JPA-related programs and services in a manner that is in the best interests of CAHELP JPA and its member agencies. This power shall include (but not be limited to) the power to employ and terminate a management firm or third party, to employ staff, to acquire or contract for facilities and vendor support, and to engage in such activities and transactions as permitted under the Joint Powers Agreement, Bylaws, California law, and such policies as adopted by the Governance Council.
c. Determine contributions or other formulas and the method or methods by which such contributions shall be paid by member agencies.
d. Provide for additional assessments during the year, if necessary.
e. Determine whether, and by what method, new member LEAs shall be allowed into the program consistent with Article III of the Bylaws.
f. Appoint and dissolve working committees and/or by contracting for services with a third party.
g. Insure that a complete and accurate system of accounting for all funds is maintained at all times.
h. Determine the manner in which the establishment, governance, implementation, coordination, administration and operations of a Local Plan shall be undertaken.
i. Maintain, or cause to be maintained, accurate records for all risks insured against and accurate records of all claims paid.
j. Provide for ancillary and related services.

k. Enter into contracts consistent with the terms of the Joint Powers Agreement and Bylaws, and in accordance with California law.
l. Make appropriate periodic reports to the member agencies on the status of CAHELP JPA and its programs.
m. Adopt an annual budget for CAHELP JPA.
n. Oversee the activities of all other CAHELP JPA committees.
o. Annually evaluate or cause to be evaluated the performance of the CAHELP JPA staff.
p. Perform any and all other functions necessary and appropriate to accomplish the purpose of CAHELP JPA in the discretion of the Governance Council.

BOARD POLICY: BOARD POLICIES

SECTION 1000 – GOVERNANCE

1003 Board Policies

The CAHELP JPA adopted the Policies contained in this Manual on September 07, 2018. The Governance Council may from time to time adopt additional Policies and amend or delete existing ones.

BOARD POLICY: CONFLICT OF INTEREST CODE

SECTION 1000 – GOVERNANCE

1004 Conflict of Interest Code

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the term of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to its duly adopted by the Fair Political Practices Commission, along with the attached Appendix in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of CAHELP JPA.

Pursuant to Section 4(A) of the Standard Code, designated individuals shall file Statements of Economic Interests, and supplementary information that may from time to time be required, with the Office of the Chief Executive Officer of CAHELP JPA.

BOARD POLICY

APPENDIX

Designated Positions	Disclosure Category
Members of the Executive Council and Governance Council and Alternates	1, 2, 3, 4, 5
CAHELP Chief Executive Officer	1, 2, 3, 4, 5
All JPA Managers	1, 2, 3, 4, 5
Contract Claims Administrators	1, 3, 4
Legal Counsel	1, 3, 4
Consultants*	1, 3, 4

** Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:*

> The Chief Executive Officer may determine in writing that a particular consultant, although a "designated position" is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of disclosure requirements. The Chief Administrative Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code

DISCLOSURES

DISCLOSURE CATEGORY 1

Persons designated in this category must disclose business entities in which they have an investment, or hold business positions, or which are sources of income to them if such entities or sources of income filed claims pending, against any member LEA of CAHELP JPA during the reporting period.

DISCLOSURE CATEGORY 2

Persons designated in this category must disclose business entities in which they have an investment, or hold business positions, or which are sources of income to them if the business entities are the type in which CHALEP JPA is empowered to invest its funds.

DISCLOSURE CATEGORY 3

Persons designated in this category must disclose business entities in which they have an investment, or hold business positions, or which are sources of income to them if the business entities are of the type that contract with CAHELP JPA to supply goods, services, materials, or leased space.

DISCLOSURE CATEGORY 4

Persons designated in this category must disclose investments and business positions in business entities and sources of income that are insurance companies, carriers, holding companies, underwriters, agents, solicitors, or brokers.

DISCLOSURE CATEGORY 5

Persons designated in this category must disclose interests in real property located in the jurisdiction, including property located within a two-mile radius of any property owned or used by the association.

OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below manage public investments and will file Form 700.

Members and Alternate Members of the CAHELP Governance Council, inclusive of the Desert/Mountain Charter SELPA Executive Committee.

BOARD POLICY: MEMBER FUNDS

SECTION 2000 - ADMINISTRATION

2001.1 Member Funds

a. CAHELP JPA is strictly accountable for all funds received and disbursed by it, and to that end shall establish and maintain such funds and accounts as may be required by acceptable accounting practices, by any provision of law or any resolution or policy of CAHELP JPA, and as consistent with the Joint Powers Agreement, the Bylaws, and California law.

b. The Treasurer of the County of San Bernardino, unless otherwise designated by the Governance Council, shall be the depository and custodian of CAHELP JPA funds, from whatever source, whether directly or pursuant to contract with the Office of the San Bernardino County Superintendent of Schools, provided that a separate trust fund may be established for the payment of claims as authorized under California law.

c. Each program year of CAHELP JPA shall operate separately from every other program year in regard to its assets and obligations. Those assets and obligations are pooled assets and obligations of the member agencies which participate in each distinct and separate program year.

d. Should the total obligations for a program year of CAHELP JPA exceed the total assets of that year, that year's members may be assessed a pro rata share of the additional contribution required as determined and approved by the Governance Council. This provision shall apply to both active member agencies and withdrawing/terminated member agencies.

e. To the extent necessary, all contributions, revenues, obligations, expenditures, and disbursements of CAHELP JPA that can be separately and distinctly identified by program year shall be accounted for separately by each program year. All contributions, revenues, obligations, expenditures, and disbursements of CAHELP JPA that cannot be separately and distinctly identified by program year shall be allocated to each program year in a manner as determined by the Governance Council.

f. In the event of the dissolution of CAHELP JPA, the complete rescission or other final termination of CAHELP JPA by all LEAs then a party hereto, any property interest remaining in CAHELP JPA following a discharge of all of CAHELP JPA's existing obligations and establishment of reserves for anticipated expenses, shall be returned to the member LEAs. The amounts returned to each member shall be in accordance with the member LEAs portion of net assets (i.e., "equity") as determined by the Governance Council. Only member LEAs in CAHELP JPA

shall be entitled to an allocation of any remaining equity, unless otherwise determined by the Governance Council.

g. The Governance Council shall contract with a Certified Public Accountant for an annual audit of the accounts and records of CAHELP JPA whether directly or pursuant to a contract with the Office of the San Bernardino County Superintendent of Schools. The audit shall be conducted in full compliance with all requirements under the California Government Code applicable to joint power authorities and shall conform to generally accepted auditing standards. On completion, the audit report shall be provided to or otherwise filed with each member agency within six (6) months of the end of the fiscal year under examination, unless otherwise extended by the Governance Council.

BOARD POLICY: RECORDS RETENTION

SECTION 2000 - ADMINISTRATION

2002 Records Retention

2002.1 The JPA will ensure that either CAHELP or their Administrative Agent shall have a written policy and implement processes to address the protection of electronic data security with respect to:

a. Disaster recovery
b. Physical and electronic data security
c. Electronic data retention
d. Protection of electronic data as required by Health Insurance Portability and Accountability Act of 1996 (HIPAA) as applicable.

2002.2 CAHELP has an obligation to create and maintain records and information in accordance with accepted records management practices and standards. It shall be the Association's policy to maintain records in accordance with the following Records Retention Schedule.

RECORDS RETENTION SCHEDULE

Type	Title	Retention Period
Administration	Correspondence Regulations and Procedures Accreditation	5 years
Governance Council	Agendas Meeting Notices Meeting Minutes Resolutions Policy	Permanent Permanent Permanent Permanent Permanent
Committees	Agendas – Executive Council Agendas – Finance Committee Agendas – Steering Committee Minutes – Executive Council Minutes – Finance Committee Minutes – Steering Committee	Permanent Permanent Permanent Permanent Permanent Permanent

Type	Title	Retention Period
Contracts	Contracts, Agreements, Memorandum of Understandings (MOUs)	7 years following end of contract
Financial	Accounts Payable • Correspondence • A/P Distribution Journal • Cash Disbursements • Expense Reports • Invoices	Permanent
	Accounts Receivable • A/R Register • Aged Trial Balance • Invoices	Permanent
Insurance	Insurance Policies Endorsements Contribution Determinations Claims Audits Actuarial Studies	Permanent Permanent Permanent 5 years Permanent
Legal	General Correspondence Attorney Correspondence Conflict of Interest Code Conflict of Interest Statements Litigation Opinions Claims Files	5 years 5 years Permanent 7 years 2 years after litigation is concluded Permanent 2 years after closing (TPA – 7 years after closing)
Miscellaneous	Audit Reporting • Correspondence/Worksheet • Annual Financial Reports • State Controller's Report	Permanent
	Banking • Correspondence • Bank Reconciliations • Bank Statements • Cancelled Voided Checks	Permanent

Type	Title	Retention Period
	• Deposit Slips • Signature Authorizations	
	Ledgers • Account Analysis • Balance Sheets • General Ledger • Journal Entries	Permanent
Miscellaneous		Permanent

BOARD POLICY: APPLICABILITY OF CODE

SECTION 6000 – CONTRACTED SERVICES

6001 Applicability of Code

6001.1 It is anticipated that all contracted services sought by CAHELP JPA shall be of the type requiring specialized skill, training and experience pursuant to Section 53060 of the Government Code of the State of California.

6001.2 Contracts for any services not exempt under Government Code Section 53060 shall be subject to the requirements of the Public Contracts Code.

6001.3 Selection of Contractor/Consultant

a. The Chief Executive Officer shall recommend to the Governance Council the means by which a contractor or consultant is selected. Considering the expertise required for the services to be performed, this may be a direct award to a qualified contractor, or by using the "bid" process.

b. The Governance Council shall be the final authority for determining the means by which a contractor/consultant is selected and shall also authorize CAHELP JPA to enter into such contracts as are deemed appropriate. The Governance Council may delegate this authority to the Chief Executive Officer.

6001.4 Contract Review

a. All new contracts pertaining to meeting the goals of CAHELP JPA as presented by the Governance Council will be brought to the Governance Council for review and approval prior to the execution of such contract.

b. Contract renewals which have previously been approved as by the Governance Council, and do not contain any substantive change of form, shall not require additional review by the Governance Council.

6001.5 Contracts

a. Contracts which have been reviewed, approved and authorized by the Governance Council may be executed by the Chief Executive Officer.

b. The Chief Executive Officer shall have authority to execute all contracts based on approved budget by the Governance Council.

Section II: Appendixes

APPENDIX A: MEMBERSHIP

Public educational agencies located within the State of California are eligible for membership in the CAHELP JPA, provided that membership is contingent upon being a signatory to the Joint Powers Agreement and satisfaction of the requirements of Article III, Section C, of the CAHELP JPA Bylaws.

ARTICLE III, SECTION C OF CAHELP BYLAWS

Public educational agencies applying for membership in CAHELP JPA shall be subject to the following conditions for review and approval.

0001 Submission of a completed CAHELP JPA questionnaire and provision to CAHELP JPA, through its Governance Council or designee, of requested information on the agency;

0002 Evaluation of the applicant public educational agency's experience by CAHELP JPA;

0003 Determination of eligibility by CAHELP JPA and the conditions and terms under which the applicant may be admitted to membership, and applicant's acceptance of those terms and conditions;

0004 Execution of the Joint Powers Agreement and such other program agreements and documents as requested by CAHELP JPA, and provision to CAHELP JPA of a Resolution formally adopted by the applicant's governing body authorizing execution of the Joint Powers Agreement;

0005 Applicant's receipt, review and agreement to comply with the Bylaws of CAHELP JPA;

0006 The applicant shall become a member agency in CAHELP JPA upon formal approval of the Governance Council and signature to the Joint Powers Agreement.

APPENDIX B: COUNCIL MEMBERS / ALTERNATES

CEO/Superintendent	District/LEA	Alternate
Lisa Lamb, CEO	Academy for Academic Excellence 17500 Mana Road Apple Valley, CA 92307 760.946.5414	
Amy Nguyen-Hernandez, Ed.D. Superintendent	Adelanto Elementary SD P.O. Box 70 Adelanto, CA 92301-0070 760.246.8691	
Sebastian Cognetta Chief Executive Officer	Allegiance STEAM Academy – Thrive 5862 C Street Chino, CA 91710 909.465.5404	
Thomas Hoegerman Superintendent	Apple Valley USD 12555 Navajo Road Apple Valley, CA 92308 760.247.8001	
Kate Bean Chief Executive Officer	Aveson Global Leadership Academy 575 W. Altadena Drive Altadena, CA 91001 626.797.1438	
Kate Bean Chief Executive Officer	Aveson School of Leaders 1919 Pinecrest Drive Altadena, CA 91001 626.797.1440	
Ronda Tremblay Superintendent	Baker Valley USD P.O. Box 460 Baker, CA92309-0460 760.733.4567	

APPENDIX B: COUNCIL MEMBERS / ALTERNATES

CEO/Superintendent	District/LEA	Alternate
Gerald McFadden Chief Executive Officer	Ballington Academy for the Arts and Sciences 1525 West Main Street El Centro, CA 92243 760.353.0140	
Jeff Malan Superintendent	Barstow USD 551 S. Avenue H Barstow, CA 92311-3795 760.255.6032	
Mary Suzuki, Ed.D. Superintendent	Bear Valley USD P.O. Box 1529 Big Bear Lake, CA 92315 909.866.4631	
Debbie Tarver Chief Executive Officer	Desert Trails Preparatory Academy 14350 Bellflower Street Adelanto, CA 92301 760.536.7680	
Denise Griffin Chief Executive Officer	Encore High School -Riverside 3460 Orange Street Riverside, CA 92501 951.824.1358	
Denise Griffin Chief Executive Officer	Encore Jr./Sr. High School 16955 Lemon Street Hesperia, CA 92345 760.956.2632	
Peter Wright, CEO	Excelsior Charter Schools 7151 SVL Box Victorville, CA 92392 760.245.4262	
Ian Pumpian, Ph.D., CEO	Health Sciences High & Middle College 3910 University Drive Suite 100 San Diego, CA 92105-7302 619.528.9070	
Ross Swearingen	Helendale SD	

APPENDIX B: COUNCIL MEMBERS / ALTERNATES

CEO/Superintendent	District/LEA	Alternate
Superintendent	P.O. Box 249 Helendale, CA 92342 760.952.1183	
David Olney Superintendent	Hesperia USD 15576 Main Street Hesperia, CA 92345-3643 760.244.4411	
Larry Rosenstock, CEO	High Tech High & HTH SW Benefit Charter 2861 Womble Road San Diego, CA 92106 619.243.5014	
Willie Oliver / Tanya Taylor Chief Executive Officer	Julia Lee Performing Arts Academy 19740 Grand Avenue Lake Elsinore, CA 92530 951.638.4302	
Debbie Tarver Chief Executive Officer	LaVerne Elementary Preparatory Academy 7280 Oxford Avenue Hesperia, CA 92345 760.948.4333	
Peter Livingston Superintendent	Lucerne Valley USD 8560 Aliento Road Lucerne Valley, CA 92356 760.248.6026	
Mary McNeil, Ed.D. Superintendent	Needles USD 1900 Erin Drive Needles, CA 92363-2699 760.326.3142	
Lauren O'Neill Chief Executive Officer	Odyssey Charter South (OCS-South) 524 Palisade Street Pasadena, CA 91001 626.229.0993	
Lauren O'Neill Chief Executive Officer	Odyssey Charter School 727 W. Altadena Drive	

APPENDIX B: COUNCIL MEMBERS / ALTERNATES

CEO/Superintendent	District/LEA	Alternate
	Altadena, CA 91001 626.229.0993	
Heather Griggs, Ed.D. Superintendent	Oro Grande SD P.O. Box 386 Oro Grande, CA 92368-0386 760.243.5884	
Shawn Brumfield Chief Executive Officer	Pasadena Rosebud Academy 3544 North Canon Blvd. Altadena, CA 91001 626.797.7704	
Roy Kim Interim Chief Executive Officer	Pathways to College 9144 Third Avenue Hesperia, CA 92345 760.949.8002	
Ted Alejandre County Superintendent	SBCSS 601 North E Street San Bernardino, CA 92415 909.386.2406	
Jessie Najera Superintendent	Silver Valley USD P.O. Box 847 Yermo, CA 92398-0847 760.254.2916	
Ryan Holman, Ed.D. Superintendent	Snowline JUSD P.O. Box 296000 Phelan, CA 92329-6000 760.868.5817	
Tim Smith Executive Director	Taylion High Desert Academy 11336 Bartlett, Unit 9 Adelanto, CA 92394 760.246.0088	
Keith Tomes, Ed.D. Superintendent	Trona JUSD 83600 Trona Road Trona, CA 93562 760.372.2815	
Jan Gonzales Superintendent	Victor Elementary SD 12219 Second Avenue Victorville, CA 92395	

APPENDIX B: COUNCIL MEMBERS / ALTERNATES

CEO/Superintendent	District/LEA	Alternate
	760.245.1691	
Ron Williams, Ed.D. Superintendent	Victor Valley Union High School District 16350 Mojave Drive Victorville, CA 92395-3655 760.955.3200	

APPENDIX C: STRATEGIC PLAN FOR WEB ACCESSIBILITY

ORGANIZATIONAL STATEMENT

The CAHELP values diverse experiences and perspectives and strives to fully include everyone who engages with the organization. Therefore, CAHELP is committed to ensuring that individuals with disabilities have an opportunity equal to that of nondisabled peers accessing CAHELP programs, benefits, and services, including those delivered through information technology (IT). The CAHELP Strategic Plan for Web Accessibility establishes a foundation for equality of opportunity and provides guidance to ensure equal access to IT the CAHELP purchases, creates, and uses, such as websites, software, hardware, and media in accordance with applicable state and federal laws including, but not limited to, Sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as amended (ADA).

The Strategic Plan for Web Accessibility shall apply to all new, updated, and existing online web content and functionality. The goal of the CAHELP is that all web content will meet Web Accessibility Content Guidelines (WCAG) 2.0 at Level Conformance AA. The most recent copy of the CAHELP Strategic Plan for Web Accessibility can be found on the CAHELP website.

url: www.cahelp.org/accessibility/standards

APPENDIX D: BYLAWS

The most recent CAHELP JPA Foundation Bylaws can be found on CAHELP's website.

url: http://www.cahelp.org/common/pages/DisplayFile.aspx?itemId=47535488

PREAMBLE

The California Association of Health & Education Linked Professions Joint Powers Authority ("CAHELP"), a joint powers authority ("JPA" or "Authority") formed under the authority of Title 1, Division 7, Chapter 5, Article 1 of the California Government Code (Section 6500 et seq.) is established for the purpose of providing for the administration of a special education service region for the implementation of the state mandated special education program for the benefit of public educational agencies who are members hereof, for such ancillary and related programs and services, and to provide a forum for discussion, study, development and implementation of recommendations of mutual interest regarding such programs and services.

ARTICLE I. NAME

The name of the joint powers authority is the California Association of Health and Education Linked Professions, ("CAHELP JPA" or the "Authority").

ARTICLE II. POWERS

CAHELP JPA shall have the power to:

A. Exercise any power available to joint power authorities and public entities under California law, including any power of or common to the public educational agencies which hare parties to the Joint Powers Agreement, provided that such powers are exercised in the furtherance of the purposes and functions of CAHELP JPA, and in the manner that such powers may be exercised by public educational agencies and joint power authorities in the State of California and not prohibited under California law.

B. Provide member agencies with a comprehensive plan, organization and administration to establish, govern, implement and coordinate, and operate a Local Plan for the education of individuals with exceptional needs, and to establish such ancillary and related programs and services as may be necessary and appropriate.

C. Establish and maintain such funds and segregated accounts as necessary for the programs, activities, and purposes of CAHELP JPA.

D. Acquire, hold, and dispose of property, real and personal, for the purpose of providing the member agencies with the necessary education, study, development, and programs, as well as ancillary and related services, including, but not limited to, the acquisition of necessary facilities and equipment; the hiring and retention of staff; the making and entering into contracts including inter-agency agreements and programs of benefit to member agencies and CAHELP JPA; the operations and maintenance of systems for the Local Plan; and the incurring of debts, liabilities, or obligations.

E. Receive, accept, and utilize the services of personnel offered by any member agency or its representatives or agents; to receive, accept, and utilize property, real or personal, from any member agency or its agents or representatives; to enter into joint programs with member agencies to assist in the development of programs, services, and emerging technologies and processes supportive of public educational agencies; to receive, hold, dispose of, to construct, operate, and maintain buildings and other improvements; and to receive, accept, expend, and disburse funds by contract or otherwise, for the purposes consistent with the purposes and authority of CAHELP JPA which funds may be provided by any member agency or its agents or representatives.

F. Adopt such policies, codes, and procedures consistent with the functions and purposes of CAHELP JPA.

G. Perform such other functions as may be necessary or appropriate to carry out the purposes of CAHELP JPA consistent with the Joint Powers Agreement, these Bylaws and California law.

ARTICLE III. MEMBERSHIP

A. Public educational agencies located within the State of California are eligible for membership in CAHELP JPA, provided that membership is contingent upon being a signatory to the Joint Powers Agreement and satisfaction of the requirements of Article III, Section C of these Bylaws.

B. Should any member agency reorganize in accordance with state statutes, the successor-in-interest or successors-in-interest to the obligation of any such reorganized member shall be substituted as a member, provided that the reorganized member continues to be a public educational agency under California law as defined in Article III, Section 1 of the Bylaws and a new signatory to the Joint Powers Agreement, and complies with Article III, Section C.

C. Public educational agencies applying for membership in CAHELP JPA shall be subject to the following conditions for review and approval:

1. Submission of a completed CAHELP JPA questionnaire and provision to CAHELP JPA, through its Governance Council or designee, of requested information on the agency;
2. Evaluation of the applicant public educational agency's experience by CAHELP JPA;
3. Determination of eligibility by CAHELPJPA and the conditions and terms under which the applicant may be admitted to membership, and applicant's acceptance of those terms and conditions;
4. Execution of the Joint Powers Agreement and such other program agreements and documents as requested by CAHELPJPA, and provision to CAHELP JPA of a Resolution formally adopted by the applicant's governing body authorizing execution of the Joint Powers Agreement;
5. Applicant's receipt, review, and agreement to comply with the Bylaws of CAHELP JPA;
6. The applicant shall become a member agency in CAHELP JPA upon formal approval of the Governance Council and signature to the Joint Powers Agreement.

D. Upon admission to membership in CAHELP JPA, each member agency shall become eligible to participate in the programs and services of CAHELP JPA.

ARTICLE IV. FORMATION OF THE GOVERNANCE COUNCIL

A. The CAHELP JPA Governance Council shall consist of the Superintendent/CEO representing each of the LEA members of the Desert/Mountain Special Education Local Plan Area, and two (2) CEO representatives from the Desert/Mountain Charter Special Education Local Plan Area. A CEO representing multiple LEAs shall count as a single member of the Governance Council. Each member of the Governance Council shall have one vote. Each member of the Governance Council may designate in writing an alternate representative, including but not limited to another member of the Governance Council ("proxy"), if the Superintendent/CEO or CEO is unable to attend a meeting, which designated alternate representative or designee shall have the full authority of the designating Superintendent/CEO or CEO for the purpose of decision-making. Such a designation must be received by the Chief Executive Officer prior to the commencement of a scheduled meeting of the Governance Council and shall be good only for that meeting. One-third of the members, represented in person or by proxy, shall constitute a quorum at a meeting of members.

B. Upon initial appointment, and annually thereafter in May, the Governance Council shall organize, elect officers, including a chair and vice-chair(s) from its members, with the secretary designated pursuant to Article VI. The elected officers will assume their roles and responsibilities as of July 1 of the next fiscal year. The Chairperson of the council shall preside at all meetings and shall be responsible for the Agenda, unless otherwise designated. He/she

shall have the same rights as the other members of the Council in voting, introducing motions and resolutions and any discussion of questions that follow. In the absence of the Chairperson, the Vice Chairperson shall preside over all meetings of the Council. If the Chairperson and Vice Chairperson of the Council are both absent, the remaining members present shall elect one of their group to act as temporary chairperson.

C. No one serving on the Governance Council shall receive any salary, compensation, or other consideration from CAHELP JPA.

D. Membership on the Governance Council may cease for any of the reasons stated below, subject to the Governance Council taking formal action to terminate or ratify the termination of any Governance Council member.

1. Voluntary resignation.
2. If the member represented by the Governance Council member ceases to be a member of CAHELP JPA.
3. If the Governance Council member ceases to be a full-time employee of the nominating member public educational agency.
4. For a violation of CAHELP JPA policies, procedures, and codes of conduct.
5. By a two-thirds vote of the full Governance Council without cause or by a unanimous vote of the Governance Council if all elected members are not in attendance (and excluding the subject member being terminated).

ARTICLE V. DUTIES OF THE GOVERNANCE COUNCIL

The Governance Council shall have the authority to exercise the powers of CAHELP JPA as set forth in the Joint Powers Agreement and in these Bylaws, and in accordance with California law, including enforcement of CAHELP JPA policies, procedures, codes and program instruments. In addition, the Governance Council is specifically empowered to:

A. Establish and amend the Bylaws, and adopt and enforce policies, program instruments and agreements, codes of conduct, rules, and regulations not inconsistent with applicable law or with the Joint Powers Agreement as may be necessary for CAHELP JPA and the functions of the Governance Council.

B. Provide for the management and administration of CAHELP JPA and CAHELP JPA-related programs and services in a manner that is in the best interests of CAHELP JPA and its member agencies. This power shall include (but not be limited to) the power to employ and terminate a management firm or third party, to employ staff, to acquire or contract for facilities and vendor support, and to engage in such activities and transactions as permitted under the Joint Powers Agreement, Bylaws, California law, and such policies as adopted by the Governance Council.

C. Determine contributions or other formulas and the method or methods by which such contributions shall be paid by member agencies.

D. Provide for additional assessments during the year, if necessary.

E. Determine whether, and by what method, new member agencies shall be allowed into the program consistent with Article III of the Bylaws, including adoption of amendments to Article III requirements.

F. Appoint and dissolve working committees and/or by contracting for services with a third party.

G. Insure that a complete and accurate system of accounting for all funds is maintained at all times.

H. Determine the manner in which the establishment, governance, implementation, coordination, administration, and operations of a Local Plan shall be undertaken.

I. Maintain, or cause to be maintained, accurate records for all risks insured against and accurate records of all claims paid.

J. Provide for ancillary and related services.

K. Enter into contracts consistent with the terms of the Joint Powers Agreement and Bylaws, and in accordance with California law.

L. Make appropriate periodic reports to the member agencies on the status of CAHELP JPA and its programs.

M. Adopt an annual budget for CAHELP JPA.

N. Oversee the activities of all other CAHELP JPA committees.

O. Annually evaluate or cause to be evaluated the performance of the CAHELP JPA staff.

P. Perform any and all other functions necessary and appropriate to accomplish the purpose of CAHELP JPA in the discretion of the Governance Council.

ARTICLE VI. CHIEF EXECUTIVE OFFICER

The CAHELP JPA CEO shall act as Secretary of the CAHELPJPA Governance Council. As Secretary, he/she shall, in consultation with the Chairperson on the Governance Council, do the following:

1. Prepare and distribute the Council Agenda;
2. Prepare and distribute the Council Minutes;
3. Handle and care for all Council records and documents; and
4. Submit to the Chairperson of the Council all correspondence addressed to the Governance Council.

ARTICLE VII. MEETINGS

A. The Governance Council shall meet every quarter, unless otherwise determined by the Governance Council. All other committees, including Standing Committees and Ad Hoc Committees, shall meet on an as-needed basis.

B. The Governance Council shall, at its June meeting or prior to or at its last meeting of each fiscal year, approve the date and time for its regular meetings. All members and member agencies shall be notified of the meeting schedule.

C. Meetings of the Governance Council, or any other Standing Committee may be called as necessary provided that notice is given in compliance with the Brown At, where required, and under California law.

D. One-third of the members, represented in person or by proxy, shall constitute a quorum for a meeting of the Governance Council. For any Standing Committee of CAHELP JPA, a majority shall constitute a quorum for the transaction of business. All non-voting alternates shall also be entitled to attend meetings of the Governance Council.

E. An Agenda of items to be discussed shall be prepared for all meetings and shall be made available at least three (3) working days prior to regularly scheduled Governance Council or other Standing Committee meetings, where required under the Brown Act and California law.

Agendas for Special Meetings and Emergency Meetings will be made available in accordance with the provisions of the Brown Act and California Law.

F. Minutes shall be kept of all Open Sessions of meetings held by the Governance Council and other Standing Committees.

G. Items may be placed on the Agendas for meetings of the Governance Council and other Standing Committees, providing a written request is received by the Chief Executive Officer from a member of that Committee at least ten (10) business days prior to the regularly scheduled meeting, absent circumstances precluding earlier notice and request.

H. Any member of the public desiring to make a personal appearance before the Governance Council or any other Standing Committee of CAHELP JPA to discuss an item of interest shall be limited to a maximum of five (5) minutes, and all public comments shall be limited to fifteen (15) minutes and allocated equally to each member of the public making an appearance, unless otherwise allowed by the Governance Council in its discretion.

ARTICLE VIII. FINANCE

A. CAHELPJPA is strictly accountable for all funds received and disbursed by it, and to that end shall establish and maintain such funds and accounts as may be required by acceptable accounting practices, by any provision of law or any resolution or policy of CAHELP JPA, and as consistent with the Joint Powers Agreement, these Bylaws and California law.

B. The Treasurer of the County of San Bernardino, unless otherwise designated by the Governance Council, shall be the depository and custodian of CAHELP JPA funds, from whatever source, whether directly or pursuant to contract with the Office of the San Bernardino County Superintendent of Schools, provided that a separate trust fund may be established for the payment of claims as authorized under California law.

C. Each program year of CAHELP JPA shall operate separately from every other program year in regard to its assets and obligations. Those assets and obligations are pooled assets and obligations of the member agencies which participate in each distinct and separate program year.

D. Should the total obligations for a program year of CAHELP JPA exceed the total assets of that year, that year's members may be assessed a pro rata share of the additional contribution required as determined and approved by the Governance Council. This provision shall apply to both active member agencies and withdrawing/terminated member agencies.

E. To the extent necessary, all contributions, revenues, obligations, expenditures, and disbursements of CAHELP JPA that can be separately and distinctly identified by program year shall be accounted for separately by each program year. All contributions, revenues, obligations, expenditures, and disbursements of CAHELP JPA that cannot be separately and distinctly identified by program year shall be allocated to each program year in a manner as determined by the Governance Council.

F. In the event of the dissolution of CAHELP JPA, the complete rescission or other final termination of CAHELP JPA by all member agencies then a party hereto, any property interest remaining in CAHELP JPA following a discharge of all of CAHELP JPA's existing obligations and establishment of reserves for anticipated expenses, shall be returned to the member agencies. The amounts returned to each member shall be in accordance with the member agency's portion of net assets (i.e., "equity") as determined by the Governance Council. Only member agencies in CAHELP JPA shall be entitled to an allocation of any remaining equity, unless otherwise determined by the Governance Council.

G. The Governance Council shall contract with a Certified Public Accountant for an annual audit of the accounts and records of CAHELP JPA whether directly or pursuant to a contract with the Office of the San Bernardino County Superintendent of Schools. The audit shall be conducted in full compliance with all requirements under the California Governance Code applicable to joint power authorities and shall conform to generally accepted auditing standards. On completion, the audit report shall be provided to or otherwise filed with each member agency within six (6) months of the end of the fiscal year under examination, unless otherwise extended by the Governance Council.

Article IX. Withdrawal and Termination of Membership

A. Any member agency may withdraw from CAHELP JPA and terminate its status as a signatory to the Joint Powers Agreement effective at the end of any fiscal year of CAHELP JPA by notifying the CAHELP JPA Governance Council in writing at least one year and one day prior to the close of CAHELP JPA's fiscal year unless the Governance Council by unanimous vote agrees to a shorter timeline. Written notice shall include an adopted Resolution by the Board or governing body of the member agency formally approving withdrawal and termination from membership in CAHELP JPA in order to be effective. Such termination as a member

agency in CAHELP JPA shall also result in a termination of the member agency's participation in any CAHELP JPA program or service as of the end of CAHELP JPA's fiscal year. In addition, such written notice shall, when given, result in any employee or representative of the withdrawing member agency being terminated from CAHELP JPA's Governance Council, or any other Standing Committee effective immediately, unless otherwise directed by the applicable committee.

B. Notwithstanding the foregoing, any member agency may rescind its withdrawal notice from CAHELP JPA, inclusive of its withdrawal from CAHELP JPA programs or services, by written notice with an accompanying resolution from the Board or governing body of the member to be received by CAHELP JPA no later than June 30 of the then existing fiscal year of CAHELP JPA and program participation.

C. Upon any withdrawal, or involuntary termination of a member agency, the withdrawing or terminated member agency shall continue to be responsible for the amount of any additional assessments or contingencies required because of costs, obligations, or sums incurred while the withdrawing or terminating member agency was a member of CAHELP JPA and a participant in any program of CAHELP JPA. A withdrawing or terminated member agency shall not be entitled to participate in, or receive any distribution of assets of CAHELP JPA, which assets shall remain the assets of CAHELP JPA.

D. A member agency may be involuntarily terminated from CAHELP JPA by a two-thirds (2/3rd) vote of the Governance Council.

ARTICLE X. LIABILITY

Except as otherwise provided by individual contract, pursuant to the provisions of he Government Code of the State of California, each member agency of CAHELP JPA shall be liable for its pro rata share of all debts and liabilities of CAHELP JPA and its pro rata share of all debts and liabilities of all self-funded programs against members of CAHELP JPA while a member of CAHELP JPA. Notwithstanding the foregoing, all liabilities and equity shall be determined on a program by program basis, with all participants in a given program liable pro rata for all liabilities of a program. To achieve such purpose, each member agency indemnifies and holds harmless the other members and CAHELP JPA, including all past and present CAHELP JPA staff, Governance Council and all members of other Standing Committees, including all past and present officers for any liability, loss, cost, or expense that may be imposed upon such other member in excess of such pro rata liability.

ARTICLE XI. ARBITRATION

A. In the event of a dispute between a member agency and CAHELP JPA, the dispute shall be subject to binding arbitration and all parties shall be bound by the findings and decision of

the Arbitrator(s). All disputes shall be subject to binding arbitration including, but not limited to, any disputes arising between CAHELP JPA and any member agency concerning the Joint Powers Agreement, the Bylaws, any programs, or in any way involving or relating to the operations, management, and activities of CAHELP JPA and/or the right, duties, or obligations of the member agency.

B. The binding arbitration shall be conducted by JAMS, before a single arbitrator from JAMS, unless otherwise agreed between CAHELP JPA and the member agency, and shall be conducted by and under the operative rules and procedures of JAMS.

C. Regardless of the outcome of the arbitration, CAHELP JPA and the member agency shall share equally in the costs of the arbitration and in the compensation of the arbitrator, provided that the arbitrator shall have discretion to award fees and costs to the extent the arbitrator finds any claim or defense to have been presented without an objective and reasonable basis, or to the extent the arbitrator determines that a party engaged in conduct which resulted in unnecessary legal fees and costs.

D. The arbitrator shall consider CAHELP JPA as a governmental agency and risk sharing organization, and the parties relationship as an honorable one and neither a contract of adhesion or otherwise as an agreement between parties with adverse interests. The arbitrator shall seek to enforce the terms of the parties' agreements and the intentions of the parties at the time of entering into those agreements, in a fair and objective manner.

E. A judgment based on the decision of the arbitrator may be entered in any court having jurisdiction upon the request of the member agency or CAHELP JPA.

ARTICLE XII. BYLAWS

A. These Bylaws shall be deemed the instrument by which this Authority is governed.

B. These Bylaws shall not be inconsistent with the Joint Powers Agreement or California law.

ARTICLE XIII. AMENDMENT

A. Amendment to these Bylaws may be proposed by any member agency or by any member of the Governance Council, and the Governance Council shall be empowered to revise and amend these Bylaws. Once amended, the revised Bylaws shall be distributed to all member agencies.

B. All amendments must be approved by two thirds (2/3rd) of a majority of the representatives of the Governance Council sufficient for quorum before the amendment shall become effective.

APPENDIX E: FINANCIAL INFORMATION

BUDGETS

The Governance Council shall annually, on or before July 1, adopt a budget for the ensuing fiscal year.

The CAHELP Executive Team shall establish a budget calendar and recommend a final budget adoption by the Governance Council. Such budget will be included in the Administrative Agent's, if applicable.

The Governance Council shall monitor expenditures from the CAHELP JPA Operating budget. The Governance Council shall have authority with each of the total Program budgets to recommend any intra-budget transfers. The Governance Council may delegate this authority to the Chief Executive Officer

APPENDIX F: JOINT EXERCISE OF POWERS AGREEMENT

The most recent Joint Exercise of Powers Agreement can be found on the CAHELP website. This is an agreement made and entered into by those school districts, community colleges, public charter schools, and other public educational agencies and joint power authorities in the State of California, including certain existing public educational agencies in the Desert/Mountain Special Education Local Plan Area (SELPA) and the Desert/Mountain Charter SELPA, providing for the administration of a special education service region and for the implementation of the state mandated special education programs, and to provide for such ancillary and related programs and services consistent with this agreement and California law.

CAHELP Website: https://creativecommons.org/licenses/by-sa/3.0/

APPENDIX G: RESOLUTIONS

The most recent Resolutions are included in the Governance Council Meeting Minutes and can be found on CAHELP's website.

url: http://www.cahelp.org/cms/One.aspx?portalId=1092688&pageId=46749155

APPENDIX H: MEMBER AGENCIES

Academy for Academic Excellence Charter School

Adelanto Elementary School District

Allegiance STEAM Academy – Thrive

Apple Valley Unified School District

Aveson Global Leadership Academy

Aveson School of Leaders

Baker Valley Unified School District

Ballington Academy for the Arts and Sciences

Barstow Unified School District

Bear Valley Unified School District

Desert Trails Preparatory Academy

Encore High School, Riverside

Encore Junior/Senior High School

Excelsior Charter School

Excelsior Corona-Norco

Health Sciences Middle

Health Sciences High and Middle College Charter School

Helendale Elementary School District

High Tech Elementary Point Loma

High Tech Explorer Elementary School

High Tech High Media Arts

High Tech High

High Tech High International

APPENDIX H: MEMBER AGENCIES

High Tech High Middle Media Arts

High Tech High Middle School

High Tech High Learning Statewide Benefit Charter School

Julia Lee Performing Arts Academy

LaVerne Elementary Preparatory Academy

Lucerne Valley Unified School District

Needles Unified School District

Norton Science and Language Academy Charter School

Odyssey Charter – South (OCS-South)

Odyssey Charter

Oro Grande Elementary School District

Pasadena Rosebud Academy

Pathways to College

San Bernardino County Superintendent of Schools

Silver Valley Unified School District

Snowline Joint Unified School District

Taylion High Desert Academy

Trona Joint Unified School District

Victor Elementary School District

Victor Valley Union High School District

The list of Member LEAs can be found on the CAHELP's website.

url: http://cahelp.org/aboutus/gov/leas

APPENDIX I: ORGANIZATIONAL CHART

The most recent Organizational Chart can be found on CAHELP's website. This chart is a graphical representation of the roles, responsibilities, and relationship between individuals and programs within the organization and a way to visualize CAHELP operations. This chart helps to define the organizational structure, culture, style, and delineates the line of authority and of responsibility each individual in the organization.

CAHELP Website: http://www.cahelp.org/aboutus

APPENDIX J: ANNUAL BUDGET AND SERVICE PLANS

ORGANIZATIONAL STATEMENT

The most recent Annual Service Report and Annual Budget Report are included in the Governance Council meeting minutes and can be found on CAHELP's website.

CAHELP Website: http://www.cahelp.org/aboutus/lp/abp-asp