

**West End Special Education Local Plan Area
8265 Aspen Ave., Ste. 200
Rancho Cucamonga, CA 91730**

**COMMUNITY ADVISORY COMMITTEE
AGENDA**

November 07, 2023

5:30 p.m.

OPENING

A. Welcome and Reports

1. Introductions and Welcome
2. Approval of Agenda for November 07, 2023

- | | | |
|--------|--------|------|
| | | |
| Motion | Second | Vote |
3. Approval of CAC Minutes for September 05, 2023

- | | | |
|--------|--------|------|
| | | |
| Motion | Second | Vote |
4. Review Members Attendance
5. SELPA Administrators Report
6. District Reports

Facilitator

- Stephanie Varnon-Hughes
- * Stephanie Varnon-Hughes

- * Stephanie Varnon-Hughes

- * Stephanie Varnon-Hughes
- Ricky Alyassi
- Stephanie Varnon-Hughes

PUBLIC COMMENT

B. Public Comment

The West End SELPA Community Advisory Committee welcomes comments from visitors. Should anyone wish to make comments, he/she may voluntarily complete a public comment form located at the table in the back of the room. The Public Comment forms must be submitted *prior* to the beginning of the meeting. The forms will be collected by the recording secretary and given to the meeting facilitator. The Public Comment period is the opportunity for the public to address the members on (1) non-agenda items within the jurisdiction of the members, (2) items listed on the agenda. All public comment will be allowed (3) three minutes per item, if a member of the public desires to be heard on more than (3) three items appearing on the agenda, he/she will be allowed up to a total of (9) nine minutes to address all items non-agenda and agendized. Each agenda item will have a total of 20 minutes for public comment on one agenda item.

There will not be a separate opportunity to comment at the time each agenda item is addressed by the Council unless the item specifically involves an agendized public hearing. All public comments will be heard during the agendized public comment section B.

DISCUSSION ITEMS

C. Discussion Items

1. West End CAC Art & Writing Flyer – Reach for the Stars * Ricky Alyassi
2. District CAC Appointments: Alta Loma, Central, Cucamonga, Mtn. View, and Mt. Baldy (even year) * Ricky Alyassi
3. In-House Counsel Quarterly Report * Lisa Dennis

BUSINESS ACTION ITEMS

D. Business Action Items

- 1. 2023-24 CAC Revised Meeting Schedule

* Ricky Alyassi

Motion

Second

Vote

FUTURE AGENDA ITEMS/ADJOURNMENT

E. Future Agenda Items

- Stephanie Varnon-Hughes

F. Adjournment

- Stephanie Varnon-Hughes

Motion

Second

Vote

The meeting location for Community Advisory Committee will be held at 8265 Aspen Ave., Rancho Cucamonga, CA 91730. Agenda packets are available on the WESELPA website www.weselpa.net or you may request an agenda packet by calling (909) 476-6131, 72 hours before the scheduled meeting. A fee of ten cents (.10) per page will be charged for copied agenda packet.

* Handout Included

** Handout to be distributed at the meeting

- No Handout

NOTICE: Individuals requiring special accommodation, including but not limited to an American Sign Language interpreter, accessible seating, or documentation in accessible formats, should contact Natalie Vivar at (909) 476-6131, at least two days before the meeting date.

West End SELPA
Community Advisory Committee
 Meeting Minutes
 September 05, 2023

| <u>District</u> | <u>Present</u> | <u>Absent</u> |
|-----------------------------|--|------------------|
| Alta Loma | Aubrey Kabia | |
| Central | Freddy Cortez | |
| Chaffey Joint Union | Joanne Muehlich | |
| Chino Valley Unified | Brandy Gambino | |
| Cucamonga | | Isabelle Acevedo |
| Etiwanda | | |
| Mountain View | | |
| Mt. Baldy | | Amanda Ramirez |
| Upland Unified | Stephanie Varnon-Hughes | |
| IRC Agency | | Anthony Duenez |
| West End SELPA | Ricky Alyassi, Natalie Vivar, Julie Aviles | |

CALLED TO ORDER:

Chairperson, Stephanie Varnon-Hughes called the meeting to order at 5:39 p.m.

A. ADMINISTRATIVE ITEMS

1. Introductions and Welcome

Introductions and welcome to all CAC committee members. Members from Central, Chino, Chaffey- Alternate, Administrative Officer, Upland, Consultant, Coordinator, Alta Loma Alternate Rep.

2. Acceptance of Agenda for September 05, 2023

Motion made by Aubrey Kabia to accept the Community Advisory meeting agenda as presented, seconded by Freddy Cortez, motion carried on a 5-0-0-3

Ayes: Aubry Kabia, Freddy Cortez, Joanne Muehlich, Brandy Gambino, Stephanie Varnon-Hughes

Nays: 0

Abstain: 0

Absent: 3

On September 05, 2023, the CAC meeting agenda was accepted as presented. No questions or comments were provided by committee members.

3. Acceptance of CAC Meeting Minutes for September 05, 2023

Motion made by Brandy Gambino to accept the CAC meeting minutes as presented, seconded by Aubrey Kabia, motion carried on a 5-0-0-3

Ayes: Aubry Kabia, Freddy Cortez, Joanne Muehlich, Brandy Gambino, Stephanie Varnon-Hughes

Nays: 0

Abstain: 0

Absent: 3

On September 05, 2023, the CAC meeting minutes were accepted as presented. No questions or comments were provided by committee members.

4. Review of Member's Attendance

The chairperson reviewed members in attendance and recorded by the administrative assistant. No questions or comments were provided by committee members.

5. SELPA Administrator's Report

SELPA Chief Administrative Officer discussed and shared a video of a recent site visit to Chino Valley Unified School District highlighting the Transition Program. No questions or comments were provided by committee members.

6. District/Agency Reports

The Alta Loma parent representative highlighted the introduction of the Reading Horizons program for their K-3 students in RSP and SDC, along with TK and K inclusion at Carnelian. The district is focusing on progress monitoring, differentiation strategies, and the transition of 6th graders to middle school campuses. Approximately 600 5th-grade students are expected to transition over at the start of the 2024/25 school year, with parents given the option for elementary or middle school attendance.

Central: No report provided.

Chaffey: No report provided.

Chino Valley: No report provided.

Upland Unified: No report provided.

B. PUBLIC COMMENTS:

None.

C. DISCUSSION ITEMS

1. 2023-24 Projected AB602 Funding Model

The Fiscal Consultant delivered a comprehensive review of the 2023-24 Projected AB602 Funding Model. Following this, the Alta Loma parent representative raised questions regarding the effect of ADA on students' nonattendance and its implications for SELPA funding. The fiscal consultant and administrator offered clarifications. There were no further queries or comments from committee members.

2. West End CAC 2023-24 Presentation Suggestions

The chairperson provided an overview of previous presentations and themes held by the West End CAC. Committee members proposed several options including, Alternative Dispute Resolution (ADR) – effective communication, student advocacy, student experience in special education, best practices from a student/teacher's perspective, transition meetings, and Reach for the Stars (Art & Writing theme). No questions or comments were provided by committee members.

3. Standing Committee Update

The chairperson presented the standing committee descriptions. The members listed are assigned to the following standing committees: Alta Loma/Chino Valley parent representatives to the Art & Writing Showcase and Awards Committee, Chaffey Joint Union/Mt. Baldy parent representatives to the Local Plan Review and Legislative Committee, Central parent representative to the Parent and Community Education Committee, and Chino Valley parent representative to the Public Information and Membership Committee. No questions or comments were provided by committee members.

4. District CAC Appointments: Alta Loma, Central, Cucamonga, Mtn. View, and Mt. Baldy (even year)

SELPA Chief Administrative Officer presented the District CAC Appointments: Alta Loma, Central, Cucamonga, Mtn. View, and Mt. Baldy (even year) No questions or comments were provided by committee members.

5. Local Plan Committee Update

The SELPA Chief Administrative Officer outlined the Local Plan Committee, emphasizing the need for consistent community participation. It was mentioned that a comprehensive local plan is due for approval every three years, with the upcoming approval slated for the end of the 2023-2024 school year. No questions or comments were provided by committee members.

6. Policy and Procedures Manual

The SELPA Chief Administrative Officer provided an update on the ongoing revision of the Policy and Procedural manual for the West End SELPA. The manual is currently undergoing a comprehensive review, with updates scheduled every 5 years. No questions or comments were provided by committee members.

D. Business Action Items:

1. West End CAC 2023-24 Presentation Themes

Motion made by Joanne Muehlich to accept the CAC 2023-24 Presentation themes: “ADR-Effective Communication Strategies and Transition Meetings”, seconded by Brandy Gambino, motion carried on a 5-0-0-2 vote.

Ayes: Aubry Kabia, Freddy Cortez, Brandy Gambino, Joanne Muehlich, Stephanie Varnon-Hughes

Nays: 0

Abstain: 0

Absent: 2

No questions or comments were provided by committee members.

2. 2023-24 Annual Art & Writing Theme

Motion made by Stephanie Varnon-Hughes to accept the 2023-24 Annual Art & Writing theme, “Reach for the Stars”, seconded by Freddy Cortez, motion carried on a 5-0-0-2 vote.

Ayes: Aubry Kabia, Freddy Cortez, Brandy Gambino, Joanne Muehlich, Stephanie Varnon-Hughes

Nays: 0

Abstain: 0

Absent: 2

No questions or comments were provided by committee members.

3. CAC Chairperson-Elect Nomination(s) and Appointment

Motion made by Freddy Cortez to accept the 2023-24 CAC Chairperson-Elect nomination and election, seconded by Aubry Kabia, motion carried on a 5-0-0-2 vote.

Ayes: Aubry Kabia, Freddy Cortez, Brandy Gambino, Joanne Muehlich, Stephanie Varnon-Hughes

Nays: 0

Abstain: 0

Absent: 2

Brandy Gambino was nominated and accepted as the 2023-24 CAC Chairperson-Elect. No questions or comments were provided by committee members.

E. Future Agenda Items:

The following agenda items will be added to the next business meeting: In-House Counsel Quarterly Report.

F. Adjournment

Motion made by Freddy Cortez to adjourn the September 05, 2023 CAC meeting, seconded by Brandy Gambino, motion carried on a 5-0-0-2 vote.

Ayes: Aubry Kabia, Freddy Cortez, Brandy Gambino, Joanne Muehlich, Stephanie Varnon-Hughes

Nays: 0

Abstain: 0

Absent: 2

Meeting adjourned at 7:50 p.m.

| 2023/24 Community Advisory Committee Member Attendance | | | | | | | | | | | | | | | |
|---|-------------------------|-----------------|-------------|-----------------|----------------|-------------------|---------------|----------------------------|-------|-------|-------|-------|-------|-------|-------|
| District | Committee Member | Alternate | Member Type | Member Role | Year Appointed | Term Renewal Year | Odd/Even Year | Attendance | | | | | | | |
| | | | | | | | | 09/05 | 10/03 | 11/07 | 02/06 | 03/05 | 04/09 | 04/23 | 05/10 |
| Alta Loma | Gina Barker | Aubry Kabia | Parent | Parliamentarian | 2022 | 2024 | Even | ALTP | | | | | | | |
| Central | Freddy Cortez | | Parent | | 2022 | 2024 | Even | P | | | | | | | |
| Chaffey Joint | Jeanette Miura | Joanne Muchlich | Parent | | 2022 | 2023 | Odd | ALTP | | | | | | | |
| Chino Valley | Brandy Gambino | | Parent | | 2023 | 2025 | Odd | P | | | | | | | |
| Cucamonga | Isabelle Acevedo | | Parent | | 2022 | 2024 | Even | A | | | | | | | |
| Etiwanda | Brian Stanley | | Parent | | 2023 | 2025 | Odd | A | | | | | | | |
| Mt. Baldy | Amanda Ramirez | | Parent | Secretary | 2022 | 2024 | Even | A | | | | | | | |
| Mountain View | Vacant | | Parent | | | 2024 | Even | | | | | | | | |
| Upland | Stephanie Varnon-Hughes | Tracy Anderson | Parent | Chair-Person | 2023 | 2025 | Odd | P | | | | | | | |
| Agency | Anthony Duenz | | Agency Rep. | | | 2023 | Odd | A | | | | | | | |
| <p>The number of vacancies indicates the minimum number of new members needed to provide each district with two active representatives (at least one parent). Additional members are welcome.</p> | | | | | | | | Legend | | | | | | | |
| | | | | | | | | CAC Business Meetings | | | | | | | |
| | | | | | | | | Presentations | | | | | | | |
| | | | | | | | | Art & Writing Showcase | | | | | | | |
| | | | | | | | | Meeting not held no quorum | | | | | | | |
| Presentation not held | | | | | | | | | | | | | | | |
| <p>A = Absent ALT-P =Alternate Present EA = Excused Absence P = Present S = Start/Appointed W = Withdraw from Committee V = Voted Dismissed (absences)</p> <p>* Present for Presentation/Judging only</p> | | | | | | | | | | | | | | | |



COMMUNITY ADVISORY COMMITTEE PRESENTS:

2023-2024

ART & WRITING SHOWCASE

This showcase is open to students with an IEP from participating districts within the West End SELPA. Each student may submit one entry that explores the theme "Reach for the Stars". We encourage students to use their imagination and creativity of reaching for their dreams and aiming high.



SUBMISSION DEADLINE: MARCH 1, 2024

 Award Ceremony
April 16, 2024

 6:30PM -8:30PM

 Gardiner Auditorium
Chaffey High School
1245 N Euclid Avenue
Ontario, CA 91762

| | |
|-------------------|---|
| Poetry | Mounted on Matte Board Max size 9" x 12" |
| Essay | Mounted on Matte Board Max size 9" x 12" |
| Photography | No framed entries Max size 16" x 20" |
| Visual Arts | No framed entries Max size 24" x 24" |
| Video | Recorded and shared on flash drive or provided via Google Docs |
| Musical Score | Recorded and shared on flash drive or provided via Google Docs (must be music of student) |
| Class Performance | Recorded and shared on flash drive or provided via Google Docs (Max 2 minutes) |

See you there!

All participants who are present at the award ceremony will be entered in a raffle for an opportunity to win Disney Dollars!

Questions? Contact:
natalie.vivar@weselpa.net
(909) 476-6131



Community Advisory Committee Representatives

Community Advisory Committee representatives serve an important role as a liaison between the community and the district director of special education. Representatives recommend priorities for special education services, assist in parent education, and support activities on behalf of individuals with exceptional needs.

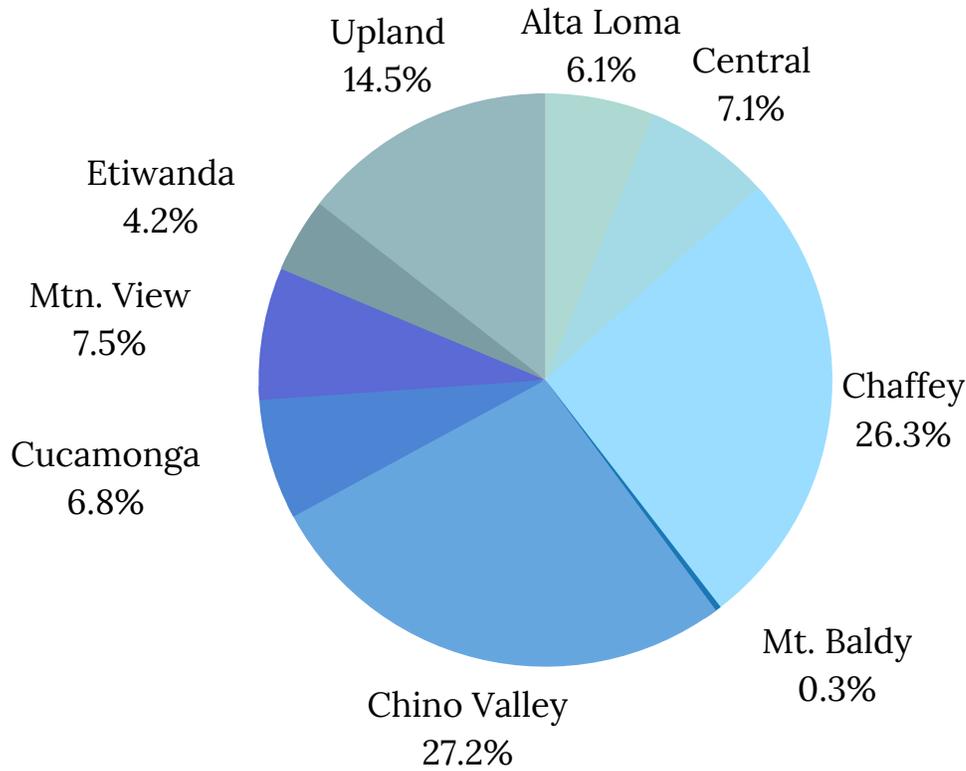
In accordance with the Community Advisory Committee bylaws, the **Alta Loma, Central, Cucamonga, Mtn. View, and Mt. Baldy** school districts shall appoint parent representatives in even-numbered years to the Community Advisory Committee for a two-year term, beginning July 1, 2024, and ending June 30, 2026. The representative should be a parent of a student residing and enrolled in the school district or a district-offered school program. The appointment is by the action of the District Board of Education.

Once the School District Board of Education has approved the appointment of the district representative, please forward the name, contact information for the representative, and a copy of the board approval to Natalie Vivar, Administrative Assistant, West End SELPA.



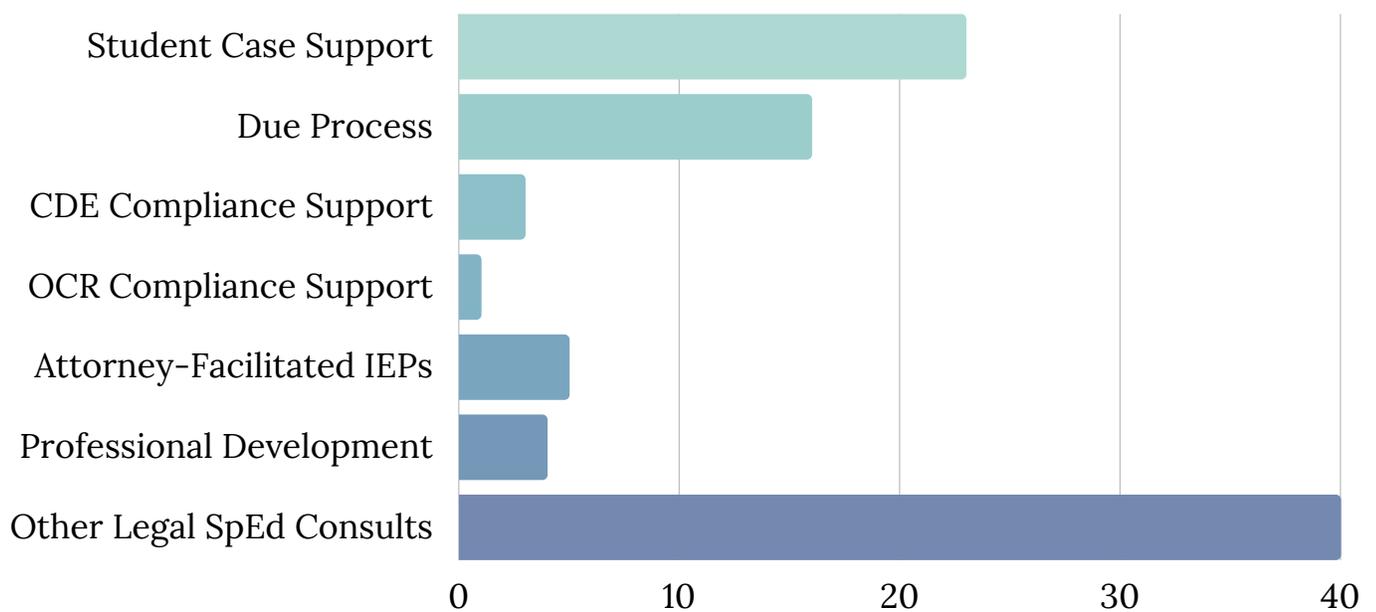
DISTRICT UTILIZATION

In-House Counsel utilization breakdown for Q1



LEGAL SERVICES

In-House Counsel legal services breakdown for Q1



Community Advisory Committee 2023-24 Meeting Schedule

| <u>Date</u> | <u>Time</u> | <u>Meeting Type</u> | <u>Facilitator</u> |
|--|-------------|------------------------|--------------------|
| Tuesday, September 05, 2023 | 5:30 | Business Meeting | TBD |
| Tuesday, October 03, 2023 | 5:30 | Presentation | TBD |
| Tuesday, November 07, 2023 | 5:30 | Business Meeting | TBD |
| Tuesday, February 06, 2024 | 5:30 | Business Meeting | TBD |
| Tuesday, March 05, 2024 | 5:30 | Presentation | TBD |
| Tuesday, April 09, 2024 | 5:30 | Business Meeting | TBD |
| Tuesday, April 16, 2024 April 23, 2024 | 6:30 | Art & Writing Showcase | TBD |
| Tuesday, May 07, 2024 | 5:30 | Business Meeting | TBD |