

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

**COMMUNITY ADVISORY COMMITTEE
AGENDA**

November 18, 2025

5:30 p.m.

OPENING

A. Welcome and Reports

Facilitator

1. Welcome and Introductions
2. Approval of Agenda for November 18, 2025

- Brandy Gambino
* Brandy Gambino

Motion Second Vote

3. Approval of CAC Minutes for September 09, 2025

* Brandy Gambino

Motion Second Vote

4. Chief Administrative Officer's Report
5. District Reports

- Ricky Alyassi
- Brandy Gambino

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 agenda. Each agenda item will have a total of 21 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 agenda public hearing. All public comments will be heard during the agenda public comment section B.

DISCUSSION ITEMS

C. Discussion Items

1. Annual Art & Writing Showcase Flyer **REVISED**
2. District CAC Appointments: Alta Loma, Central, Cucamonga, Mountain View and Mt. Baldy (even year)
3. CAC Bylaws Review

* Ricky Alyassi
* Ricky Alyassi
* Ricky Alyassi

FUTURE AGENDA ITEMS/ADJOURNMENT

D. Future Agenda Items

- Brandy Gambino

E. Adjournment

- Brandy Gambino

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.

*** 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 9, 2025

<u>District</u>	<u>Present</u>	<u>Absent</u>
Alta Loma	Gina Barker	
Central		Karen Peters
Chaffey Joint Union		
Chino Valley Unified	Brandy Gambino	
Cucamonga	Roxanne Ramirez	
Etiwanda	Geovanni Valley	
Etiwanda	Emily Waters (left after C-4)	
Mountain View		
Mt. Baldy		Andrea Acevedo
Upland Unified	Karen Fiala	
IRC Agency		Mona Jaber
West End SELPA	Ricky Alyassi, Tim Chatkoo, Natalie Vivar, Julie Macias	

CALLED TO ORDER:

Chairperson called meeting to order at 5:33 p.m.

A. ADMINISTRATIVE ITEMS

1. Introductions and Welcome

The Chair opened the meeting with welcomes and introductions. The Chief Administrative Officer noted the presence of new committee members and invited all attendees to introduce themselves by sharing their name, district, and, for parent representatives, any information they wished to share about their student. Participation was optional. Each member provided an introduction.

2. Acceptance of Agenda for September

Motion made by Roxanne Ramirez to accept September 9, 2025, Community Advisory meeting agenda as presented, seconded by Karen Fiala, motion carried on a 6-0-0-2.

Ayes: Gina Barker, Brandy Gambino, Roxanne Perez, Geovanni Valley, Karen Fiala, Emily Waters

Nays: 0

Abstain: 0

Absent: 2

3. Acceptance of CAC Meeting Minutes for April 08, 2025

Motion made by Roxanne Ramirez to accept April 08, 2025, CAC meeting minutes as presented, seconded by Karen Fiala, motion carried on a 6-0-0-2.

Ayes: Gina Barker, Brandy Gambino, Roxanne Perez, Geovanni Valley, Karen Fiala, Emily Waters

Nays: 0

Abstain: 0

Absent: 2

The Upland parent representative inquired about Chino Valley's attendance at the April meeting. The Chino Valley representative was present but arrived after approval of the minutes. The minutes were approved as presented, and the motion carried.

4. SELPA Administrator's Report

The Chief Administrative Officer presented his report, highlighting the annual Art and Writing Showcase. He noted the strong attendance and described the event as a significant opportunity for students to share their work. A brief video from the showcase was shown to the committee. Committee members who participated in the event shared positive feedback, noting student engagement, family and community support, and the value of the showcase in highlighting student abilities. The CAO acknowledged the efforts of staff involved in organizing the event.

5. District/Agency Reports

The Chair introduced the district report portion of the meeting, noting that each member would have an opportunity to share updates. The Chief Administrative Officer reminded members, especially new representatives, that district reports are an opportunity to connect with their district's special education director prior to the meeting and share any relevant information from their district or community. Members were also encouraged to share personal perspectives if they wished. It was noted that providing a report is optional, and members may simply indicate "no report" if they have nothing to share.

Alta Loma: The Alta Loma parent representative reported that, according to the district's director, there have been no new program updates since the last meeting. The district continues to work on securing a K-1 extensive support needs teacher and has reached out to the county office for assistance, though staffing shortages remain a challenge. The representative also shared a personal update regarding her child's transition from elementary to junior high school. She described the initial difficulty her child experienced adjusting to a larger school environment and noted that counseling support offered through the school made a meaningful difference. She reported that her child is now more comfortable and is participating in theater, which has been a positive experience. A Chino Valley parent commented on similar challenges faced by her child and expressed appreciation for the shared experiences and support among members.

Central – not present

Chino Valley: The Chino Valley parent representative reported that the district recently transitioned to a new special education director and that the DPAC has not yet held its first meeting of the year. She shared that she has been working to increase communication with families, including posting meeting information publicly, and noted that some families continue to express concerns about inclusion and mental health supports. She stated she is looking forward to connecting with the new director and continuing to support parent engagement. The CAO noted that he has met the new director and expressed confidence in the transition. He encouraged families to communicate concerns both with district leadership and, when appropriate, at board meetings. He also reminded members that SELPA provides parent outreach support for IEP-related questions and will be adding an additional representative.

Cucamonga: Cucamonga's Chairperson-Elect reported that the district has expanded its special education programs, noting that fourth and fifth grade classes are now available at Cucamonga Elementary, eliminating the need for students to transfer to other school sites. She shared that the district is working toward establishing TK–5 special education programs at all elementary schools. She described her own child's recent transition back to Cucamonga Elementary and highlighted positive experiences with his new teacher, who is exploring opportunities for general education integration. She also reported that the district continues to develop support programs, including the Think Together before and after school program, which provides extended care and academic support. Additional aides have been added, and parents are increasingly seeking assistance and information about available resources. She noted that the district is working to build trust and provide a supportive environment for families. The CAO thanked the Chairperson-Elect for her ongoing involvement and acknowledged the district's continued growth and commitment to inclusive practices.

Etiwanda: The Etiwanda staff representative reported that the district is increasing its efforts to provide expanded training opportunities for instructional aides, noting that aides play a vital role in supporting teachers and students. During family conference week, aides are required to sign up for two trainings of their choice, with options that include de-escalation, AAC device use, and other instructional topics. Within the moderate/severe program, ongoing training is already in place, and staff have expressed enthusiasm for these opportunities. It was also shared that she recently began a program newsletter to strengthen communication with families by providing photos, updates, and information relevant to the program. She is collaborating with specialists to include additional content, such as monthly contributions from APE staff and West End SELPA information. The goal is to help families stay connected to classroom experiences that they may not be able to observe directly.

Etiwanda: The Etiwanda parent representative added to the district update, noting that instructional aide trainings will be provided during parent-teacher conference week. These trainings will focus on behavior supports, PBIS, promoting student independence, and use of AAC devices. The representative expressed appreciation that the district is implementing additional training, as these were areas previously raised as concerns based on personal observations. The representative also shared that improved communication with families continues to be important, as many parents are still unfamiliar with SELPA resources until they become involved with the CAC. The representative expressed support for the progress being made and noted that these efforts ultimately benefit students. The CAO thanked the representative for the feedback and acknowledged the positive impact of ongoing parent support.

Upland: The Upland parent representative provided the district report, noting that Upland Unified School District continues to move toward full inclusion at Upland High School. Students with IEPs are included in the general education setting with the exception of students in moderate to severe programs. At the junior high level, specialized academic instruction is provided in English and math, with all other classes in general education. The representative shared that 73% of students with IEPs are placed in general education for at least 80% of the day. Updates were also provided on shifts among elementary sites to allow students to remain at the same school from TK through sixth grade, as well as information on the district's two preschool locations. The representative shared information about S.P.A.C.E., the district's Special Education Parent Advisory for Creating Excellence, now in its third year. The group provides input to the Director of Special Education and supports parents through district trainings and events. The representative also noted recent discussions with the district's

Director of Special Education regarding a new alternative diploma pathway for students with significant cognitive disabilities and shared questions about the state's 1% threshold and whether it could limit access for eligible students. The Chief Administrative Officer thanked the representative for the detailed report and shared that a SELPA work group is meeting on the topic. The CAO stated that eligible students would not be limited by the 1% figure and that IEP teams will continue to make individualized decisions. The Chino Valley parent representative shared concerns regarding her child's grading, middle school supports, access to inclusion, and limited availability of electives. The CAO acknowledged the concerns and stated they would follow up with the district. The Upland representative added that members were aligned in understanding that the 1% threshold should not become a limitation locally and clarified the concern was directed more broadly, outside of the SELPA.

B. PUBLIC COMMENTS:

Ms. Dez Alvarez submitted three public comments. She shared that the April minutes were inaccurate, noting that statements made by the CAO during the public comment period were not reflected in the approved minutes. She expressed concerns regarding mental-health service practices in the Etiwanda School District, including the district's use of unpaid university interns who are not yet licensed. She questioned the quality of services provided under this model and referenced multiple district agreements that rely on interns rather than hiring additional mental-health staff. She also raised concerns about the district's collection of parent insurance and Medi-Cal information during the annual notification process, which families were required to complete before receiving teacher assignments. She questioned why this information was required upfront, the district's partnership with an external billing vendor, and the possibility that insurance billing could occur without clear parent understanding. She shared that the district is encouraging mental-health referrals for students who do not need them and gave examples. She stated that families who do not want district-initiated mental-health services should have access to an opt-out process and suggested that parents should be informed of the procedures for requesting correction or removal of documentation they believe is inaccurate. She also described ongoing concerns about her own child's educational records, stating that her child has not attended school for over a year and that an evaluation completed while her child was medicated was inaccurate and improperly handled. She stated that earlier drafts were withheld from her and that the district declined to remove information that is misleading. She reported that her appeal meeting allowed limited time, did not permit a support person, and included West End SELPA In-House Counsel. She further stated that she has been unable to obtain specific records and believes that insurance-billing documents are being withheld. She expressed concern that this may relate to possible Medi-Cal billing for services she states were not provided. She concluded by referencing a social-media post describing a student in another district who was not permitted to participate in a school's graduation ceremony they attended daily. Time concluded.

C. DISCUSSION ITEMS

1. Legislative Sharing Day Update

Chairperson-Elect provided an update on Legislative Sharing Day. She shared that she traveled to Sacramento with the West End team to meet with legislators and staff, noting that representatives from SELPAs across the state participated. She described visiting multiple legislative offices to discuss several bills and stated that one of the bills they were supporting advanced for a vote during the trip. She reported that two college students with Down syndrome who are enrolled in an inclusive program at UC Davis joined the group for the legislative visits. She described how the students spoke about their academic experiences, independent-living

opportunities, and the assistive technology used in their campus apartments to support daily routines. She expressed that hearing their stories was inspiring and emphasized the importance of inclusive higher-education pathways. She stated that participating in the trip reinforced the value of advocacy and collaboration on issues affecting students with disabilities. She expressed appreciation for the opportunity to attend and for the support provided during the visit. The CAO thanked her for representing the community, highlighted the importance of including family and student voices in legislative conversations, and acknowledged the impact of those contributions.

2. Community Advisory Committee Annual Report

The Chief Administrative Officer presented the Community Advisory Committee Annual report. He shared that the Art and Writing Showcase on April 10 received 375 submissions, the highest to date and nearly double the previous record. The CAO reported that all scheduled CAC business meetings were held or attempted, with items from one meeting without representation carried to the current meeting. Two annual trainings, Behavioral Practices for the Home and Navigating the IEP Process were completed, and the committee will discuss ideas for future offerings. The CAO stated that presenters will be secured as needed and all trainings will remain free to families. It was also noted that this year included membership renewals for several districts, with a staff representative from Etiwanda pending approval.

3. District CAC Appointments: Chaffey, Chino Valley, Etiwanda, and Upland (odd year)

Chief Administrative Officer presented the District CAC appointments for Chaffey, Chino Valley, Etiwanda, and Upland (odd-year).

4. WESELPA CAC 2025-26 Presentation Suggestions

The Chief Administrative Officer invited members to suggest training topics for the 2025–26 year, and the committee emphasized continuing foundational sessions that support new families entering the IEP process. Suggested topics included IEP basics, understanding accommodations versus modifications, behavioral supports, transition guidance, resource navigation, and a general “Introduction to SELPA/WESELPA” offered virtually to increase access. Members also discussed the need for stronger district-level communication so educators can better inform families about available SELPA resources, as well as holding trainings at district sites to reach more parents. Personal experiences were shared to highlight the importance of clear communication, consistent outreach, and early parent education. The group also reviewed possible themes for the annual Art and Writing Showcase, including “The Magic of Everyday,” “The Superhero in Me,” and “Pieces of Me.”

5. Fiscal Notifications

The Fiscal Program Manager reviewed the annual fiscal notifications, explaining that West End SELPA develops two funding models each year: the AB 602 special education funding model and the Mental Health Funding Model. He provided an overview of AB 602, noting that state special education dollars are sent to the SELPA, which then allocates funds to member districts based on average daily attendance (ADA), followed by adjustments, most significantly the fee-for-service deduction used to pay county-operated programs on each district’s behalf. Districts whose fee-for-service costs exceed their AB 602 allocation show a negative balance, which is covered by district unrestricted funds. He also presented the Mental Health Funding Model, explaining that mental health funds go directly to districts, which then contribute back

to SELPA to cover high-cost services such as residential treatment center placements and wraparound mental-health services. Members shared concerns about gaps in eligibility for mental health supports when student behaviors occur primarily at home, and the CAO encouraged connecting with the parent outreach representative for assistance. The Fiscal Program Manager noted that although state special education funding has increased in recent years, it remains insufficient to meet needs. The CAO reaffirmed SELPA's commitment to transparency in funding and ensuring that resources are used responsibly for students.

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

Chief Administrative Officer presented the District CAC appointments for Chaffey, Chino Valley, Etiwanda, and Upland (even-year).

7. Standing Committee Appointments

The SELPA Manager reviewed the CAC standing committees outlined in the bylaws and explained that each committee includes volunteer members who support specific activities throughout the year. She summarized the roles of the Art and Writing Showcase Committee, which assists with planning, reviewing materials such as flyers and themes, and providing volunteers for the growing annual event; the Local Plan Review and Legislative Committee, which participates in periodic updates to the SELPA Local Plan and supports legislative advocacy efforts such as Legislative Sharing Day; the Parent and Community Education Committee, which helps share SELPA resources and promote family education opportunities; and the Public Information and Membership Committee, which supports outreach efforts and helps increase participation in CAC presentations and webinars. Committee assignments from the prior year were noted, vacancies were identified, and members were invited to volunteer for the upcoming year, with SELPA staff emphasizing that guidance and support would be provided for all committee responsibilities.

8. CAC Bylaws Review

The Chief Administrative Officer noted that the CAC bylaws were last reviewed and revised in 2020 and recommended that the committee incorporate bylaw review as an ongoing agenda item throughout the year. He explained that the group would examine each section over multiple meetings to consider potential updates and discuss any desired changes to meeting procedures, while also having SELPA's in-house legal counsel review proposed revisions to ensure compliance. He shared that counsel would be invited to a future meeting to support the process and that any significant adjustments should come from the committee itself.

D. Business Action Items

1. Acceptance of 2025/26 CAC Meeting Schedule

Motion made by Roxanne Ramirez to accept the 2025/26 CAC meeting schedule as presented, seconded by Gina Barker, motion carried on a 5-0-0-3.

Ayes: Gina Barker, Roxanne Perez, Geovanni Valley, Brandy Gambino, Karen Fiala

Nays: 0

Abstain: 0

Absent: 3

2. Acceptance of 2025/26 Presentation Themes

Motion made by Karen Fiala to accept the 2025/26 presentation themes as presented, seconded by Gina Barker, motion carried on a 5-0-0-3.

Ayes: Gina Barker, Roxanne Ramirez, Geovanni Valley, Brandy Gambino, Karen Fiala

Nays: 0

Abstain: 0

Absent: 3

The committee held a thorough discussion on potential topics for the 2025–26 CAC presentations and reached consensus to move forward with “Navigating the IEP” and “Transitions.” A motion was made and carried.

3. Acceptance of 2025/26 Annual Art & Writing Showcase Theme

Motion made by Geovanni Valley to accept the 2025/26 Art & Writing Showcase theme as presented, seconded by Roxanne Ramirez, motion carried on a 5-0-0-3.

Ayes: Gina Barker, Roxanne Ramirez, Geovanni Valley, Brandy Gambino, Karen Fiala

Nays: 0

Abstain: 0

Absent: 3

The committee reached consensus to select “Superhero in Me” as the theme for the 2025–26 Annual Art & Writing Showcase. A motion was made and carried.

E. Future Agenda Items

None.

F. Adjournment

Motion made by Roxanne Ramirez to adjourn the September 09, 2025 CAC business meeting, seconded by Gina Barker, motion carried on a 5-0-0-2.

Ayes: Gina Barker, Roxanne Ramirez, Geovanni Valley, Brandy Gambino, Karen Fiala

Nays: 0

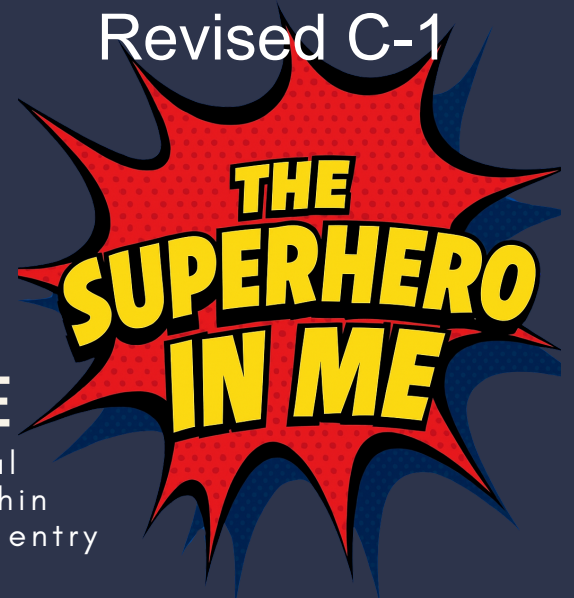
Abstain: 0

Absent: 2

The meeting adjourned at 8:03 p.m.



Revised C-1



COMMUNITY ADVISORY COMMITTEE PRESENTS:

ART & WRITING SHOWCASE

This showcase is open to students receiving special education services from participating districts within the West End SELPA. Each student may submit one entry that explores the theme "The Superhero in Me."

We encourage students to express their inner strength and highlight the qualities that make them unique, brave, and kind. This theme invites students to create art that celebrates courage, compassion, perseverance, and the everyday heroes we all can be. It's about discovering the power within ourselves to make a difference, because everyone has a superhero inside!

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)

SUBMISSION DEADLINE: MARCH 13, 2026



Award Ceremony
Thursday, April 16, 2026



5PM-7PM



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

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.vivareweselpa.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 SD, Central SD, Cucamonga SD, Mountain View SD, 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, 2026, and ending June 30, 2028. 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.

APPENDIX C

COMMUNITY ADVISORY COMMITTEE BYLAWS

APPENDIX C COMMUNITY ADVISORY COMMITTEE BYLAWS ORGANIZATION OF CONSTITUTION AND BYLAWS FOR COMMUNITY ADVISORY COMMITTEE

Article 1 NAME AND LOCATION

- Section 1.1 The name of this organization of volunteers shall be the Community Advisory Committee (CAC) for the West End Special Education Local Plan Area (WESELPA)
- Section 1.2 The location shall be within the West End Special Education Local Plan Area (WESELPA)
- Section 1.3 The area served includes the following local education agencies (LEAs): Alta Loma, Central, Chaffey Joint Union High School, Chino Valley Unified, Cucamonga, Etiwanda, Mountain View Mt. Baldy, Upland Unified, and San Bernardino County Superintendent of Schools (SBCSS) West End Student Services.

Article II PURPOSE

- Section 2.1 The purpose of this committee is to:
- Section 2.1.1 Advise the West End SELPA regarding the development, amendment and review of the SELPA Local Plan.
- Section 2.1.2 Recommend annual priorities to be addressed under the local plan.
- Section 2.1.3 Assist in parent/guardian education and recruiting parents and other volunteers who may contribute to the implementation of the plan.
- Section 2.1.4 Encourage community involvement in the development and review of the local plan.
- Section 2.1.5 Support activities on behalf of individuals with exceptional needs.
- Section 2.1.6 Assist in parent/guardian awareness of the importance of regular school attendance.

Article III GOAL AND OBJECTIVES

Section 3.1 Goal

The broad goal of the CAC is to involve interested parents/guardians, students, teachers, community members and education specialists in advising and providing input to the WESELPA and District Boards and their administrative and professional staff of students with exceptional needs, to assist the administration in furthering and improving the functioning of the Special Education Local Plan Area, and to support local and regional activities organized on behalf of students receiving special education services.

Section 3.2 Objectives

Section 3.2.1 To promote communication between parents/guardians of individuals with exceptional needs and school district administrators and professional staff to obtain support for improved educational opportunities for individuals with exceptional needs. Parents with individual concerns, needs, or issues relating to their child shall be encouraged to contact the District's Director of Special Education.

Section 3.2.2 To maintain, communication among local, county, state legislative and administrative personnel to inform them of new developments in special education and to share the perspective of students with exceptional needs within the WESELPA.

Section 3.2.3 To encourage attendance and recruitment for the CAC and obtain community support for improved educational opportunities for all students with exceptional needs.

Section 3.2.4 To conduct informative presentations. Parents and/or guardians as well as professional staff are invited to attend all CAC presentations and scheduled meetings held by the CAC. All interested community members are also welcome to attend. The CAC will solicit input from parents of children with disabilities in determining topics for CAC presentations.

Section 3.2.5 To disseminate information and access to resources, directors will be provided with brochures and presentation flyers for distribution and will promote the sharing of CAC information on member websites so that parents are informed of the CAC yearly activities.

Section 3.2.6 To facilitate receiving the Local Plan for special education. At least 30 days prior to the Superintendents' Council's final review, the CAC will provide recommendations and advisement prior to submission, both for initial plan development and subsequent revisions of the Local Plan. Once approved by the Superintendents' Council, the Chairperson will sign the Local Plan as specified in Education Code.

Section 3.2.7 To connect community members and educational leadership, district representatives serve as a liaison between the community, Superintendents' Council and their local Board of Education. As needed, representatives also attend district Board meetings to give input on CAC goals- and gather information regarding district school board actions and report these matters at CAC meetings.

Section 3.2.8 To provide a forum where needs can be assessed, issues can be raised, suggestions for change and/or improvements can be discussed and recommendations for action can be

made with respect to planning and provision of special education programs and services identified in the Local Plan to the West End SELPA governance committees.

Section 3.2.9 To arrange for a parent/guardian representative to participate on the development team for the Local Plan review.

Section 3.2.10 To participate in parent training offered by their district and the SELPA.

Article IV MEMBERSHIP

Section 4.1 Composition

The Community Advisory Committee shall be composed of one designated parent representative and one alternate from each district participating in the West End SELPA, three teachers or other district staff members, one community agency representative, and one student representative

At least the majority of the members shall be parents of students enrolled in schools participating in the Local Plan, and at least a majority of those parents shall be parents of students with exceptional needs. The selection process is determined by each district as approved by its Governing Board.

Section 4.2 Appointment

Membership shall include the following:

Section 4.2.1 The West End SELPA Administrator as an ex officio non-voting member who may not serve as an officer.

Section 4.2.2 Parent Participants: Each district shall appoint one parent of a student residing and enrolled in the school district or district-offered school program. In addition, the district may appoint an alternate member who votes in the absence of the designated member. In cases where the district is unable to obtain a parent representative they may appoint an individual, residing in or employed by the school district, concerned with the interests of students with exceptional needs, as long as this does not adversely affect the requirement for the majority of members of the CAC to be parents of students enrolled in schools within the West End SELPA. District representatives shall be approved by their respective School Boards of Education.

Section 4.2.3 Representatives of private or public community agencies providing services to individuals with exceptional needs, may apply to the Executive Committee. The Executive Committee shall recommend one representative agency for consideration of approval by the Superintendents' Council. This position may be filled by a member and an alternate. When the member and alternate are both present; the member votes.
Agencies considered for representation to the CAC may be, but are not limited to Family Resource Center, Inland Regional Center, Head Start Program, Early Start Program, County Mental Health, California Children's Services, and the California Department of Rehabilitation.

Section 4.2.4 Districts may nominate teachers or other District staff, who shall be reviewed by the West

End SELPA Advisory Committee. The SELPA Advisory Committee may recommend up to three school staff representatives for approval by the Superintendents' Council.

- Section 4.2.5 Each Unified or High School District may nominate one student with exceptional needs residing and enrolled in the district. Student nominees shall be reviewed by the CAC and the selected student representative shall be recommended for approval by the Superintendent's Council.
- Section 4.2.6 Board of Education members from the nine participating districts within the West End SELPA may serve as ex officio non-voting members who may not serve as an officer.
- Section 4.3 Term
The term of office shall be for two years with half the members approved every year. The term of membership begins July 1 and ends June 30 of the designated odd/even year.
- Section 4.3.1 Chaffey JUHSD, Chino Valley USD, Etiwanda School District, and Upland Unified School District shall appoint parent representatives in odd numbered years. Alta Loma School District, Central School District, Cucamonga School District, Mountain View School District, Mt. Baldy School District shall appoint parent representatives in even numbered years.
- Section 4.3.2 One agency representative, two teacher representatives will be appointed in even numbered years. Teacher and one student representative will be appointed in odd numbered years.
- Section 4.3.3 Voting Members shall cast one vote on issues, give input, hold office, and serve on standing and special committees. The alternate to any position has a vote when the designated voting member is absent. Members must be present to vote. Members shall not use information readily available to CAC members for personal gain, but shall make every effort to put community-wide issues ahead of personal issues, or that of any one organization or agency.

Article V MEETINGS AND PROCEDURES

- Section 5.1 Meetings
The Committee shall meet as frequently as deemed necessary, but hold no fewer than five business meetings and two presentations each year.
- Section 5.1.1 All meetings subject to the Ralph M. Brown Act shall have 72 hours' prior public notice and be open to the public
- Section 5.1.2 Unless the Committee decides otherwise, all meetings shall be held at the West End Educational Service Center.
- Section 5.1.3 All members shall receive written or personal notification at least five working days in advance of all regular Committee meetings
- Section 5.1.4 The last regular meeting before the end of the fiscal school year of the Responsible Local Agency shall be designated the annual meeting

- Section 5.1.5 A quorum shall consist of 50% of the appointed voting members.
- Section 5.1.6 The Chairperson shall not commit the Committee or its members to any action without a vote of the Committee. Any member may call for a roll call or ballot vote by motion, if seconded.
- Section 5.1.7 Emergency meetings may be called provided each Committee member is personally contacted at least twenty-four (24) hours in advance.
- Section 5.2 Procedures
Every act or decision done or made by a majority of the members present at a meeting at which a quorum is present is the act of the Committee unless the Bylaws require a greater number.
- Section 5.2.1 Committee officers shall be elected at the annual meeting of the Committee.
- Section 5.2.2 Any member may resign or make a request for a leave of absence by filing a written request to the CAC Chairperson for approval of the body.
- Section 5.2.3 Any vacancy on the Committee shall be filled for the remainder of the unexpired term by process outlined in Article IV.
- Section 5.2.4 Any member who misses three consecutive regular meetings in the year without due cause, as determined by the Committee members, may be recommended for replacement to their local governing board. Excused absences are accepted when a member has notified an Executive Committee member of a valid reason for the absence.
- Section 5.2.5 In the event a member misrepresents the CAC goals and objectives, or procedures as outlined in Article III and VI of the body's bylaws, the CAC Executive Committee may recommend replacement of the member to the local governing board.
- Section 5.2.6 There shall be a portion of the meeting designated for Public Comment providing for input from the community at large. The opportunity for community input will be limited to three (3) minutes for each speaker for items not on the agenda, and three (3) minutes for each speaker for items on the agenda with a maximum of nine (9) minutes per speaker and twenty (20) minutes total for each agenda item, unless recognized by the Chairperson to exceed the time limit.
- Section 5.2.7 No letters or personally presented statements of concerns against individuals will be acted on by the West End SELPA CAC.
- Section 5.2.8 All CAC members will encourage a positive atmosphere during any CAC meeting or event. West End SELPA CAC members will conduct themselves in a professional manner that encourages respectful dialogue between all persons present.
- Section 5.2.9 All regular and special meetings of the West End SELPA CAC shall be conducted in accordance with *Robert's Rules of Order Newly Revised*, or in accordance with an

appropriate adaptation thereof

Article VI OFFICERS

Section 6.1 Composition

There shall be the following officers: Chairperson, Chairperson Elect, Parliamentarian, Secretary, and Immediate Past Chairperson. Whenever possible, a majority of officers will be parents/guardians of students with disabilities residing and enrolled within the local plan area. Officers must be members in good standing.

Section 6.2 Nomination

Nomination for officers will be taken from the floor at the annual meeting. Officers will assume office as of July 1 of that year. Nominees must state a willingness to serve before elected. In the event no nominations are submitted for a position, the Chairperson may appoint a person to the position or extend the current officer for an additional term.

Section 6.3 Terms of Office

The term of office shall be two years. No person shall serve more than three consecutive terms in one office with the exception of the Chairperson who may serve four consecutive terms. In the event of a vacancy for any reason, the office shall be filled by majority vote of the quorum present at the next meeting following the vacancy.

Section 6.4 The major duties of the officers are as follows:

Chairperson - Preside at all Committee meetings. Appoint convener Chairperson of the committees. Serve, or appoint a designee, as CAC spokesperson to the school districts and Superintendents' Council Meetings. Serve as a non-voting ex officio member of all CAC committees. In collaboration with the SELPA Administrator, develops the agenda for the CAC meeting, prepare reports as needed or requested, direct the planning of parent educational presentations oversee and approve, before dissemination, all correspondence written on behalf of CAC, such as but not limited to: letters, reports, publication of articles in the West End SELPA newsletter and the CAC pamphlet. Sign off on Local Plan Reviews.

Chairperson Elect – Assist the Chairperson in his/her absence and in the event the Chairperson is unable to continue to serve, assume that position. Preside at meetings in the Chairpersons' absence. Serve on the Executive Committee and any subcommittees as appointed to do so. Serve as Chairperson in next term, if the current chair is not continuing for an additional term.

Parliamentarian - Assist the Chairperson in keeping the meeting focused on the agenda and to follow parliamentary procedures and those required by the Ralph M. Brown Act.

Secretary - Record attendance and minutes of all Committee meetings. Advise Chairperson and SELPA Administrator of the membership status of each member. Keep a membership list that includes dates of appointment and end of term. Maintain subcommittee membership list and subcommittee reports. Receive and transmit Committee correspondence and materials designated by the members, including public

notification and notification to members prior to the meetings. The Secretary may designate these tasks to West End SELPA staff.

Immediate Past Chair Person - The Chairperson becomes the Immediate Past President, following his/her term as Chairperson and is a member of the Executive Committee, provided he/she continues as a CAC member for an additional term. The Immediate Past President's role is primarily limited to performing such duties and provides such advice as is requested by the current Chairperson.

Article VII

COMMITTEES AND STRUCTURE

- Section 7.1 There shall be three types of committees: Standing committees, ad hoc committees, and an executive committee
- Section 7.1.1 The authority and duties of the Committees shall be delegated by the Community Advisory Committee Chairperson.
- Section 7.1.2 Each subcommittee shall have a minimum membership of three subcommittee members appointed by the chairperson. A quorum shall consist of a majority of the committee members.
- Section 7.1.3 The Chairperson shall appoint the convener of standing and ad hoc committees as well as standing and ad hoc committee chairpersons.
- Section 7.1.4 Business shall be conducted in accordance with *Robert's Rules of Order Newly Revised*.
- Section 7.1.5 Committees shall not take action without a meeting.
- Section 7.1.6 Committee members shall receive written or personal notification of all meetings at least five working days prior to the meeting.
- Section 7.1.7 Committees may be created or inactivated as deemed necessary by a majority of the members of the Community Advisory Committee.
- Section 7.2 The CAC shall have the following standing committees: The Public Information and Membership Committee, the Parent and Community Education Committee, the Local Plan Review Committee, the Legislative Committee, the Art and Writing Showcase Committee, and the Executive Committee.
- Section 7.2.1 Executive Committee – The Executive Committee shall be comprised of the Chairperson, Chairperson Elect, Parliamentarian, Secretary and Immediate Past Chairperson. Each member shall have one vote. A majority of members of the Executive Committee must be present to constitute a quorum. A majority vote shall be required for any motion to be approved by the Executive Committee. The Executive Committee can call an emergency meeting of the CAC in accordance with the CAC Bylaws. The Executive Committee will participate in annual goal setting each year.

- Section 7.2.2 Public Information and Membership Committee – Members will provide information about the CAC to interested persons in the local community. The committee will work collaboratively with the CAC Secretary regarding membership vacancies, member term of office, and ensure that the membership stays in accordance with the CAC Bylaws and the California Education Code.
- Section 7.2.3 Parent and Community Education Committee – The Parent and Community Education Committee will assist in educating students, parents, school staff, and the community about individuals with exceptional needs through media outreach, newsletter articles, and organized educational presentations. The committee will coordinate with the SELPA to plan and deliver training topics and/or presenters for the full CAC. Members will assist and participate, when appropriate and available, with in-service activities, parent education, and any CAC training.
- Section 7.2.4 Local Plan Review and Legislative Committee – The Local Plan Review and Legislative Committee will read and review the Local Plan, assist in the development of the plan and provide recommendations for changes and/or improvements in programs for students with disabilities, in accordance with the California Education Code. It will encourage involvement and comments from the community regarding the programs, services, and the Local Plan. It will submit a written report and/or send a representative as needed, to the West End SELPA Advisory Committee and Superintendents' Council. The committee chair will participate in legislative activities with the SELPA Administrator and will keep CAC members and the community informed regarding pertinent legislation.
- Section 7.2.5 Art and Writing Showcase Committee – The committee members will assist in the planning, organizing, and promotion of this event. They will be the curator and highlight the selection of talent and facilitate the participation of students presenting and performing at the ceremony

ROLE OF WESELPA ADMINISTRATOR

- Section 8.1 The West End Special Education Local Plan Area (WESELPA) Administrator shall serve as a liaison to the CAC and will assist with the operation and implementation of the CAC activities and serve as an ex-officio non-voting member of the Executive Committee of the CAC.
- Section 8.2 SELPA Administrator Duties and Responsibilities include, but are not limited to, collaborating with the CAC to accomplish the following objectives:
- Section 8.3 Develop an organized program of publicity and public information, such as assisting with articles in the WESELPA newsletters.
- Section 8.4 Develop a forum where parents, guardians, or community members can express needs and/or concerns regarding their children's educational progress.
- Section 8.5 Develop an understanding of the WESELPA and CAC in the community.

- Section 8.6 Inform local, county, and state legislators of the needs of students receiving special education services
- Section 8.7 Inform CAC members of federal and state laws and regulations governing special education.
- Section 8.8 Inform CAC members of activities occurring within the WESELPA and make available for review a copy of minutes of the most recent Superintendents' Council meeting.
- Section 8.9 Provide an annual report of CAC activities to be distributed to the WESELPA Governance groups and members of CAC.
- Section 8.10 Provide information concerning in-service training

Article IX EFFECTIVE DATE OF BYLAWS

- Section 9.1 CAC Bylaws shall conform to the California Education Code, Part 30, Chapter 2, Article 7: Community Advisory Committee as well as the West End SELPA Local Plan.
- Section 9.2 These amendments to the Bylaws Amendments thereto shall become effective immediately upon approval by the West End SELPA Superintendents' Council.
- Section 9.3 Changes to the bylaws may be proposed by the Community Advisory Council for approval by the Superintendents Council. All changes shall require a two-thirds vote by all Committee members present at a regularly scheduled CAC business meeting.