

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

**COMMUNITY ADVISORY COMMITTEE  
AGENDA**

**April 9, 2024**

**5:30 p.m.**

**OPENING**

**A. Welcome and Reports**

1. Introductions and Welcome
2. Approval of Agenda for April 9, 2024

**Facilitator**

- Stephanie Varnon-Hughes
- \* Stephanie Varnon-Hughes

- |   |        |      |
|---|--------|------|
| Motion  | Second | Vote |
| 3. Approval of CAC Minutes for February 6, 2024 |        |      |

- \* Stephanie Varnon-Hughes

- |   |        |      |
|---|--------|------|
| Motion  | Second | Vote |
| 4. Approval of CAC Minutes for November 7, 2023 |        |      |

- \* Stephanie Varnon-Hughes

- |                                |        |      |
|--------------------------------|--------|------|
| Motion                         | Second | Vote |
| 5. Review Members Attendance   |        |      |
| 6. SELPA Administrators Report |        |      |
| 7. District Reports            |        |      |

- \* 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 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 agendized public hearing. All public comments will be heard during the agendized public comment section B.

**DISCUSSION ITEMS**

**C. Discussion Items**

1. Fiscal Notifications

\*\* Tim Chatkoo

- a. 2024-25 Regional Program Fee-for-Service Rates
- b. 2024-25 Preliminary AB602 Funding Model
- c. 2024-25 Preliminary Mental Health Distributions
- 2. 2024-25 Proposed Meeting Schedule \* Ricky Alyassi
- 3. District CAC Appointments: Alta Loma, Central, Cucamonga, Mtn. View, and Mt. Baldy (even year) \* Ricky Alyassi
- 4. Annual Art & Writing Showcase Update - Ricky Alyassi
- 5. Local Plan \*\* Ricky Alyassi/  
Tim Chatkoo
  - a. Section B- Governance and Administration
  - b. Section D – Annual Budget Plan  
(Supporting documents attached)
  - c. Section E – Annual Service Plan

**FUTURE AGENDA ITEMS/ADJOURNMENT**

- D. Future Agenda Items - Stephanie Varnon-Hughes
- E. 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](http://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  
 February 06, 2024

<u>District</u>	<u>Present</u>	<u>Absent</u>
Alta Loma		Gina Baker
Central	Freddy Cortez	
Chaffey Joint Union	Joanne Muehlich	
Chino Valley Unified	Brandy Gambino	
Cucamonga		Isabelle Acevedo
Etiwanda		Brian Stanley
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-Elect, Brandy Gambino called the meeting to order at 5:42 p.m. A quorum was not present; therefore, no motions were made or voted upon.

**A. ADMINISTRATIVE ITEMS**

1. Introductions and Welcome  
 Introductions and welcome to all CAC committee members.
2. Acceptance of Agenda for February 06, 2024  
 A quorum was not present, no motion was made or voted upon.
3. Acceptance of CAC Meeting Minutes for November 07, 2023  
 A quorum was not present, no motion was made or voted upon. CAC meeting minutes for November 07, 2023, will be brought forward to the April 09, 2024 meeting.
4. Review of Member's Attendance  
 The chairperson reviewed members in attendance and recorded by the administrative assistant. No questions or comments from committee members.
5. SELPA Administrator's Report  
 The SELPA Chief Administrative Officer shared the program highlight video for the Cucamonga School District. Chino parent representative asked how districts could implement coding and technology classes at schools. The Chief Administrative Officer addressed the inquiry. No additional comments or comments were provided.
6. District/Agency Reports

Central: Parent representative shared a new principal was appointed at Ruth Muster Elementary School.

Chaffey parent representative shared Alta High School offered special sessions for students on IEPs, facilitated by Chaffey College representatives, to assist with college registration. Additionally, Alta Loma High School has launched a Purposeful Parent Program, providing weekly guidance to help parents interact more effectively with their teens and strengthen their relationships.

Chino Valley parent representative shared that the West End SELPA Parent Outreach Representative's presentation was informative and well received. Additionally, a new principal has been assigned to Oakridge Elementary. Lastly, parent representatives continue to promote the Art & Writing Showcase.

**B. PUBLIC COMMENTS:**

None.

**C. DISCUSSION ITEMS**

1. Annual Art & Writing Showcase Update

The Chief Administrative Officer announced the new date for CAC Annual Art & Writing Showcase ceremony. The Program Manager provided an update on the promotional efforts for the showcase, including a list of donors and special guests expected to attend. No questions or comments from committee members.

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

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

3. The Art of Communication

The Parent Outreach Representative presented the Art of Communication. No questions or comments from committee members.

4. Local Plan Update

SELPA Chief Administrative Officer provided a Local Plan update. He shared an updated and revised plan will be submitted to the CDE. No questions or comments from committee members.

**D. Future Agenda Items:**

None

**E. Adjournment**

Meeting adjourned. 6:50 p.m.

West End SELPA  
**Community Advisory Committee**  
 Meeting Minutes  
 November 07, 2023

<u>District</u>	<u>Present</u>	<u>Absent</u>
Alta Loma		Gina Baker
Central	Freddy Cortez	
Chaffey Joint Union	Joanne Muehlich	
Chino Valley Unified	Brandy Gambino	
Cucamonga		Isabelle Acevedo
Etiwanda		Brian Stanley
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 5:32 p.m.

**A. ADMINISTRATIVE ITEMS**

**1. Introductions and Welcome**

Introductions and welcome to all CAC committee members.

**2. Acceptance of Agenda for November 07, 2023**

Motion made by Freddy Cortez to accept the Community Advisory meeting agenda as presented, seconded by Freddy Cortez, motion carried on a 4-0-0-4 vote.

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

**Nays:** 0

**Abstain:** 0

**Absent:** 4

The November 07, 2023 CAC meeting agenda was accepted as presented. No questions or comments from committee members.

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

Motion made by Freddy Cortez to accept the CAC meeting minutes as presented, seconded by Brandy Gambino, motion carried on a 4-0-0-4 vote.

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

**Nays:** 0

**Abstain:** 0

**Absent:** 4

The CAC meeting minutes for September 05, 2023 were accepted as presented. No questions or comments from committee members.

4. Review of Member's Attendance

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

5. SELPA Administrator's Report

The SELPA Chief Administrative Officer presented a video on Crisis Prevention Institute (CPI) training conducted by the West End SELPA, certifying 500 employees since 2020. The training provides de-escalation strategies for diverse district members, including special education staff, principals, administrators, superintendents, proctors, and on-campus supervisors.

6. District/Agency Reports

Central parent representative shared information about a training session for parents which will be discussed at the upcoming school board meeting. The training will focus on special education and communication.

Chaffey: No report provided.

Chino Valley parent representative shared information on their parent engagement center and will receive additional information from the director.

Upland Unified parent representative shared on the new SPACE (Special Education Advisory for Creating Excellence) committee, tailored for Upland parents to receive support through resources and guidance in special education. Additionally, a workshop on IEPs is planned, featuring individual workstations to offer guidance on the IEP process.

**B. PUBLIC COMMENTS:**

None.

**C. DISCUSSION ITEMS**

1. West End CAC Art & Writing Flyer – Reach for the Stars

The Chief Administrative Officer shared the CAC Annual Art & Writing flyer. No questions or comments from committee members.

2. 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 from committee members.

3. In-House Counsel Quarterly Report

In-House Counsel presented the In-House Counsel Quarterly Report (Q1) and shared the July-September 2023 district utilization and legal services. No questions were provided by committee members.

**D. Business Action Items:**

1. 2023-24 CAC Revised Meeting Schedule

Motion made by Joanne Muehlich to accept the 2023-24 CAC Revised Meeting Schedule as presented, seconded by Brandy Gambino, motion carried on a 4-0-0-4 vote.

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

**Nays:** 0

**Abstain:** 0

**Absent:** 4

No questions or comments from committee members.

**E. Future Agenda Items:**

The following agenda items will be added to the next business meeting: Parent Outreach Representative

**F. Adjournment**

Motion made by Brandy Gambino to adjourn the November 7, 2023 Community Advisory Committee meeting, seconded by Freddy Cortez, motion carried on a 4-0-0-4 vote.

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

**Nays:** 0

**Abstain:** 0

**Absent:** 4

Meeting adjourned at 6:34 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
Alta Loma	Gina Barker	Aubry Kabia	Parent	Parliamentarian	2022	2024	Even	ALTP	[Green Cell]	EA	A	[Green Cell]		[Yellow Cell]
Central	Freddy Cortez		Parent		2022	2024	Even	P		P	P			
Chaffey Joint	Jeanette Miura	Joanne Muchlich	Parent		2022	2023	Odd	ALTP		ALTP	ALTP			
Chino Valley	Brandy Gambino		Parent		2023	2025	Odd	P		P	P			
Cucamonga	Isabelle Acevedo		Parent		2022	2024	Even	A		A	A			
Etiwanda	Brian Stanley		Parent		2023	2025	Odd	A		A	A			
Mt. Baldy	Amanda Ramirez		Parent	Secretary	2022	2024	Even	A		A	A			
Mountain View	Vacant		Parent			2024	Even							
Upland	Stephanie Varnon-Hughes	Tracy Anderson	Parent	Chair-Person	2023	2025	Odd	P		P	EA			
Agency	Anthony Duenz		Agency Rep.			2023	Odd	A		A	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>								<b>Legend</b>						
								CAC Business Meetings						
								Presentations						
								Art & Writing Showcase						
								Meeting not held no quorum						
Presentation not held														
<p><b>A = Absent ALT-P =Alternate Present EA = Excused Absence P = Present S = Start/Appointed W = Withdraw from Committee V = Voted Dismissed (absences)</b></p> <p><b>* Present for Presentation/Judging only</b></p>														



# WEST END SELPA COMMUNITY ADVISORY COMMITTEE

## PROPOSED MEETING SCHEDULE 2024-25

DATE	TIME	MEETING TYPE
Tuesday, September 03, 2024	5:30 pm	Business Meeting
Tuesday, October 08, 2024	5:30 pm	Presentation (TBD)
Tuesday, November 05, 2024	5:30 pm	Business Meeting
Tuesday, February 11, 2025	5:30 pm	Business Meeting
Tuesday, March 04, 2025	5:30 pm	Presentation (TBD)
Tuesday, April 08, 2025	5:30 pm	Business Meeting
TBD	6:30 pm	Annual Art & Writing Showcase
Tuesday, May 06, 2025	5:30 pm	Business Meeting

MEETING LOCATION: WEST END EDUCATION SERVICE CENTER: 8265 ASPEN AVE.,  
RANCHO CUCAMONGA, CA 91730

ANNUAL ART & WRITING SHOWCASE LOCATION: TBD

## 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.