

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

**COMMUNITY ADVISORY COMMITTEE
AGENDA**

May 07, 2024

5:30 p.m.

OPENING

A. Welcome and Reports

Facilitator

- | | | | | |
|--|---------------------------|--------|------|--|
| 1. Introductions and Welcome | - Stephanie Varnon-Hughes | | | |
| 2. Approval of Agenda for May 07, 2024 | * Stephanie Varnon-Hughes | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-top: 1px solid black; text-align: center;">Motion</td> <td style="width: 33%; border-top: 1px solid black; text-align: center;">Second</td> <td style="width: 33%; border-top: 1px solid black; text-align: center;">Vote</td> </tr> </table> | Motion | Second | Vote | |
| Motion | Second | Vote | | |
| 3. Approval of CAC Minutes for April 09, 2024 | * Stephanie Varnon-Hughes | | | |
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| Motion | Second | Vote | | |
| 4. Approval of CAC Minutes for February 6, 2024 | * Stephanie Varnon-Hughes | | | |
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| Motion | Second | Vote | | |
| 5. Approval of CAC Minutes for November 7, 2023 | * Stephanie Varnon-Hughes | | | |
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| Motion | Second | Vote | | |
| 6. Review Members Attendance | * Stephanie Varnon-Hughes | | | |
| 7. SELPA Administrators Report | - Ricky Alyassi | | | |
| 8. District Reports | - 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 Notification * Tim Chatkoo
 - a. 2024-25 SELPA Administrative Budgets
- 2. Community Advisory Committee Annual Review * Ricky Alyassi
- 3. District CAC Appointments: Alta Loma, Central, Cucamonga, Mountain View, and Mt. Baldy (even year) * Ricky Alyassi
- 4. CAC Officer Nominations * Ricky Alyassi
- 5. WESELPA Agreement for Legal Services * Ricky Alyassi
- 6. WESELPA CAC 2024-25 Presentation Suggestions - Stephanie Varnon-Hughes
 - a. October 8, 2024 (TBD)
 - b. March 4, 2024 (TBD)
 - c. Annual Art & Writing Theme (TBD)

BUSINESS ACTION ITEMS

D. Business Action Items

- 1. 2024-25 CAC Meeting Schedule * Stephanie Varnon-Hughes
- | | | |
|--------|--------|------|
| Motion | Second | Vote |
|--------|--------|------|
- 2. CAC Officer Chairperson - Stephanie Varnon-Hughes
- | | | |
|--------|--------|------|
| Motion | Second | Vote |
|--------|--------|------|
- 3. CAC Officer Chairperson-Elect - Stephanie Varnon-Hughes
- | | | |
|--------|--------|------|
| Motion | Second | Vote |
|--------|--------|------|
- 4. CAC Officer Secretary - Stephanie Varnon-Hughes
- | | | |
|--------|--------|------|
| Motion | Second | Vote |
|--------|--------|------|
- 5. CAC Parliamentarian - Stephanie Varnon-Hughes
- | | | |
|--------|--------|------|
| Motion | Second | Vote |
|--------|--------|------|
- 6. 2024-25 Presentation & Art & Writing Themes - Stephanie Varnon-Hughes
- | | | |
|--------|--------|------|
| Motion | Second | Vote |
|--------|--------|------|

FUTURE AGENDA ITEMS/ADJOURNMENT

- E. Future Agenda Items - Stephanie Varnon-Hughes
- F. Adjournment - Stephanie Varnon-Hughes

Motion	Second	Vote
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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
 April 09, 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, Tim Chatkoo	

CALLED TO ORDER:

Chairperson, Stephanie Varnon-Hughes called the meeting to order at 5:41 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 February 06, 2024
 A quorum was not present, no motion was made or voted upon. CAC meeting minutes for February 06, 2024, will be brought forward to the May 07, 2024 meeting.
4. 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 May 07, 2024 meeting.
5. Review of Member’s Attendance
 The chairperson reviewed members in attendance and recorded by the administrative assistant. No questions or comments from committee members.
6. SELPA Administrator’s Report
 The SELPA Chief Administrative Officer shared the program highlight video for the West End SELPA Transition Program. The chairperson commented on the positive experience they

had attending the Life After High School event provided by the West End SELPA – Vocational Department. No additional questions or comments from committee members.

7. District/Agency Reports

Central: No district report provided. The parent representative shared an update regarding the status of their child with the West End SELPA Parent Outreach Representative.

Upland: The parent representative updated on the newly formed S.P.A.C.E. committee. An event for all district families occurred in January, and another is scheduled for April 30th, focusing on transition planning. This upcoming event will provide parents and families with an opportunity to learn and ask questions.

B. PUBLIC COMMENTS:

None.

C. DISCUSSION ITEMS

1. Fiscal Notifications

Fiscal notifications were provided at the time of the meeting. The Fiscal Consultant provided a thorough overview of a. 2024/25 Regional Provider Program Fee-for-Service Rates b. 2024/25 Preliminary AB602 Funding Model and c. 2024/25 Preliminary Mental Health Funding Model. The Central parent representative sought clarification regarding the negative cost projected in the Central School District’s preliminary AB602 funding model for 2024/25. The fiscal consultant provided clarification on the inquiry. No additional questions or comments from committee members.

2. 2024-25 Proposed Meeting Schedule

Chief Administrative Officer presented the 2024-25 proposed meeting schedule. No questions or comments from committee members.

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

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

4. Art & Writing Showcase Update

The Chief Administrative Officer provided an update on the upcoming Annual Art & Writing Showcase. No questions from committee members.

5. Local Plan

The Chief Administrative Officer presented an overview of the 2024-25 Local Plan – 1st Read – Section A – Governance and Administration. A thorough review of the local plan was completed with the In-house Counsel. The Chief Administrative Officer highlighted revisions made to the local plan including the CAC selection process, Charter School Policy, and staffing including the added in-house counsel position and removal of the clinical counsel position. The Fiscal Consultant presented an overview of Section D – Annual Budget Plan

and lastly, the Chief Administrative Officer presented an overview of Section E – Annual Service Plan. No questions or comments from committee members.

D. Future Agenda Items:

None

E. Adjournment

The meeting adjourned at 6:33 p.m.

DRAFT

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		EA	A		EA	
Central	Freddy Cortez		Parent		2022	2024	Even	P		P	P			
Chaffey Joint	Jeanette Miura	Joanne Muehlich	Parent		2022	2023	Odd	ALTP		ALTP	ALTP		EA	
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		P	
Agency	Anthony Duenz		Agency Rep.			2023	Odd	A		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>								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>														

WESELPA Fiscal Transfer/Update Notification May 2024

- a. 24/25 SELPA Administrative Budgets – The preliminary 24/25 SELPA Administrative budgets are summarized below:

	<i>Col A</i>	<i>Col B</i>	<i>Col C</i>	<i>Col D</i>
	PROJ BEGINNING BALANCE	REVENUE	EXPENSE	PROJ ENDING BALANCE
0282 JOINT RISK FUND	590,178	17,353,084	17,543,261	400,001
0284 PRGRM SPCLST/REGIONALIZED SVCS	175,730	1,774,654	1,773,319	177,065
0463 PERSONNEL DEVELOPMENT	-	11,930	11,930	-



- 209 submissions
- 6 class performances
- Over 400 in attendance

CAC -Business Meetings

September 5, 2023

November 07, 2023

February 6, 2024

April 9, 2024

May 07, 2024

CAC-Trainings/Presentations

October 3, 2023

**Alternative Dispute Resolution (ADR) Effective
Communication Strategies**

March 05, 2024

Transition Meetings

CAC Membership

Even Year Renewal

- Alta Loma
- Central
- Cucamonga
- Mountain View
- Mt. Baldy



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, Mountain 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, and contact information for the representative, and a copy of the board approval to Natalie Vivar, Administrative Assistant, West End SELPA.

Community Advisory Committee
Chairperson Nominations
2024-25

CAC Bylaw description for Chairperson

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. Develop 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 is written on behalf of CAC, such as but not limited to: letters, reports, publication of articles in the West End SELPA newsletter and CAC pamphlet. Sign off on Local Plan Reviews.

Nominations for Chairperson:

This position will have a two (2) year term beginning July 1, 2024 and ending June 30, 2026

Community Advisory Committee
Chair-Elect Nominations
2024-25

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 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. Will serve as chair in next term

Nominations for Chair-Elect

This position will have a two (2) year term beginning July 1, 2024 and ending June 30, 2026

Community Advisory Committee
Secretary Nominations
2024-25

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 a 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:

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 meetings. The Secretary may designate these tasks to West End SELPA staff.

Nominations for Secretary

This position will have a two (2) year term beginning July 1, 2024 and ending June 30, 2026

Community Advisory Committee
Parliamentarian Nominations
2024-25

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 a 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:

Parliamentarian - To 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.

Nominations for Parliamentarian

This position will have a two (2) year term beginning July 1, 2024 and ending June 30, 2026.



We Educate • We Care • WESELPA

8265 Aspen Avenue • Rancho Cucamonga, CA 91730-3271

P: 909.476.6131 | F: 909.466.4509

<http://www.weselpa.net>

AGREEMENT FOR LEGAL SERVICES

This Agreement for Legal Services (“Agreement”) is by and between the West End Special Education Local Plan Area (“West End SELPA” or “Client”) and the law firm of [-----] (“Attorney”) (each a “Party” and collectively the “Parties”). Attorney shall provide legal services to Client based on terms and conditions set forth below, effective [DATE]- [DATE].

- I. SCOPE OF SERVICES: Client hires Attorney as its legal representative/counsel on an as-requested basis with respect to matters the Client specifically refers to Attorney. The place and time for such services are to be designated by the Chief Administrative Officer of the West End SELPA or designee.
- II. DUTIES OF PARTIES: When Client refers a matter to Attorney, Attorney shall confirm availability and ability to perform legal services regarding the matter. If Attorney undertakes to provide legal services to represent Client in such matters, Attorney shall keep Client informed of significant developments and respond to Client’s inquiries regarding those matters, and shall abide by the terms of this Agreement. Client understands that Attorney cannot guarantee any particular results, including the costs and expenses of representation. Client will assist Attorney in providing information and documents necessary for representation in the described matter. Client further agrees to be forthcoming with Attorney, to cooperate with Attorney in protecting Client’s interests, to keep Attorney fully informed of developments material to Attorney’s representation of client, to pay Attorney’s bills on-time, and to abide by the terms of this Agreement.
- III. TERMS AND CONDITIONS
 - A. TERM: The term of this Agreement shall be for [] year(s), commencing [DATE], through [DATE], and thereafter shall continue from month to month at the then current hourly rate set forth in the attached rate sheet until modified in writing by mutual agreement or terminated by either party upon 30-days written notice. Parties agree, this Agreement will not take effect until full execution of this Agreement by both Parties.
 - B. BILLING: Client agrees to pay Attorney by the hour for services rendered for all time spent on Client’s matter by Attorneys legal personnel, according to the hourly rates provided on the attached rate schedule. Attorney agrees, Client will be notified with regard to whether legal work shall be provided by partners, associates, paralegals etc.. as described on the attached rate sheet, to ensure Client is aware of rates to be billed for each matter. Attorney shall bill in 0.10 hour increments unless otherwise stated and agreed upon. The time charged will include the time Attorney spends on telephone calls relating to Client’s matter,

including calls with Client and other parties and attorneys. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent. Agreements for legal fees on an other-than-hourly basis may be made by mutual agreement for special projects, including as set forth in future addenda to this Agreement.

- C. **COSTS AND OTHER CHARGES:** Attorney will incur various costs and expenses in performing legal services under this Agreement. Except as otherwise stated, Client agrees to pay for actual and necessary expenses and costs incurred in the course of providing legal services to Client in addition to hourly fees, including but not limited to expert, mediation and arbitration fees. These may also include other fees fixed by law or assessed by public agencies, messenger and other delivery fees, out of office copying/reproduction costs, and travel costs (including mileage charged at the standard IRS rate, parking, transportation, meals and hotel costs, if applicable), and other similar items. Also, to aid in the representation on Client's matter, it may become necessary to hire consultants. Client authorizes Attorney, upon express consent of Client, to retain experts or consultants to perform services, and agrees to pay such fees and charges.
- D. **OTHER NON-LEGAL SERVICES:** Attorney works with professional consultants or may provide consulting services in addition to or in support of the legal services provided pursuant to this agreement. Qualified, non-attorney consultants may provide services, including but not limited to, public relations, educational consulting, leadership mentoring and professional development, financial, budgeting, management auditing, board/superintendent/chancellor relations, administrator evaluation and best practices, and intergovernmental relations. Attorney does not share its legal fees with such consultants. Attorney may offer these services to Client upon request.
- E. **MONTHLY INVOICES:** Attorney shall send Client a statement for fees and costs incurred every calendar month (the "Statement"). Statements shall set forth the amount, rate and description of services provided. Client shall pay Attorney's Statements within thirty (30) calendar days after receipt. An interest charge of one percent (1%) per month shall be assessed on balances that are more than forty-five (45) calendar days past due, not to exceed 10% per annum. Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount. Client agrees to revise the monthly statements promptly upon receipt and to notify Attorney in writing with respect to any disagreement with the monthly statement.
- F. **INDEPENDENT CONTRACTOR.** Attorney is an independent contractor and not an employee of Client.
- G. **DISCHARGE AND WITHDRAWAL.**
1. **Termination by Client:** Client may discharge Attorney at any time, with or without cause, by written notice to Attorney.

2. Termination by Mutual Consent or Attorney: Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate with Attorney in protecting Client's interests, failure to disclose material facts to attorney, or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. Additionally, to the extent allowed by law, Attorney may decline to provide services on new matters or may terminate the Agreement without cause upon written notice to Client if Attorney is not then providing any legal services to Client. Even if this Agreement is not terminated, an attorney-client relationship exists only when Attorney is providing legal services to Client.
3. Following Termination: When Attorney's services conclude, all unpaid charges will immediately become due and payable. Following the conclusion of Attorney's representation, Client will cooperate with Attorney in facilitating the orderly transfer of any outstanding matters to new counsel. Attorney will, upon Client's request, deliver to Client the Client file(s) and property in Attorney's possession, whether or not Client has paid for all services.

H. **COMMUNICATIONS BETWEEN ATTORNEY AND CLIENT.** The Parties recognize that all legal advice provided by Attorney is protected by the Attorney-Client and Work Product Privileges. In addition to regular telephone, mail and other common business communication methods, Client hereby authorizes Attorney to use facsimile transmissions, cellular telephone calls and text, unencrypted email, and other electronic transmissions in communicating with Client. Unless otherwise instructed by Client, any such communications may include confidential information. By entering into this Agreement, Client is consenting to such e-mail transmissions with Client and Client's representatives and agents, as well as to having communications, documents and electronic data pertinent to Client's matter(s) stored through a cloud-based service.

I. **MAINTENANCE OF INSURANCE.** Attorney agrees that, during the term of this Agreement, Attorney shall maintain liability and errors and omissions insurance.

IV. **POTENTIAL AND ACTUAL CONFLICTS OF INTEREST.** If Attorney becomes aware of any potential or actual conflict of interest between Client and one or more other clients represented by Attorney, Attorney will comply with applicable laws and rules of professional conduct.

V. **ENTIRE AGREEMENT.** This Agreement with its attachments contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein.

VI. **MODIFICATION BY SUBSEQUENT AGREEMENT.** This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

VII. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

VIII. MEDIATION CLAUSE. If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

IX. EFFECTIVE DATE. This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND HAVE SO AGREED.

IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

WEST END SPECIAL EDUCATION LOCAL PLAN AREA

Dated _____ By _____

[LAW FIRM]

Dated: _____ By _____



WEST END SELPA COMMUNITY ADVISORY COMMITTEE

D-1

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