

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

**COMMUNITY ADVISORY COMMITTEE  
AGENDA**

**September 3, 2024**

**5:30 p.m.**

**OPENING**

- |  |                    |        |      |  |
|--|--------------------|--------|------|--|
| <b>A. Welcome and Reports</b>  | <b>Facilitator</b> |        |      |  |
| 1. Welcome and Introductions   | - Brandy Gambino   |        |      |  |
| 2. Approval of Agenda for September 3, 2024  | *Brandy Gambino    |        |      |  |
| <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 May 07, 2024  | *Brandy Gambino    |        |      |  |
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| Motion   | Second             | Vote   |      |  |
| 4. SELPA Administrators Report   | - Ricky Alyassi    |        |      |  |
| 5. District Reports  | - 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 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**

- |  |                 |
|--|-----------------|
| <b>C. Discussion Items</b>   |                 |
| 1. Fiscal Notifications  | * Tim Chatkoo   |
| a. 2024-25 Projected AB602 Funding Model   |                 |
| b. 2024-25 Projected Mental Health Funding Model                                     |                 |
| 2. District CAC Appointments: Chaffey, Chino Valley, Etiwanda, and Upland (odd year) | * Ricky Alyassi |
| 3. CAC Officer Nominations: Chairperson-Elect, Secretary,                            | * Ricky Alyassi |

- and Parliamentarian
- 4. Standing Committee Appointments \* Ricky Alyassi
  - 5. WESELPA CAC 2024-25 Presentation Suggestions - Ricky Alyassi
    - a. October 8, 2024
    - b. March 4, 2025
    - c. Annual Art & Writing Theme
  - 6. Review of CAC Bylaws \* Ricky Alyassi

**BUSINESS ACTION ITEMS**

**D. Business Action Items**

- 1. 2024-26 CAC Chairperson-Elect - Brandy Gambino
 

Motion	Second	Vote
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- 2. 2024-26 CAC Secretary - Brandy Gambino
 

Motion	Second	Vote
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- 3. 2024-26 CAC Parliamentarian - Brandy Gambino
 

Motion	Second	Vote
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- 4. 2024-25 West End CAC Presentation Themes - Brandy Gambino
 

Motion	Second	Vote
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- 5. 2024-25 Annual Art & Writing Showcase Theme - Brandy Gambino
 

Motion	Second	Vote
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**FUTURE AGENDA ITEMS/ADJOURNMENT**

- E. Future Agenda Items - Brandy Gambino
  - F. 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](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  
 May 07, 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	Gabriela Hernandez, Mona Jaber	
West End SELPA	Ricky Alyassi, Natalie Vivar, Tim Chatkoo	

**CALLED TO ORDER:**

Chairperson, Stephanie Varnon-Hughes called the meeting to order at 5:40 p.m.

**A. ADMINISTRATIVE ITEMS**

**1. Introductions and Welcome**

Introductions and welcome to all CAC committee members.

**2. Acceptance of Agenda for May 07, 2024**

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

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

**Nays:** 0

**Abstain:** 0

**Absent:** 4

On May 07, 2024, the CAC meeting agenda was accepted as presented. No questions or comments were provided by committee members.

**3. Acceptance of CAC Meeting Minutes for April 09, 2024**

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

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

**Nays:** 0

**Abstain:** 0

**Absent:** 4

On May 07, 2024, the April 09, 2024 CAC meeting minutes were accepted as presented. No questions or comments were provided by committee members.

4. Acceptance of CAC Meeting Minutes for February 06, 2024

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

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

**Nays:** 0

**Abstain:** 0

**Absent:** 4

On May 07, 2024, the February 06, 2024 CAC meeting minutes were accepted as presented. No questions or comments were provided by committee members.

5. Acceptance of CAC Meeting Minutes for November 07, 2023

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

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

**Nays:** 0

**Abstain:** 0

**Absent:** 4

On May 07, 2024, the November 07, 2023 CAC meeting minutes were accepted as presented. No questions or comments were provided by committee members.

6. Review of Member's Attendance

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

7. SELPA Administrator's Report

The SELPA Chief Administrative Officer shared a video of the Art & Writing Showcase, followed by the Central and Upland parent representatives who expressed their positive experiences from the event. The Chief Administrative Officer also provided an update regarding Legislative Sharing Day, during which parent representatives from Upland and Chino Valley shared their positive experiences meeting legislators and having the opportunity to share their personal stories. No questions or comments from committee members.

8. District/Agency Reports

Central: No district report provided.

Chaffey: No district report provided.

Chino Valley: The parent representative reported that several parents have expressed concerns or questions regarding IEPs. She referred these parents to the West End SELPA Parent Outreach Representative for assistance. Additionally, the parent representative shared her personal experience with her child's experiences with the current grading system in her district. There were questions or comments from committee members.

Upland: The parent representative shared the last S.P.A.C.E event on Transition Planning was successful. No additional information was provided. No questions or comments from committee members.

**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 SELPA Administrative Budgets. Fiscal consultant spoke on each of the following areas Joint Risk fund, Program Specialist/regionalized services, and personnel development. No questions or comments from committee members.

2. Community Advisory Committee Annual Review

The Chief Administrative Officer presented an overview of the Community Advisory Committee's Annual Review. 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. CAC Officer Nominations

The Chief Administrative Officer presented the CAC Officer Nominations. Due to expired terms, nominations for the positions of Chairperson-Elect, Secretary, and Parliamentarian will be revisited at the September 2024 meeting. There were no questions or comments from committee members.

5. WESELPA Agreement for Legal Services

The Chief Administrative Officer presented an overview of the WESELPA Agreement for Legal Services. No questions or comments from committee members.

6. WESELPA CAC 2024-25 Presentation Suggestions

The Chairperson and committee members discussed potential topics for the 2024-25 presentations, including "Special Education – A Family Experience," "Parent Experiences Beyond the IEP: Navigating the IEP from a Parent's Perspective," and "From Emotion to Advocacy." For the Art & Writing Showcase, suggested themes include "Better Together," "All Together Now," "Rock and Ready," "What Community Means to Me," "Circle Time," "Unity," "Diversity is a Fact, Inclusion is an Act," "Let's Art Together," "Art is the Heart," and "Together We Create." These suggestions will be revisited at the September 2024 meeting.

**D. Business Action Items**

1. Approval of the 2024-25 CAC Meeting Schedule

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

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

**Nays:** 0

**Abstain:** 0

**Absent:** 4

On May 07, 2024, the 2024-25 CAC meeting scheduled was accepted as presented. No questions or comments from committee members.

2. Approval of the CAC Officer Chairperson Appointment

Motion made by Joanne Muehlich to accept the CAC Officer Chairperson appointment as presented, seconded by Freddy Gambino, motion carried on a 4-0-0-4.

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

**Nays:** 0

**Abstain:** 0

**Absent:** 4

Brandy Gambino was nominated and appointed to serve as the CAC Chairperson for the upcoming two-year term. No questions or comments from committee members.

3. Approval of the CAC Officer Chairperson-Elect

No motion was made for the CAC Officer Chairperson-Elect, and the matter will be brought forward at the September 2024 meeting. There were no questions or comments from committee members.

4. Approval of the CAC Officer Secretary

No motion was made for the CAC Officer Secretary, and the matter will be brought forward at the September 2024 meeting. There were no questions or comments from committee members.

5. Approval of the CAC Parliamentarian

No motion was made for the CAC Officer Parliamentarian, and the matter will be brought forward at the September 2024 meeting. There were no questions or comments from committee members.

**E. Future Agenda Items**

The following agenda items will be added to the next business meeting: CAC presentation themes, CAC Art & Writing Showcase themes, and CAC Officer Nominations for Chairperson-Elect, Secretary, and Parliamentarian.

**F. Adjournment**

Motion made by Freddy Cortez to adjourn the May 07, 2024 CAC meeting, seconded by Joanne Muehlich, motion carried on a 4-0-0-4.

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

**Nays:** 0

**Abstain:** 0

**Absent:** 4

The meeting adjourned at 6:54 p.m.

## WESELPA Fiscal Transfer/Update Notification September 2024

- a. 24/25 Projected AB602 Funding Model – The SELPA-wide apportionment is projected to be \$75,189,888 with district specific estimates summarized below:

District	<b>2024/25 #2 Projected AB602</b>
West End Student Services	30,608,624
Alta Loma	2,981,450
Central	(1,051,519)
Chaffey	9,800,211
Chino Valley	14,382,436
Cucamonga	(184,857)
Etiwanda	11,365,808
Mountain View	(1,019,288)
Mt Baldy	280,675
Upland	5,746,649
SELPA	2,279,699
<b>TOTAL</b>	<b>75,189,888</b>

- b. 24/25 Projected Mental Health Funding Model – Mental Health related expenditures are projected to be \$4,893,186.72 with district specific Mental Health contributions summarized below:

District	Mental Health Contributions
SBCSS	
Alta Loma	314,746.87
Central	240,358.56
Chaffey	1,222,296.76
Chino	1,450,200.33
Cucamonga	132,269.93
Etiwanda	784,355.73
Mountain View	186,800.75
Mt Baldy	3,492.92
Upland	558,664.87
<b>Total</b>	<b>\$ 4,893,186.72</b>

## 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 **Chaffey JUHSD, Chino Valley USD, Etiwanda SD, and Upland USD** school districts shall appoint parent representatives in odd-numbered years to the Community Advisory Committee for a two-year term, beginning July 1, 2025, and ending June 30, 2027. 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  
Chair-Elect Nominations  
2024-26

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

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

Community Advisory Committee  
Secretary Nominations  
2024-26

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

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

**Community Advisory Committee**  
**Parliamentarian Nominations**  
2024-26

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

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

COMMITTEE	2024/25	2023/24
<p><b><u>Art and Writing Contest and Awards Committee-</u></b>                      The Art and Writing Contest and Awards Committee will assist in the planning, organizing, and promotion of this event. It will assist in the solicitation of nominees; assist in judging and the selection of finalists for the Art and Writing Contest and Teacher Awards. It will assist in determining the number of finalists and the number and amount of monetary award(s).</p>		<p>Gina Barker/Brandy Gambino</p>
<p><b><u>Local Plan Review and Legislative Committee-</u></b>                      The Local Plan Review and Legislative Committee will read and review the Local Plan, assist in the development, 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. It will keep CAC members and the community informed regarding pertinent legislation.</p>		<p>Jeannette Muira/Amanda Ramirez</p>
<p><b><u>Parent and Community Education Committee-</u></b>                      The Parent and Community Education Committee will assist in educating students, parents, school staff, and the community about individuals with exceptional needs through newspapers, newsletter articles, organized educational presentations, and so forth. It will encourage parent awareness and assist in referrals and information exchange between various parent support groups, organizations, individuals, agencies, and appropriate school or district staff. It will assist and participate, when appropriate and available, with in-service activities, parent education, and any CAC training.</p>		<p>Freddy Cortez</p>
<p><b><u>Public Information and Membership Committee-</u></b>                      The Public Information and Membership Committee will assist in providing the media with information regarding the CAC and its activities. It will provide or assist in organizing opportunities to provide CAC and WESELPA pamphlets to interested persons in the local community. It will take opportunity, when appropriate; to recruit members that reflect the community the West End SELPA serves. It will stay in contact with the CAC Secretary regarding membership vacancies, members term of office, and ensure that the membership stays in accordance with the CAC Bylaws and the California Education Code.</p>		<p>Brandy Gambino</p>

## 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.