

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

COMMUNITY ADVISORY COMMITTEE
AGENDA

September 9, 2025

5:30 p.m.

OPENING

A. Welcome and Reports

Facilitator

- | | |
|--|------------------|
| 1. Welcome and Introductions | - Brandy Gambino |
| 2. Approval of Agenda for September 9, 2025 | * Brandy Gambino |
| <div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> _____ _____ _____ </div> <div style="display: flex; justify-content: space-around; font-size: small;"> Motion Second Vote </div> | |
| 3. Approval of CAC Minutes for April 08, 2025 | * Brandy Gambino |
| <div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> _____ _____ _____ </div> <div style="display: flex; justify-content: space-around; font-size: small;"> Motion Second Vote </div> | |
| 4. Chief Administrative Officer's 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 agenda. Each agenda item will have a total of 21 minutes for public comment on one agenda item.

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

DISCUSSION ITEMS

C. Discussion Items

- | | |
|--|-------------------|
| 1. Legislative Sharing Day Update | - Roxanne Ramirez |
| 2. Community Advisory Committee Annual Report | * Ricky Alyassi |
| 3. District CAC Appointments: Chaffey, Chino Valley, Etiwanda, and Upland (odd year) | * Ricky Alyassi |
| 4. WESELPA CAC 2025-26 Presentation Suggestions | - Brandy Gambino |
| a. October 7, 2025 (TBD) | |

09/09/2025

- b. March 10, 2025 (TBD)
 - c. Annual Art & Writing Theme (TBD)
- 5. Fiscal Notifications * Tim Chatkoo
 - a. 2025-26 Projected AB602 Funding Model
 - b. 2025-26 Projected Mental Health Funding Model
- 6. District CAC Appointments: Alta Loma, Central, Cucamonga, Mountain View and Mt. Baldy (even year) * Ricky Alyassi
- 7. Standing Committee Appointments * Brandy Gambino
 - a. Art & Writing Showcase Committee
 - b. Local Plan Review & Legislative Committee
 - c. Parent and Community Education Committee
 - d. Public Information and Member Committee
- 8. CAC Bylaws Review * Ricky Alyassi

BUSINESS ACTION ITEMS

D. Business Action Items

- 1. 2025-26 CAC Meeting Schedule *Brandy Gambino
- | | | | |
|--------|--------|------|--|
| Motion | Second | Vote | |
|--------|--------|------|--|
- 2. 2025-26 West End CAC Presentation Themes - Brandy Gambino
- | | | | |
|--------|--------|------|--|
| Motion | Second | Vote | |
|--------|--------|------|--|
- 3. 2025-26 Annual Art & Writing Showcase Theme - Brandy Gambino
- | | | | |
|--------|--------|------|--|
| Motion | Second | Vote | |
|--------|--------|------|--|

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 or you may request an agenda packet by calling (909) 476-6131, 72 hours before the scheduled meeting.

* Handout Included ** Handout to be distributed at the meeting - No Handout

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

West End SELPA
Community Advisory Committee
 Meeting Minutes
 April 08, 2025

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

CALLED TO ORDER:

Chairperson-Elect called meeting to order at 5:41 p.m.

A. ADMINISTRATIVE ITEMS

1. Introductions and Welcome

Introductions and welcome to all CAC committee members.

2. Acceptance of Agenda for April 08, 2025

Motion made by Gina Barker to accept the April 08, 2025 Community Advisory meeting agenda as presented, seconded by Geovanni Valley, motion carried on a 4-0-0-3.

Ayes: Gina Barker, Karen Peters, Roxanne Perez, Geovanni Valley

Nays: 0

Abstain: 0

Absent: 2

3. Acceptance of CAC Meeting Minutes for February 11, 2025

Motion made by Roxanne Ramirez to accept the February 11, 2025, CAC meeting minutes as presented, seconded by Gina Barker, motion carried on a 5-0-0-2.

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

Nays: 0

Abstain: 0

Absent: 2

4. SELPA Administrator's Report

The Chief Administrative Officer shared a highlight video from Day Creek Intermediate showcasing a student's growth through inclusive education. The Etiwanda parent representative expressed appreciation for classrooms where general and special education students learn together and supported continued collaboration. The Alta Loma parent representative highlighted the compassion of general education students, sharing how her son in a mild to moderate program thrives in inclusive electives and benefits socially. She also praised the school's buddy program.

5. District/Agency Reports

Alta Loma: Parent representative shared updates on program changes, including the move of 6th graders to junior high and a shift to a push-in model for RSP services, with SAI continuing for math and ELA. Alta Loma will implement full-day kindergarten, aligning with other SDC sites. The district is also working to expand inclusion and mainstreaming opportunities in line with the California Department of Education expectations.

Central: No report provided.

Etiwanda: Parent representative shared that the district is providing increased behavioral support by sending specialists to schools twice a week, addressing previously identified staff needs. He remains actively involved and noted improvements since last year. He raised concerns about the IEP process, resulting in the creation of a parent-friendly checklist to guide families, which was shared with the committee for potential use in future parent trainings. He emphasized the need to raise awareness of SELPA services and expressed his commitment to supporting Etiwanda families and partnering with SELPA staff to strengthen school-family connections.

Chino Valley: Parent representative shared her experience of initially being unaware of what SELPA was and relying solely on the district for services. She expressed ongoing frustration about her child's reading level and lack of access to reading intervention programs, noting the need for follow-up. Concerns were raised about limited inclusion, especially in kindergarten, and a specific incident where her child was overwhelmed during a 6th grade event due to the absence of an aide. The situation highlighted the need for better support and planning for students with higher needs.

Cucamonga: Parent representative introduced ParentSquare and announced the 3rd Annual Inclusion Fest on May 1st, a community event celebrating all abilities. She highlighted inclusive activities at Los Amigos, such as the Walk for California. As a parent of a child with autism, she raised concerns about disrespectful language toward students with disabilities and recommended memos be sent to classrooms and families to promote respectful conduct. She emphasized the ongoing need for awareness, proposed a town hall to address these issues, and encouraged stronger advocacy.

B. PUBLIC COMMENTS:

Des Alvarez non-agendized public comment requesting all records held by the West End SELPA related to her child. She stated that previous requests made to in-house counsel resulted only in minimal public records and emphasized that she is seeking the SELPA's specific records—not those

from the Etiwanda School District. She noted that she should not have to specify what records she is requesting and believes SELPA should be able to locate them using an associated student ID number. Ms. Alvarez expressed concern about the compensation of the SELPA's legal counsel and alleged that her previous records requests were labeled as burdensome. She questioned why full records have not been provided and stated she needs them to file a FERPA complaint, as her district declined to hold a FERPA meeting. She also claimed the SELPA's attorney played a role in the alleged violation of her rights. Referencing the SELPA's stated mission of partnering with families to remove barriers to education, she shared that withholding the records constitutes a significant barrier. She stated that her child is currently not attending school due to this unresolved issue and requested that the record be removed, or a hearing be granted.

Antoinette Jensen submitted a non-agendized public comment. Ms. Jensen expressed appreciation for the day's discussion and acknowledged her active role as a special education parent and advocate, particularly regarding ELOP. She shared that although she had a positive experience in the Etiwanda School District and was a former employee, she had not been aware of the West End SELPA at the time. She spoke about her son, who was born with a hand anomaly and suffered a stroke at birth and noted that the meeting's discussions resonated with her. Ms. Jensen emphasized the importance of open communication and collaboration but voiced concern over the new three-minute public comment limit, questioning its alignment with the Brown Act. Reflecting on her time in a full inclusion classroom, she noted that staff were not credential. She shared that the district recently responded in writing, stating her claims about student regression were untruthful—an experience she found devastating given her commitment to student safety. Ms. Jensen also raised concerns about compliance, the underpayment of early childhood educators, and the broader treatment of special education families. She expressed frustration that she is often seen only as someone who complains rather than as a mother, wife, and daughter. She stated that the bullying she refers to often comes from administrators and staff, and questioned whether limiting public comment is a way to silence parents. She concluded by directly addressing the Chief Administrative Officer, affirming that student regression is illegal and that what she shared was the truth. Time expired.

Public Comment concluded.

C. DISCUSSION ITEMS

1. Fiscal Notifications

The Fiscal Consultant shared a thorough overview of a. 2025-26 Regional Program Fee-for-Service Rates b. 2025-26 Preliminary AB602 Funding Model c. 2025-26 Mental Health Funding Model d. 2025-26 SELPA Administrative Budgets

2. Supporting Innovative Practices (SIP) Grant

The Chief Administrative Officer provided a thorough overview of the Supporting Innovative Practices (SIP) Grant to committee members.

3. 2025-26 Proposed Meeting Schedule

The Chief Administrative Officer presented the proposed 2025–26 Community Advisory meeting schedule.

4. Local Plan Section D: Annual Budget Plan and Section E: Annual Service Plan

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.

5. District CAC Appointments: Chaffey, Chino Valley, Etiwanda, and Upland (odd year)
Chief Administrative Officer presented the District CAC Appointments: Chaffey, Chino Valley, Etiwanda, and Upland (odd year).

6. Annual Art & Writing Showcase

The Chief Administrative Officer of the West End SELPA presented the CAC Annual Art & Writing Showcase flyer and announced the 2024–25 theme, "Better Together." The event is scheduled for April 10, 2025, at Chaffey High School's Gardiner Auditorium.

D. Future Agenda Items

Presentation Themes

E. Adjournment

Motion made by Roxanne Ramirez to adjourn the February 11, 2025 CAC business meeting, seconded by Geovanni Valley, motion carried on a 5-0-0-2.

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

Nays: 0

Abstain: 0

Absent: 2

The meeting adjourned at 7:37 p.m.



Art and Writing Showcase April 10, 2025

- 375 Submissions
- Special performances
- Over 500 in attendance

CAC -Business Meetings

September 3, 2024

November 05, 2024

February 11, 2025

April 8, 2025

May 06, 2025

CAC-Trainings/Presentations

October 8, 2024

Behavioral Practices for the Home

March 04, 2025

Navigating the IEP

CAC Membership

Odd Year Renewal

- Chaffey Joint
- Chino Valley
- Etiwanda
- Upland



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.

WESELPA Fiscal Transfer/Update Notification September 2025

- a. 25/26 Projected AB602 Funding Model – The SELPA-wide apportionment is projected to be \$77,349,606 with district specific estimates summarized below:

District	2025/26 #2 Preliminary AB602
West End Student Services	30,686,469
Alta Loma	3,260,964
Central	(585,902)
Chaffey	10,997,062
Chino Valley	14,940,159
Cucamonga	(375,130)
Etiwanda	11,988,061
Mountain View	(1,379,040)
Mt Baldy	306,775
Upland	5,123,756
SELPA	2,386,432
TOTAL	77,349,606

- b. 25/26 Projected Mental Health Funding Model – Mental Health related expenditures are projected to be \$4,906,731.98 with district specific Mental Health contributions summarized below:

District	Mental Health Contributions
Alta Loma	311,551.15
Central	246,153.83
Chaffey	1,236,910.88
Chino	1,459,442.38
Cucamonga	134,430.96
Etiwanda	786,293.43
Mountain View	197,162.47
Mt Baldy	3,559.53
Upland	531,227.35
Total	\$ 4,906,731.98

Community Advisory Committee Representatives

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

In accordance with the Community Advisory Committee bylaws, the **Alta Loma SD, Central SD, Cucamonga SD, Mountain View SD, and Mt. Baldy** school districts shall appoint parent representatives in even-numbered years to the Community Advisory Committee for a two-year term, beginning July 1, 2026, and ending June 30, 2028. The representative should be a parent of a student residing and enrolled in the school district or a district-offered school program. The appointment is by the action of the District Board of Education.

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

Community Advisory Standing Committee Members

COMMITTEE	2025/26	2024/25
<u>Art and Writing Contest and Awards Committee-</u> 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).		Gina Barker/Brandy Gambino
<u>Local Plan Review and Legislative Committee-</u> 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.		Brandy Gambino/Roxanne Ramirez
<u>Parent and Community Education Committee-</u> 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.		Geovanni Valley/Jemma Rogers
<u>Public Information and Membership Committee-</u> 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.		Unassigned

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.



WEST END SELPA COMMUNITY ADVISORY COMMITTEE (CAC)

D-1

MEETING SCHEDULE 2025-26

DATE	TIME	MEETING TYPE
Tuesday, September 9, 2025	5:30	Business Meeting
Tuesday, October 7, 2025	5:30	Presentation
Tuesday, February 10, 2026	5:30	Business Meeting
Tuesday, March 10, 2026	5:30	Presentation
Tuesday, April 14, 2026	5:30	Business Meeting
TBD	5:00 pm	Annual Art & Writing Showcase
Tuesday, May 5, 2026	5:30	Business Meeting

MEETING LOCATION: WEST END EDUCATIONAL CENTER - 8265 ASPEN AVE.,
RANCHO CUCAMONGA, CA 91730

ANNUAL ART & WRITING SHOWCASE LOCATION: TBD