

**DESERT MOUNTAIN SELPA  
DESERT MOUNTAIN CHARTER SELPA  
COMMUNITY ADVISORY COMMITTEE (CAC) MEETING**

**Minutes**

**September 18, 2025**

**4:30 p.m. – 6:00 p.m.**

**Location: CAHELP JPA – Virtual Meeting (ZOOM)**

**1.0 CALL TO ORDER by Heidi Chavez at 4:32**

**1.1** Heidi Chavez, Program Manager Regional Services called the meeting to order at 4:32 p.m.

- **MOVED BY** Stephanie Van Epps
- **SECOND BY** Diana Ramos
  - Motion carried and was **approved** unanimously

**ATTENDEES:**

Heidi Chavez - CAHELP

Marysol Hurtado – CAHELP

Ana Perez – CAHELP

Jessica Soto – CAHELP

Heather Salgado – CAHELP

Vianca Padilla - CAHELP

Yazmin Medina - CAHELP

Yolanda Roman - CAHELP

Sheila Parisian – CAHELP

Stephanie Van Epps - SoCal Flex Acad

Letitia Macaraeg - CAHELP

Jessica Groh - Snowline

Diana Ramos - Hesperia

Karen Ware - Taylion

Nicole Yeager - Trona

Karina Quezada - CAHELP

DeAnna Crocker - Excelsior

**2.0 PUBLIC PARTICIPATION**

The general public is encouraged to participate in the deliberation of the Community Advisory Committee (CAC). Several opportunities are available during the meeting for the CAC to receive oral communication regarding the presentations of any items listed on the agenda. Please ask for recognition either before a presentation or after the presentation has been completed.

**3.0 ADOPTION OF AGENDA**

It is recommended that the CAC review and adopt the agenda as presented. If there are any proposed modifications, they should be stated at this time. Upon approval, the agenda will

establish the framework for the meeting's discussions and actions in compliance with the Brown Act.

**3.1 BE IT RESOLVED** that the Agenda be approved as presented:

3.1.1 Adopting of Agenda for CAC Meeting of **September 18, 2025**

- Action to Approve Agenda for **September 18, 2025**
  - **MOVED BY** DeAnna Crocker
  - **SECOND BY** Diana Ramos
- Motion carried and was **approved** unanimously

#### **4.0 CONSENT ITEMS**

It is recommended that the CAC consider approving several Agenda items as a Consent list. Consent items are routine in nature and can be enacted in one motion without further discussion. Consent items may be called up by any CAC Member at the meeting for clarification, discussion, or change.

**4.1 BE IT RESOLVED** that the following Consent Items be approved as presented:

4.1.1 Approve Minutes – **April 17, 2025**

- Action to Approve Minutes for **April 17, 2025**
  - **MOVED BY** Stephanie Van Epps
  - **SECOND BY** Diana Ramos
- Motion carried and was **approved** unanimously

#### **5.0 ACTION ITEMS**

**No Action Items**

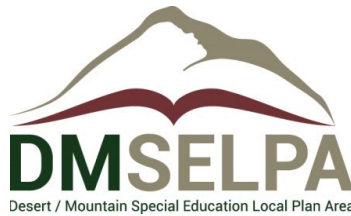
#### **6.0 REPRESENTATIVE REPORT**

It is recommended that the [Board/Committee] receive and review reports from designated representatives. These reports are provided for informational purposes and may include updates, activities, and relevant matters. No formal action will be taken unless an item is agendaized for discussion.

##### **6.1 Information Items**

6.1.1 CAC Presentations for the 2025-2026 school year

Heidi went over the Community Advisory Committee presentations for this fiscal year.



### 6.1.2 2025-2026 CAC Parent Handbook

Heidi asked if any members did not receive the Parent Handbook or had any questions about it.

### 6.1.3 CAC Committee Chairperson Discussion

The committee discussed the need to identify a Chairperson, Co-Chair, or Secretary. Interested individuals were asked to email Heidi. The Secretary will be responsible for forwarding the minutes to Heidi for review and corrections. Heidi would collaborate with the Chairperson to develop the agenda.

At this time, no one volunteered for the positions. DeAnna inquired whether a job description was available. Heidi confirmed that role descriptions can be found in the CAC Handbook, Section 6.03 (page 10). Members were encouraged to review the information, consider the roles, and follow up with Heidi if interested.

## 7.0 PRESENTATION

### 7.1 Presentation: Presentation: IEP Basics: Empowering Parents to Support Their Child Presenters: Dr. Karina Quezada, Educational Psychologist

Dr. Karina provided an overview of the referral and IEP (Individualized Education Program) process, emphasizing the importance of addressing concerns, reviewing interventions to determine effectiveness, and considering additional supports while ensuring the child remains in the least restrictive environment

**Referral & Eligibility:** The process begins with reviewing concerns, interventions, and collected data. A child may present with a disability but may not always require services. At age 3, responsibility for special education services transfers to the school district.

**Types of IEP Meetings:** Initial meetings determine eligibility. Additional meetings, such as addendums, may be held to review, revise, or add goals (e.g., behavioral supports).

**Participants:** Parents are the most important participants. Required members include the special education teacher, general education teacher, and an LEA representative (Principal or Vice Principal). Other members may attend as needed and may be excused if their input is not relevant.

**IEP Content:** Accurate student information is essential. Priority should be placed on quality over quantity of goals, ensuring goals are individualized and data-driven. Goals guide the services provided. Documentation specifies when services will occur.

**Least Restrictive Environment (LRE):** Placement decisions must support individualized student needs, with home/hospital instruction being the most restrictive option.

**Parent Rights:** Parents are entitled to a copy of their rights once per year, available on the CDE website. They may call an IEP meeting, request additional evaluations, refuse services, or file a complaint if they disagree with the district. Outreach has created a toolkit to support families in understanding these rights.

Dr. Karina concluded the presentation with a Q&A session. DeAnna from Excelsior thanked Dr. Karina for the informative session. Melissa Mercado also expressed her appreciation for the presentation.

## **8.0 MATTERS BROUGHT BY THE COMMUNITY**

This section provides an opportunity for members of the public to address the CAC on items not listed on the agenda or any school related special education issue. It is requested that the speakers' name and the district the speaker's student attends are stated in their opening remarks, Speakers are given three minutes per person as determined by the presiding officer. While the CAC may listen to concerns, no action or discussion can take place on non-agendized items. However, the CAC board may direct staff to place a topic on a future agenda or provide brief responses as permitted by law.

## **9.0 ADJOURNMENT**

The next regular meetings of the Desert Mountain SELPA CAC will be tentatively held on **Thursday, November 13, 2025, from 4:30 – 5:00 p.m. CAC Representative Business Meeting and 5:00 - 6:00 p.m. Presentation: Building Inclusive Communities: Enhancing Autism Awareness and Support Systems"** by Melissa de Silva, Intervention Specialist, and Agustina Garcia, Program Specialist. Virtual.

A motion to adjourn at 5:52 p.m. was made by Karen Ware and was seconded by Stephanie Epps

- Motion carried and **approved**

**Individuals requiring special accommodations for disabilities are requested to contact Letitia Macaraeg at (760) 955-3552, at least 24 hours prior to the date of this meeting.**