West End Special Education Local Plan Area

8265 Aspen Ave., Ste. 200
Rancho Cucamonga, CA 91730

COMMUNITY ADVISORY COMMITTEE AGENDA

November 10, 2026 **5:30 p.m.**

OPENING

A. Welcome and Reports **Facilitator**

1. Welcome and Introductions - Roxanne Ramirez
2. Approval of Agenda for November 10, 2026 * Roxanne Ramirez

   _____ _____ _____
   Motion Second Vote
3. Approval of CAC Minutes for September 8, 2026 * Roxanne Ramirez

   _____ _____ _____
   Motion Second Vote
4. Chief Administrative Officer's Report - Ricky Alyassi
5. District Reports - Roxanne Ramirez

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

DISCUSSION ITEMS

C. **Discussion Items**

1. District CAC Appointments: Chaffey, Chino Valley, Etiwanda, and Upland (odd year) * Ricky Alyassi
2. CAC Meeting Schedule update - Ricky Alyassi
3. Annual Art & Writing Showcase Flyer * Natalie Vivar
4. CAC Video Module - Julie Macias
5. CAC Bylaws Review * Julie Macias

FUTURE AGENDA ITEMS/ADJOURNMENT

D. **Future Agenda Items** - Roxanne Ramirez
E. **Adjournment** - Roxanne Ramirez

_____ _____ _____
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
September 8, 2026

District	Present	Absent
Alta Loma	Tiffany Buzzard	
Central		
Chaffey Joint Union		
Chino Valley Unified		Brandy Gambino
Cucamonga	Roxanne Ramirez	
Etiwanda		Geovanni Valley
Etiwanda	Emily Waters	
Mountain View		
Mt. Baldy	Jennifer Heim	
Upland Unified	Karen Fiala	
IRC Agency		Mona Jaber
West End SELPA	Natalie Vivar, Julie Macias, Ricky Alyassi, Anthony Farenga, Tim Chatkoo	

CALLED TO ORDER:
The meeting was called to order at 5:36 p.m.

No public comment for Administrative Items – A-1-A-7.

A. ADMINISTRATIVE ITEMS

1. Introductions and Welcome
   Welcome and introductions were conducted.

2. Acceptance of Agenda for September 08, 2026
   Motion made by Karen Fiala to accept the September 08, 2026 Community Advisory meeting agenda as presented, seconded by Emily Waters, motion carried on a 5-0-0-2 vote.
   Ayes: Tiffany Buzzard, Roxanne Ramirez, Emily Waters, Jennifer Heim, and Karen Fiala
   Nays:
   Abstain:
   Absent:2

3. Acceptance of CAC Meeting Minutes for February 10, 2026
   Motion made by Karen Fiala to accept the February 10, 2026 Community Advisory meeting agenda as presented, seconded by Tiffany Buzzard, motion carried on a 5-0-0-2 vote.
   Ayes: Tiffany Buzzard, Roxanne Ramirez, Emily Waters, Jennifer Heim, and Karen Fiala
   Nays:
   Abstain:
   Absent:2

4. Acceptance of CAC Meeting Minutes for April 07, 2026

Motion made by Emily Waters to accept the April 07, 2026 Community Advisory meeting agenda as presented, seconded by Karen Fiala, motion carried on a 5-0-0-2 vote.
Ayes: Tiffany Buzzard, Roxanne Ramirez, Emily Waters, Jennifer Heim, and Karen Fiala
Nays:
Abstain:
Absent:2

5. Acceptance of CAC Meeting Minutes for May 05, 2026
   Motion made by Tiffany Buzzard to accept the May 05, 2026 Community Advisory meeting agenda as presented, seconded by Emily Waters, motion carried on a 5-0-0-2 vote.
   Ayes: Tiffany Buzzard, Roxanne Ramirez, Emily Waters, Jennifer Heim, and Karen Fiala
   Nays:
   Abstain:
   Absent:2

6. SELPA Chief Administrative Officer's Report
   The Chief Administrative Officer provided an update on the 26th Annual Art & Writing Showcase, highlighting the continued growth of the event and its positive impact on students and families. A video was presented showcasing the event, which drew over 860+ attendees and featured student artwork, performances, and recognition activities. The upcoming 2026/27 showcase is tentatively scheduled for April 29, with the proposed theme "Through the Looking Glass". Members shared positive feedback regarding the event and provided suggestions. Suggestions included distributing raffle prizes throughout the program, increasing support for students receiving recognition, and exploring additional safety measures near the stage. The Chief Administrative Officer welcomed the feedback and emphasized the importance of continued CAC involvement in planning and enhancing future showcases.

7. District/Agency Reports

   Alta Loma: No report.

   Chino Valley: The SELPA Manager shared a report submitted via email by the Chino Valley Parent Representative, highlighting the district's recent DPAC meeting. The meeting featured a presentation on understanding psychoeducational reports and interpreting key information. While attendance was limited, outreach during Back-to-School Night resulted in additional parent participation. The report also reflected parent concerns regarding district communication and the delivery of recommended special education services.

   Cucamonga: The Cucamonga Parent Representative provided a district update, sharing that several new teachers have been hired following recent retirements, including new special education staff. She also highlighted an inclusive art program at Rancho Cucamonga Middle School that brings general education and special education students together, emphasizing the positive opportunities for student collaboration and participation.

   Etiwanda: The Etiwanda Staff Representative provided a brief district update, sharing that the district continues to grow and is focused on supporting and developing new teachers as they transition into their roles as educators.

Mt. Baldy: The Mt. Baldy Parent Representative provided a district update, sharing that approximately nine students with IEPs are supported within general education classrooms. The representative also discussed the transition into the new school year and the discontinuation of district transportation services, noting that student drop-off and pick-up procedures have been running smoothly despite the change.

Upland: The Upland Parent Representative provided a district update, sharing that two teachers on special assignment have been hired to support newly established special day classes as part of the district's ongoing program expansion.

B. PUBLIC COMMENTS:

None.

C. DISCUSSION ITEMS

1. Fiscal Notifications

   The Fiscal Program Manager presented the fiscal notifications a. 2026–27 Projected AB 602 Funding Model and b. 2026–27 Projected Mental Health Funding Model.

   a. 2026–27 Projected AB 602 Funding Model: The Fiscal Program Manager reviewed how special education funding is distributed to member districts based on average daily attendance (ADA), including adjustments for county-operated programs and services. He highlighted a significant increase in projected state special education funding compared to the prior year. During discussion, members asked about the equity of ADA-based allocations and how districts may use the additional funding. It was clarified that funding must be used for special education and that the increase may help reduce district general fund contributions toward special education costs.

   b. 2026–27 Projected Mental Health Funding Model: The Fiscal Program Manager outlined how member districts contribute funding based on ADA to support mental health-related expenditures, primarily residential treatment placements and wraparound family counseling services. During discussion, members asked about funding for other mental health services and the resources available to smaller districts. He explained that districts receive additional state and federal mental health funding and that Mt. Baldy benefits from small-school funding protections and access to contracted service providers through the SELPA.

2. Legislative Sharing Day

   The Chief Administrative Officer and CAC Chairperson provided an update on Legislative Sharing Day, an annual opportunity for parent representatives to participate in advocacy efforts at the State Capitol. The Chairperson shared her experiences attending the event, highlighting the informational sessions, inspirational speakers, and opportunities to communicate directly with legislators and their representatives about special education funding, student services, and family needs.

3. District CAC Appointments: Chaffey JUHSD, Chino Valley USD, Etiwanda SD, and Upland (odd year)

   The Chief Administrative Officer reviewed the CAC appointment process for Chaffey, Chino Valley, Etiwanda, and Upland.

4. WESELPA Executive Committee Positions

   The Chief Administrative Officer reviewed the CAC Executive Committee positions,

confirming Roxanne Ramirez as Chairperson and outlining the responsibilities of the Chair-Elect, Secretary, and Parliamentarian.

5. WESELPA CAC 2026-27 Presentation Suggestions
   The Chief Administrative Officer reviewed presentation suggestions for the 2026–27 CAC meetings, emphasizing the need to improve parent participation and access to educational resources. Members discussed replacing traditional live presentations with shorter, on-demand video modules featuring practical special education topics and parent experiences. Following discussion, Alternative Dispute Resolution (ADR) and SELPA parent support services were identified as the initial video topic. Members also explored hosting family outreach events, including movie nights, to increase awareness of SELPA resources and strengthen connections with families. The Chief Administrative Officer expressed support for these ideas, with plans to begin developing the video module and explore outreach opportunities.

6. Standing Committee Appointments
   The Chief Administrative Officer reviewed the CAC Standing Committees, their responsibilities, and opportunities for member participation.

D. Business Action Items

1. Acceptance of 2026-27 CAC Meeting Schedule
Motion made by Jennifer Heim to accept the 2026-27 amended CAC Meeting Schedule, seconded by Tiffany Buzzard, motion carried on a 5-0-0-2 vote.
Ayes: Tiffany Buzzard, Roxanne Ramirez, Emily Waters, Jennifer Heim, and Karen Fiala
Nays:
Abstain:
Absent:2
The Chairperson requested a motion to approve with the suggested revision to the 2026–27 CAC meeting schedule, removing the in-person presentation dates of October 6, 2026, and March 9, 2027. A motion was made and seconded. Following a call for discussion, the motion carried with no opposition noted.

2. Acceptance of 2026-27 West End CAC Presentation Themes
Motion made by Jennifer Heim to accept the 2026-27 CAC presentation themes with revisions, seconded by Tiffany Buzzard, motion carried on a 5-0-0-2 vote.
Ayes: Tiffany Buzzard, Roxanne Ramirez, Emily Waters, Jennifer Heim, and Karen Fiala
Nays:
Abstain:
Absent:2
Motion was made with the following revisions: The committee discussed transitioning from scheduled in-person presentations to on-demand educational video modules to improve accessibility and parent engagement. Based on this discussion, the committee proposed removing the October 6, 2026, and March 9, 2027, presentation dates from the CAC meeting schedule and amending the motion to reflect these changes. Motion carried.

3. Acceptance of 2026-27 CAC Executive Committee Positions

Motion made by Jennifer Heim to accept the 2026-27 CAC Meeting Schedule as presented, seconded by Tiffany Buzzard, motion carried on a 5-0-0-2 vote.
Ayes: Tiffany Buzzard, Roxanne Ramirez, Emily Waters, Jennifer Heim, and Karen Fiala
Nays:
Abstain:
Absent:2
The committee reviewed the CAC Executive Committee positions, confirming Cucamonga Parent Representative as Chairperson and Etiwanda Staff Representative for the Secretary position. The Chair-Elect and Parliamentarian positions remain vacant.

E. Future Agenda Items

The Chief Administrative Officer recommended revisiting the Art & Writing Showcase and the educational video modules.

F. Adjournment

Meeting adjourned at 7:28 pm.

DRAFT

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, 2027, and ending June 30, 2029. 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, SELPA Manager, West End SELPA.

WEST END SELPA



COMMUNITY ADVISORY COMMITTEE PRESENTS:

ART & WRITING SHOWCASE

This year's Art & Writing Showcase invites students to explore the theme "Through the Looking Glass." If we could see the world through your eyes, what would you show us? Share what makes you YOU, imagine a magical world, or give us a glimpse of your dreams for the future. Through visual art, writing, poetry, music, dance, or other performing arts, help us discover your unique perspective.

Your looking glass can reflect who you are or reveal anything you can imagine!

SUBMISSION DETAILS:

Art submissions are due to the West End SELPA office by Friday, February 26, 2027.

A completed entry form & media release is required for each art submission.

Entry form submission options:
- On paper with the artwork, or
- Online by scanning the QR code below.

For online entry forms, please attach the following information to the art submission:
- Student name
- School name
- Teacher name

SUBMISSION DEADLINE: February 26, 2027

Award Ceremony
Tuesday, May 04, 2027

Student check-in begins at 4:00PM*
Ceremony begins at 5:00PM

Gardiner Auditorium
Chaffey High School
1245 N Euclid Avenue
Ontario, CA 91762
Scan QR code to submit online entry form

All participants who are present at the award ceremony will be entered in a raffle for an opportunity to win Disney Dollars!

Questions? Contact: Natalie Vivar
artandwriting@weselpa.net or contact (909) 476-6131

**Students must check in prior to the start of the ceremony*



APPENDIX C

COMMUNITY ADVISORY COMMITTEE BYLAWS

APPENDIX C
COMMUNITY ADVISORY COMMITTEE BYLAWS
ORGANIZATION OF CONSTITUTION AND BYLAWS
FOR COMMUNITY ADVISORY COMMITTEE
Approved 11/20/2020

Article I
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 th~~eis~~ Community Advisory ~~c~~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~~ member school districts ~~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~~ individuals with exceptional needs.

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/guardians with individual concerns, needs, or issues relating to their child shall be encouraged to contact their child's school of attendance, District~~'s~~ ~~Director~~ Department of Special Education~~.~~, and/or the West End SELPA.

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~~ individuals ~~with~~ exceptional needs within the ~~WESELPA~~ West End SELPA.

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.~~ To encourage member attendance at CAC meetings, to encourage recruitment for the CAC, and to obtain community support for improved educational opportunities for all individuals 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~~ individuals with exceptional needs in determining topics for CAC presentations~~.~~, WESELPA CAC webpage, and/or community resource video modules.

Section 3.2.5 To disseminate information and access to resources, CAC members will provide directors with ~~will be provided with brochures and presentation flyers~~ resources for distribution and will promote the sharing of CAC information on ~~member~~ district 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.~~ Community Advisory Committee representatives serve an important role as a liaison between the community and the district director of special 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.~~ To provide a forum for discussing needs, raising concerns, sharing suggestions for change and/or improvement, and considering recommendations related to the planning and provision of special education programs and services identified in the Local Plan, which may be presented 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~~.~~, Additionally, up to three teachers or other district staff members, one community agency representative, and one student representative may be included in the CAC.

The Community Advisory Committee designated parent representatives shall be parents/guardians of individuals with exceptional needs presently enrolled in district-offered school programs. 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 to the CAC 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 Chief Administrat~~or~~ive Officer shall serve 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~~ individuals ~~–~~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~~ may ~~–~~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 Up to ~~O~~one agency representative, two teacher representatives ~~will~~ may ~~be~~ appointed in even numbered years. Up to one ~~T~~teacher and one student representative ~~will~~ may ~~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 ma y 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 7.1.5 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.