

**West End Special Education Local Plan Area  
COMMUNITY ADVISORY COMMITTEE**

**AGENDA**

**October 9, 2018**

**5:30 – 7:30**

- | <b>A. WELCOME and REPORTS</b>  | <b>PRESENTER</b>      |        |      |  |
|--|-----------------------|--------|------|--|
| 1. Introductions and Welcome   | NH Sharon Neault      |        |      |  |
| 2. Approval of Agenda for October 9, 2018  | HP Sharon Neault      |        |      |  |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; width: 33%; text-align: center;">Motion</td> <td style="border-top: 1px solid black; width: 33%; text-align: center;">Second</td> <td style="border-top: 1px solid black; width: 33%; text-align: center;">Vote</td> </tr> </table> | Motion                | Second | Vote |  |
| Motion   | Second                | Vote   |      |  |
| 3. Approval of Minutes September 11, 2018  | HP Sharon Neault      |        |      |  |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-top: 1px solid black; width: 33%; text-align: center;">Motion</td> <td style="border-top: 1px solid black; width: 33%; text-align: center;">Second</td> <td style="border-top: 1px solid black; width: 33%; text-align: center;">Vote</td> </tr> </table> | Motion                | Second | Vote |  |
| Motion   | Second                | Vote   |      |  |
| 4. Review Members Attendance   | HP Layla Spry         |        |      |  |
| 5. Review of Parking Lot:  | NH Sharon Neault      |        |      |  |
| 6. District Reports  | NH Sharon Neault      |        |      |  |
| <b>B. SELPA ADMINISTRATORS REPORT</b>  | NH Susan Bobbitt-Voth |        |      |  |
| <b>C. CHAIRPERSON REPORT</b>   | NH Sharon Neault      |        |      |  |

**D. PUBLIC COMMENT**

The West End SELPA Community Advisory Committee welcomes comments and/or questions from visitors. Should anyone in attendance wish to make comments or ask questions, he/she may voluntarily complete a speaker information form, located at the table in the back of the room. The forms will be collected by the CAC Secretary and given to the CAC Chairperson.

Comment Card Color	To Address	Time Limit	When Heard	Response
Blue	Non-agenda items.	Each individual will be given four (4) minutes to comment. The time allotted for public comment will be 20 minutes total.	Comments or questions on non-agenda items will be heard during Public Comment.	Non-Agenda items cannot be acted upon at the meeting. The CAC secretary will summarize the comments and the CAC committee will determine next steps.
Yellow	Agenda Item	Comments on an agenda item will be limited to 4 minutes per individual or a total of 20 minutes by all individuals addressing an agenda item.	Comments on agenda items by visitors will be heard before the CAC members discuss the item and prior to the vote.	Per the Brown Act requirements, the CAC members may respond briefly to public comment.

**E. DISCUSSION ITEMS**

- |  |                       |
|--|-----------------------|
| 1. CAC Bylaw Review                            | HP Susan Bobbitt-Voth |
| 2. Standing Committee Chairperson              | HP Sharon Neault      |
| • Public Information and Membership Committee  |                       |
| 3. WESELPA Presentation Topic April 9, 2019    | NH Sharon Neault      |
| 4. 2019 Annual CAC Art & Writing Contest Theme | HP Leann Stepp        |

**F. FUTURE AGENDA ITEMS**

**G. ADJOURNMENT**

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

The Community Advisory Committee meeting will be held at 8265 Aspen Ave., Rancho Cucamonga, CA 91730. Agendas for scheduled meetings are available for public inspection 72 hours before a scheduled meeting. Agenda packets are also made available on WESELPA web-site [weselpa.sbcss.k12.ca.us](http://weselpa.sbcss.k12.ca.us). 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 on copied agenda packets.

West End Special Education Local Plan Area  
Community Advisory Committee  
September 11, 2018  
MINUTES

A-3

<u>District</u>	<u>Present</u>	<u>Absent</u>
Alta Loma	Sharon Neault	
Alta Loma		Jennifer Baker
Central		Angela Woodard
Chaffey Joint		Layla Spry
Chino Valley	Rosie Layaye	
Etiwanda	Leann Stepp	
Etiwanda	Donna Mawhorter	
Upland	Lisa Preciado	
Inland Regional Center		Robin Ferguson
Inland Regional Center		Gabrielle Hernandez
WESELPA	Susan Bobbitt-Voth	
WESELPA	Karen Johnson	
WESLEPA	Tim Chatkoo	

Meeting called to order at 5:45 p.m.

**A. WELCOME AND REPORTS:**

1. Welcome and Introductions

2. Approval of Agenda for September 11, 2018

Motion made by Leann Stepp to approve the agenda for September 11, 2018 as presented, second by Rosie Layaye, motion carried on a 5-0-0-4 vote.

**Ayes:** Sharon Neault, Leann Stepp, Donna Mawhorter, Rosie Layaye, Lisa Preciado,

**Nays:** 0

**Abstain:** 0

**Absent:** Jennifer Baker, Angela Woodard, Layla Spry, Robin Ferguson, \*\*Gabrielle Hernandez

\*\* Not counted in the vote

3. Approval of Minutes for May 8, 2018

Motion made by Leann Stepp to approve the minutes of May 8, 2018 as presented, second by Lisa Preciado, motion carried on a 5-0-0-4 vote.

**Ayes:** Sharon Neault, Leann Stepp, Donna Mawhorter, Rosie Layaye, Lisa Preciado,

**Nays:** 0

**Abstain:** 0

**Absent:** Jennifer Baker, Angela Woodard, Layla Spry, Robin Ferguson, \*\*Gabrielle Hernandez

\*\* Not counted in the vote

4. Review of Members Attendance

Attendance information was reviewed and documented.

5. Review of Parking Lot - None

6. District Reports

Sharon Neault stated the Alta Loma "take back" programs are running smoothly with parents happy at this point.

**Public Comment:** Rita Loof spoke regarding no materials to review before the SELPA report.

#### **B. SELPA ADMINISTRATORS REPORT:**

A PowerPoint presentation was provided with the following information: Alternative Dispute Resolution (ADR) and the Academy for Parent Partners series program beginning in October, SBCSS Superintendent survey rankings in the area of districts knowledge versus implementation in areas related to special education, AB 3136 and the Governor's trailer language regarding SELPA local plans in AB 1808. WESELPA has adopted the theme, "Your Summit Awaits" and will incorporate this theme throughout the year.

#### **C. CHAIRPERSONS REPORT:**

No report was given

#### **D. PUBLIC COMMENT:**

Rita Loof commented on the Parent Academy, services for students, SELPA facilitated IEPs.

#### **E. DISCUSSION ITEMS:**

**Public Comment:** Rita Loof commented on the compliance summary and stated CDE is enabling SELPA and districts with this compliance summary.

##### 1. WESELPA 2017-18 Compliance Summary

Susan Bobbitt-Voth spoke to members regarding the compliance complaints and the reduction of complaints filed in 2017-18.

**Public Comment:** Rita Loof commented regarding the increase to the number of hearings.

##### 2. WESELPA 2017-18 Due Process Summary

Susan explained the due process within the SELPA and stated that more ADR sessions are being held. There was a decrease in due process filings in 2017-18. The SELPA and participating districts believe ADR is beneficial in maintaining the relationship between the parent and district. The SELPA and districts are moving forward and to work with parents and schools using these strategies to resolve the conflicts together and provide the needed services for a student.

**Public Comment:** Rita Loof stated OAH rules in favor of districts and the X-Pot is a litigation funding pool.

##### 3. 2018-19 Projected AB 602 Funding Model

The 2018-19 AB 602 funding model was presented. Tim Chatkoo clarified a public comment statement that the X-Pot is not a part of the AB 602 funding model but is included as an information item for the governance members when all fiscal activities within the SELPA are presented.

**Public Comment:** Rita Loof spoke on presentations need to be provided by outsiders and not SELPA staff.

##### 4. WESELPA 2018-19 Presentations

Flyers were presented with the November 6, 2018 training, "Homework Help and Transitions through Special Education", February 5, 2019 "Life After High School" and looking for a topic for April. Sharon asked if there were any suggestions for the April presentation and commented how she enjoyed the "Building Self Esteem" presentations last year by Rosie Layaye. It was suggested that Rosie present a sequel or present on the topic of suicidal warning signs and support. There will be an ADR training for parents, Academy for Parent Partners every Tuesday in the month of October held here at the West End Educational Service Center.

5. 2019 Annual CAC Art & Writing Contest Themes

Members discussed different themes, perhaps to piggyback on the SELPA's theme of "Your Summit Awaits", the reflections theme, Hero's Or My Super Powers Are..., Paving The Road to Success, Dreams, Follow Your Goals. Karen will send this list out to members to review and further explore themes.

6. 2018-19 Standing Committee Members

The following members will chair the various standing committees: Sharon Neault, The Local Plan Review and Legislative Committee, Lisa Preciado, Parent and Community Education Committee, Leann Stepp, Art and Writing Contest and Awards Committee. The Public Information and Membership Committee will be brought back with the CAC Bylaws to review and fill the Chairperson for this committee.

**F. BUSINESS ACTION ITEMS:**

1. 2018-19 CAC Chairperson Nominations and Election

Motion made by Leann Stepp to nominate Sharon Neault as CAC Chairperson, second by Rosie Layaye, motion carried forward on a 5-0-0-4 vote.

**Ayes:** Sharon Neault, Leann Stepp, Donna Mawhorter, Rosie Layaye, Lisa Preciado,

**Nays:** 0

**Abstain:**0

**Absent:** Jennifer Baker, Angela Woodard, Layla Spry, Robin Ferguson, \*\*Gabrielle Hernandez

\*\* Not counted in the vote

**G. FUTURE AGENDA ITEMS**

CAC Bylaws

Art & Writing Theme

**H. ADJOURNMENT:** Meeting adjourned 6:54 p.m.

# 2018/19 Community Advisory Committee Member Attendance

A-4 District	Member	Activity	Year Appointed	Meeting/Presentation Attendance											
				8/14	9/11	10/9	11/6	1/8	2/5	3/5	4/9	4/23	5/7		
Alta Loma	Sharon Neault (Chair Person)	Parent	5/21/2014		P										
Alta Loma	Jennifer Baker	Teacher	20-Sep		EA										
Central	Angela Woodard	Parent	2018		EA										
Chaffey Joint	Layla Spry	Parent	7/11/2017		EA										
Chino Valley	Rosie Layaye	Parent	2/9/2016		P										
Cucamonga		Parent													
Etiwanda	Leann Stepp (Chair Elect)	Parent	6/1/2015		P										
Etiwanda	Donna Mawhorter (Parliamentarian)	Assistant Principal	6/1/2015		P										
Mt. Baldy	VACANT														
Mountain View	VACANT														
Upland	Lisa Preciado				P										
Agency	Robin Ferguson	Early Start Program IRC			EA										
Agency	Gabriela Hernandez	3 - 22 IRC programs			A										

The number of vacancies indicates the minimum number of new members needed to provide each district with two active representatives (at least one Parent). Additional members are welcome.

CAC meetings  
 Presentations  
 Art and Writing Judging/Ceremony  
 Meeting not held no quorum  
 Presentation not held

A = Absent    EA = Excused Absence    P = Present    S = Start/Appointed    W = Withdraw from Committee    V = Voted Dismissed (absences)  
 \* Present for Presentation/Judging only

APPENDIX C  
COMMUNITY ADVISORY COMMITTEE BYLAWS

ORGANIZATION OF CONSTITUTION AND  
BYLAWS FOR COMMUNITY ADVISORY COMMITTEE  
May 31, 2014

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, Ontario-Montclair, 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 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 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, 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 the unique needs of students 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 special education students.

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 special education child shall be encouraged to contact the District Director.

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 give input of the special needs 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 strive to solicit input from parents of children with disabilities in determining topics for CAC presentations.

Section 3.2.5 To encourage directors to distribute brochures and presentation flyers as well as promote the dissemination of CAC information on member websites so that parents are informed of the CAC yearly activities.

Section 3.2.6 To receive the Local Plan for special education at least 30 days prior to the Superintendents' Council's final review in order to provide recommendations and advisement prior to submission, both for initial plan development and subsequent revisions of the Local Plan. Once reviewed, the Chairperson will sign the Local Plan as specified in Education Code.

Section 3.2.7 District representatives serve as a liaison between the community, Superintendents' Council and local Board of Education. As needed, attend district Board meetings to give input on CAC goals. Gather information regarding district school board actions and report these matters at CAC meetings.

Section 3.2.8 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.

Section 3.2.9 Provide a parent representative to participate on the development team for the Local Plan review.

Section 3.2.10 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 parent representative 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 Each district shall appoint one parent of a student residing and enrolled in the school district or district offered school program. 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 for consideration of approval by the Superintendents' Council.

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 Department of

Rehabilitation.

Section 4.2.4 Districts may nominate teachers or other District staff, who shall be reviewed by the West End SELPA Program Advisory Committee. The Program Advisory Committee shall 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 10 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. Term of membership begins July 1 through June 30 of the designated odd/even year.

Section 4.3.1 Chaffey JUHSD, Chino Valley USD, Etiwanda, OMSD and Upland shall appoint parent representatives in odd numbered years. Alta Loma, Central, Cucamonga, Mountain View, Mt. Baldy shall appoint parent representatives in even numbered years.

Section 4.3.2 One agency representative, two teachers representatives will be appointed in even numbered years, and one 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. 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 no less than eight regularly scheduled business or presentations meetings 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 as Public Comment provided for input from the community at large. Community input will be limited to four (4) minutes for each speaker for items not on the agenda, and four (4) minutes for each speaker for items on the agenda with a maximum of 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 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. 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 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. Will serve as chair in next term.

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.

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 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 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 Contest 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 newspapers, newsletter articles, and organized educational presentations. It 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 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 Program Advisory Committee and Superintendents’ Council. It will keep CAC members and community informed regarding pertinent legislation.
- Section 7.2.5 Art and Writing Contest and Awards Committee – 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).

#### Article VIII 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 child'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 special education needs of students with exceptional needs.
- 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 individuals may wish to attend.

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 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 of all Committee members present at a regularly scheduled CAC business meeting.

CAC Review: 12/2013-1/2014

Superintendents' Council Approval: April 21, 2014

Community Advisory Standing Committee Members

2018/19

COMMITTEE	CHAIR	PARENT	DISTRICT MEMBER
<p><b>Public Information and Membership Committee-</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, member term of office, and ensure that the membership stays in accordance with the CAC Bylaws and the California Education Code.</p>			
<p><b>Parent and Community Education Committee-</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><b>Lisa Preciado</b></p>		
<p><b>Local Plan Review and Legislative Committee-</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 Program Advisory Committee and Superintendents' Council. It will keep CAC members and community informed regarding pertinent legislation.</p>	<p><b>Sharon Neault</b></p>		
<p><b>Art and Writing Contest and Awards Committee-</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><b>Leann Stepp</b></p>		

## **2019 Annual CAC Art & Writing Contest Theme**

Themes to consider for the 2019 Art & Writing Contest  
Follow WESELPA's 2019 theme – "Your Summit Awaits"

My Hero inspires Me too...

My Super Powers Are....

Paving the Road to Success

Make your Dreams your Goals