

West End Special Education Local Plan Area  
Community Advisory Committee

AGENDA

September 6, 2011

5:30 –7:30 p.m.

- | <b>A. OPENING BUSINESS</b>   | <b>PRESENTER</b> |        |      |  |
|--|------------------|--------|------|--|
| 1. Introductions and Welcome   | Martina Ortega   |        |      |  |
| 2. Review of the Agenda 9/6/11   | * Martina Ortega |        |      |  |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-top: 1px solid black; text-align: center;">Motion</td> <td style="width: 33%; border-top: 1px solid black; text-align: center;">Second</td> <td style="width: 33%; border-top: 1px solid black; text-align: center;">Vote</td> </tr> </table> | Motion           | Second | Vote |  |
| Motion   | Second           | Vote   |      |  |
| 3. Approval of Minutes 8/16/11   | * Martina Ortega |        |      |  |
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| Motion   | Second           | Vote   |      |  |
| 4. Review Members Attendance   | * Sharon Neault  |        |      |  |

**B. PUBLIC COMMENT**

The West End SELPA Community Advisory Committee welcomes comments and/or questions from visitors. Should you wish to make comments or ask questions, you may voluntarily complete a blue speaker information form. The blue speaker information form should be given to the CAC Chairperson before public input. All individuals will be limited to four (4) minutes for each speaker and will be heard during public input. Individuals wishing to comment on agenda items may complete a yellow comment card form. The yellow comment card form should be given to the CAC Chairperson. All individuals will be limited to four (4) minutes for each speaker for items on the agenda. Comments on agenda items by individuals will be heard after 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 and at the meeting cannot take action on anything not on the agenda.

**C. SELPA ADMINISTRATOR REPORT**

- |   |                |
|---|----------------|
| 1. Fiscal Notification                      | * Joann Reilly |
| Compliance Complaint Summary                |                |
| Due Process Summary                         |                |
| Educationally Related Mental Health Service |                |

**D. DISCUSSION ITEMS**

- |  |                  |
|--|------------------|
| 1. 2011/12 Presentation Topic Suggestions  | - Martina Ortega |
| • Resource Fair                            |                  |
| 2. Standing Committee Interest             | * Martina Ortega |
| • Public Information and Membership        |                  |
| • Parent and Community Education Committee |                  |
| • Local Plan Review Committee              |                  |
| • Legislative Committee                    |                  |
| • Art and Writing Committee                |                  |
| 3. Promoting Community Involvement         | - Martina Ortega |
| 4. Parent Handbook                         | - Martina Ortega |

5. Brown Act - Joann Reilly

**E. BUSINESS ACTION ITEMS**

1. 2011/12 Officer Election – Chair Elect \* Martina Ortega

\_\_\_\_\_  
Motion          Second          Vote

2. 2011/12 CAC Presentation Topics - Martina Ortega

\_\_\_\_\_  
Motion          Second          Vote

3. 2011/12 CAC Meeting/ Presentation Schedule \* Martina Ortega

\_\_\_\_\_  
Motion          Second          Vote

**F. FUTURE AGENDA ITEMS**

**G. ADJOURNMENT**

\* Handout included in packet    \*\* Handout to be distributed at 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 Karen Johnson at (909) 476-6131, at least two days before the meeting date.

All regular meetings of the Community Advisory Committee are held at the West End Educational Service Center located 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 packet.

West End Special Education Local Plan Area  
Community Advisory Committee  
August 16, 2011  
MINUTES

A-3

<u>District</u>	<u>Present</u>	<u>Absent</u>
Alta Loma	Sharon Neault	Jennifer Baker
Central	Sylvia Esquerre	Nancy Espinal
Chaffey Joint		Kay St. Clair
Chino Valley		
Etiwanda	Marcel Soriano	
Ontario-Montclair	Martina Ortega	
Ontario-Montclair ex officio		Maureen Mendoza
Upland		
WESELPA	Joann Reilly	
WESELPA	Karen Johnson	

**A. ADMINISTRATION:**

Meeting called to order by Martina Ortega at 2:15 p.m.  
Introductions of CAC members and guests.

Approval of the 8/16/11 CAC Agenda –

Motion made by Marcel Soriano to accept the agenda as presented, seconded by Sylvia Esquerre.  
Motion was unanimously approved.

Approval of the CAC 2/15/11 Minutes –

Motion made by Marcel Soriano to approve the minutes as presented, seconded by Sharon Neault.  
Motion was unanimously approved.

Review of Members' Attendance

Attendance information was reviewed and noted.

**B. PUBLIC COMMENT:**

Kristi Burchit commented regarding member's appointment and information on website along with CAC meeting schedule times.

Peter Attwood suggested members have a SELPA email address.

Rita Loof commented on floating CAC meetings, achieving agendas and distribution of agendas.

Flora Martinez commented on the CAC meeting schedule times.

Rita Loof spoke on E-1 presentation topics and outreach to resources in the community, E3 parent survey and E-4 parent handbook.

**C. SELPA ADMINISTRATORS REPORT:**

SELPA report reviewed the 2011/12 X-pot rate that all districts contribute into by their percentage of ADA. This funding model pays for NPS, NPA cost as well as Due Process cases. FCMAT was hired to review this funding model concept and a committee was formed to review the findings. The

committee brought forward information to Superintendents' Council for recommendation. Superintendents' Council did not approve this recommendation and the X-Pot funding model will continue with no changes. Alternative Dispute Resolution was combined with the X-Pot recommendation brought forward to Superintendents. Though the Superintendents' supported the ADR piece the overall recommendation failed. This item will be brought back as a separate item to the Superintendents' Council. As of July 1, 2011 educationally related mental health services will be the responsibility of school districts. These services in past were provided by Department of Behavioral Health (DBH) under AB 3632 or AB 2726. The West End SELPA will provide the educationally related mental health services through the clinical counselors department along with contracting with outside agencies. With the shift in responsibility of educationally related mental health services, the WESELPA is looking at a full continuum of services that support these students beyond the services DBH offered. All districts within the WESELPA are in a Self Review year. Each SELPA is on a four year cycle for the Self Review. The first part of the review is a parent input meeting and a parent survey. Districts must have a certain percentage to move on to the next step of this Self Review. This is an excellent way for parents to give their input regarding their districts special education program. Districts will need one parent representative on their self review committee. Para-educators institute will be held again this year, one in the Fall and one in the Spring. Districts have asked the SELPA to focus on one-to-one para-educator training. Para-educators training are a well attended training.

**Public Comment:**

Rita Loof commented on the status of ADR and the X-Pot, reduced ADA due to the Option for Youth Charter School through Upland Unified School District, para-educators training open to parents and the CAC survey and the Self Review survey.

Kristi Burchit commented on CPI being a training closed to the public.

Peter Attwood commented on the Self Review process.

**D. BUSINESS ITEMS:****1. 2011/12 Officer Election- Chairperson**

Nominations were opened. Martina Ortega put forth her name for CAC Chairperson. The nomination was brought forward for a vote. Motion by Sylvia Esquerre to elect Martina Ortega as Chairperson, seconded by Marcel Soriano, motion carried unanimously.

**2. 2011/12 Officer Election – Secretary**

Nominations were opened. Sharon Neault was nominated and accepted the nomination as CAC Secretary. The nomination was brought forward for a vote. Motion by Sylvia Esquerre to elect Sharon Neault as Secretary, seconded by Marcel Soriano, motion carried unanimously.

**3. CAC Parent Survey**

Motion made by Sharon Neault to approve the CAC Parent Survey as presented, seconded by Marcel Soriano. Members discussed the timing and coordination of the CAC Parent Survey and Self Review Parent Survey. CAC representatives will coordinate with the district director on the distribution of the CAC Parent Survey. Motion carried unanimously.

**4. 2011/12 CAC Meeting/Presentation Schedule**

This items was tabled for the September 6, 2011 meeting

**E. DISCUSSION ITEMS:**

1. 2011/12 Presentation Topic Suggestions

This item was tabled for the September 6, 2011 meeting

2. Standing Committee Interest

This item was tabled for the September 6, 2011 meeting

3. Promoting Community Involvement

This item was tabled for the September 6, 2011 meeting

4. Parent Handbook

This item was tabled for the September 6, 2011 meeting

**G. ADJOURNMENT:**

Meeting adjourned at 3:50 p.m.

DRAFT

2011/12 Community Advisory Committee Member Attendance

District	Member	Activity	Year Appointed	Meeting/Presentation Attendance											
				8/16	9/6	10/18	11/15	1/10	2/14	3/15	4/17	5/1			
Alta Loma	Sharon Neault	Parent	10-Jul	P											
	Jennifer Baker	Teacher	10-Mar	A											
Central	Nancy Espinal	Parent	10-Sep	EA											
	Sylvia Esquerre	Teacher	10-Sep	P											
Chaffey Joint	Kay St Clair	Parent	11-Jul	A											
		Teacher													
Chino Valley		Parent	11-Jul												
		Teacher													
Cucamonga		Parent													
Etiwanda	Marcel Soriano Ph.D	Parent	11-Jul	P											
		Teacher													
Mt. Baldy		Parent													
		Teacher													
Mountain View		Parent													
		Teacher													
Ontario-Montclair	Martina Ortega (Chair Elect)	Parent	11-Jul	P											
	Maureen (Moe) Mendoza	Teacher Ex officio		EA											
Upland		Parent													
		Teacher													

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.

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

Presentations  
 Art and Writing Judging

## **Compliance Complaint Analysis 2010-2011**

Seventeen state compliance complaints were filed during the 2010-2011 school year. Four of these complaints were withdrawn prior to being investigated, resulting in 13 complaints that were investigated by the California Department of Education. Five Districts within the SELPA had complaints that were investigated, one district was found to be in compliance on all issues investigated, the other four districts were found to have areas of non compliance.

A total of thirty three issues were raised in the compliance complaints. Districts were found to be in compliance on seventeen of the issues, and out of compliance on sixteen of the issues

The issues where the districts were found out of compliance included:

- Failure to adhere to the timelines for IEP meetings or assessment plans (7)
- Failure to implement the IEP (4)
- Failure to provide progress reports (2)
- Failure to implement a resolution agreement
- Failure to conduct an agreed to assessment
- Failure to provide prior written notice

## **2010-2011 Summary of Due Process Mediation and Due Process Filings**

During the 2010-2011 school year a total of 42 due process requests were filed.

Below is the break down of who filed; District or Parent,

District Filings: 9  
Parent Filings: 34

Below is the break down of the major issues. Most cases had multiple issues:

FAPE: 17  
Transition: 1  
Assessment: 8  
ABA service: 1  
Unilateral placements: 8  
Compensatory Education: 4  
Child find: 3

Below is the break down of the 37 cases resolved during the 2010/2011 school year:

Withdrawn: 7  
  
Resolution: 10  
  
Mediation: 15  
  
Post Mediation but prior to Hearing: 4  
  
Hearing: 1

Number of Cases not assigned an attorney: 20

Five cases were held over to the 2011/12 school year.

## West End SELPA Community Advisory Committee – Standing Committee Selection

Name: \_\_\_\_\_

Please mark your first and second choice of committee participation:

\_\_\_\_\_ Public Information and Membership Committee

- Assists in providing the media with information on CAC activities
- Provide CAC and WESELPA pamphlets to local community
- Recruits members
- Ensures membership of CAC stays in accordance with CAC bylaws

\_\_\_\_\_ Parent and Community Education Committee

- Assist in educating the community about individuals with exceptional needs
- Encourage parent awareness and exchange of information among parent groups, agencies and schools
- Assist with parent education and CAC trainings

\_\_\_\_\_ Local Plan Review and Legislative Committee

- Read and review Local Plan
- Provide recommendations for program improvement
- Keep CAC informed regarding pertinent legislation

\_\_\_\_\_ Art and Writing Contest and Awards Committee

- Assists in planning, organization, and promotion of this event

**Community Advisory Committee  
Chair Elect Nominations  
2011-13**

CAC Bylaw description for Chair Elect

Section 6.4 The major duties of the officers are as follows:

Chairperson Elect – Assist the Chairperson in his/her absence and in the event the Chairperson is unable to continue to serve, assume that position. Preside at meetings in the Chairpersons' absence. Serve on the Executive Committee and any subcommittees as appointed to do so. Serve as parliamentarian and act upon Robert's Rules of Order Newly Revised.

**Nominations for Chair Elect**

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This position will have a two (2) year term beginning July 1, 2011 and ending June 30, 2013

**Community Advisory Committee**

**Business Meetings 5:30 – 7:30**

**Presentations 5:30 – 7:30**

**\*\* WEESC Energy Conservation Hours 2:00 – 4:00**

**\*\*August 16, 2011 Business Meeting**

**September 6, 2011 Business Meeting**

**October 18, 2011 Presentation**

*Flyers need to be completed 6 weeks before presentation date*

*2 weeks at printers \* 2 weeks with students to count*

*2 weeks before presentation to parents*

**November 15, 2011 Business Meeting**

**January 10, 2012 Presentation**

*Flyers need to be completed 6 weeks before presentation date*

*2 weeks at printers \* 2 weeks with students to count*

*2 weeks before presentation to parents*

**February 14, 2012 Bus/Presentation**

*Flyers need to be completed 6 weeks before presentation date*

*2 weeks at printers \* 2 weeks with students to count*

*2 weeks before presentation to parents*

**March 13, 2012 Art & Writing Judging**

**April 17, 2012 Presentation**

***“Life after High School”***

**May 1, 2012 Ceremony 6:45**

**May 15, 2012 Annual Business Meeting**