

# WHITTIER AREA COOPERATIVE SPECIAL EDUCATION PROGRAM

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**Community Advisory Committee**  
**10:00 a.m. on January 24, 2018**  
**8036 Ocean View Avenue, Room 20**  
**Whittier, California 90602**

## **MINUTES**

### **A. Roll Call**

East Whittier – James Crowell  
El Rancho – Paul Caprietta  
Little Lake – Not Present  
Los Nietos – Not Present  
South Whittier – Tracy Boeltl  
Whittier City – Kim Ybarra  
Whittier Union – Gloria Ruiz

### **B. Approval of Agenda for January 24, 2018**

The Board made a motion to amend the agenda by adding a Director's Comments Item after Item H.b. The Board voted 5-0 to approve the January 24, 2018 agenda as amended.

Moved: Gloria Ruiz  
Seconded: Paul Caprietta  
Vote: 5-0  
Motion Carried

### **C. Approval of Minutes for November 8, 2017**

Moved: Gloria Ruiz  
Seconded: Paul Caprietta  
Vote: 5-0  
Motion Carried

### **D. Explanation of a "Meeting in Public" vs. a "Public Meeting" and Public Input**

- a. The Brown Act, Meeting in Public, and Public Input  
A brief overview was provided regarding the Brown Act and a meeting in public versus a public meeting.

## **E. Public Input**

There were no public comments.

## **F. Budget Review**

- a. \$5,000 has been budgeted for CAC for the 2017-2018 school year. The CAC Board has currently not allocated any of the CAC funds budgeted for the 2017-2018 school year.

## **G. Discussion Items**

- a. Special Need Resource Fair – Wednesday, March 7, 2018
  - i. Review of Exhibitors  
The CAC Board reviewed a list of over 25 exhibitors that have been invited to participate in the Special Needs Resource Fair, over half of those invited have accepted the invitation.
  - ii. CAC Booth – Volunteers  
The CAC Board agreed to have all available Board Parent Representatives volunteer at the CAC booth at the Special Needs Resource Fair, as their schedules permit. They looked forward to sharing and promoting the CAC with other parents that may attend the event.
  - iii. Taco Vendor – New Vendor  
Mr. Templin shared that we reached out to a new food vendor to use at the Special Needs Resource Fair, The Taco Bar. The vendor has been highly recommended and has catered other special education school functions in the East Whittier City School District.
  - iv. Promoting Event  
Mr. Templin shared the flyer that was created to promote the Special Needs Resource Fair and asked for feedback from the Board. The Board did not have any suggested changes and copies were provided for distribution. The flyer was in the process of being translated into Spanish. Mr. Templin shared that WACSEP would be reaching out to the member districts to ask for help in disseminating the flyer.
- b. WACSEP Website Feedback  
Mr. Templin spoke on the importance of making information accessible on the WACSEP website and asked for additional feedback from the CAC Board. Additional feedback was provided regarding the calendar functionality of the website.

## **H. Action Items**

- a. It is recommended that \$600.00 be approved to pay for food and beverages associated with the 2018 Special Needs Resource Fair.

Moved: Gloria Ruiz  
Seconded: Paul Caprietta  
Vote: 5-0  
Motion Carried

- b. It is recommended that \$100 be approved to potentially pay for raffle prizes for the 2018 Special Needs Resource Fair.

Moved: Gloria Ruiz  
Seconded: Paul Caprietta  
Vote: 5-0  
Motion Carried

## **I. Director's Comments**

Mr. Templin explained that the purpose of having the Director's Comments on the agenda was to provide an opportunity for the Director to share anything pertinent that may have occurred in the last few day leading to the CAC Board meeting. All CAC Board members present were in agreement in having the Director's Comments item added to the agenda.

Mr. Templin expressed a desire for the CAC Board to promote and grow the CAC. He encouraged the Board to consider bringing a friend in hopes that they would find it meaningful and continue to attend CAC meetings and future events.

An overview of the Joint Powers Board (JPB) and its function was given to the CAC Board by Mr. Templin. Mr. Templin will be providing the CAC Board with a JPB update at every meeting.

## **J. Public Input**

There were no public comments.

## **K. Adjournment** - The meeting adjourned at 10:48 AM.

Moved: Gloria Ruiz  
Seconded: Paul Caprietta  
Vote: 5-0  
Motion Carried