



**Community Advisory Committee (CAC)
Board Meeting Minutes
September 16, 2021**

1. Introductions: CAC Board Members

- a. Welcome new Representatives (refer to Bylaw 4.2.2 & 6.1)
- b. Start of meeting AT 11:41 a.m.
- c. Approving the agenda
 - i. First and Second approved
 - ii. 7-0 in favor
- d. Introduction of new CAC Board Members
 - i. Erica Gomez, LJSD Parent Representative
 - 1. Erica Gomez will be added to CAC Team Drive
 - ii. Guadalupe Lara, LHCS D Parent Representative
 - 1. Joined May of 2021
 - 2. Contact information has been submitted
 - 3. Guadalupe Lara currently has access to CAC Team Drive
- e. Term is 2 years
 - i. Chairperson - Anne Russell
 - ii. Vice Chairperson - Tiffany Hoskinson
 - iii. Secretary - Malia Igarta

2. Brown Act Meeting Requirements

- a. Public Meeting
- b. Superintendents are the “governing body”
- c. CAC representatives
- d. NOC SELPA has a website & Facebook platform
- e. Agenda Requirements of Board Meetings will need to be posted within (5) days per bylaws
 - i. Brown Act.states 72 hours
 - ii. Proposed agenda items may be sent 2 weeks prior to the CAC board meeting

3. Responsibilities of CAC Board Members

- a. Attend CAC parent meetings, trainings, and Board meetings
 - i. Monthly presentation & following Board meeting
 - 1. Encourage community members to attend

2. Monthly presentation will be scheduled at 9:30 a.m.
3. Board meeting will be scheduled at 11:30 a.m.
 - a. From September - January presentations & Board meetings are scheduled via zoom
 - b. Agreed to remain on zoom for September - January 2022
 - c. Time of presentations were discussed
 - i. Presentations will remain at 9:30 a.m.
- ii. Reflection on 9/16/21 "Make it & Take it" presentation
 1. Translation access
 - a. Some parents who attended may not have received translation access
 - b. Possibly new zoom feature
 - c. Kelli Edwards may help assist with translation process
 - d. Will confirm the translation process
 - b. Vice Chairperson will utilize CAC social media platforms
 - i. [NOC CAC Website Link](#)
 - ii. NOC SELPA Community Advisory Committee
 - c. Secretary will take meeting minutes
 - d. Promote parent trainings

4. Review Minutes from last meeting

- a. First and second approved
- b. 7-0 in favor

5. Upcoming Trainings & Board Meetings

- a. Reviewed upcoming 2021-2022 parent trainings
 - i. Next presentation: Transition: Middle to High School to ATP on November 18, 2021
 - ii. Refer to 2021-2022 Presentation Google Doc

6. Public Forum

- a. No public comment

7. Discussion of Future Agenda Items

- a. Introductions
- b. Review September 16, 2021 agenda and minutes
- c. Standard format will be available to CAC President
- d. Any questions/concerns

8. End of Meeting

- a. End of meeting at 12:29 p.m.
- b. First and second approved