MINUTES
February 28, 2012

Call to Order
Lourdes Jimenez-Price, President called the meeting to order at meeting called to order 6:39 p.m.

Pleded to Pledge of Allegiance led by Lourdes Jimenez-Price.

Roll Call
Attendees were determined from the sign-in sheets. The following schools/departments were represented:

<table>
<thead>
<tr>
<th>Schools</th>
<th>Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. M. Winn Elementary School</td>
<td>Ramona James</td>
</tr>
<tr>
<td>California Middle</td>
<td>Dave Ross</td>
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<tr>
<td>Camellia Basic</td>
<td>Susan Torres, Laura Rios</td>
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<tr>
<td>Capital City/Independent Study - K-8</td>
<td>Alex Visaya</td>
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<tr>
<td>Cesar E. Chavez</td>
<td>David Quintero</td>
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<tr>
<td>Earl Warren</td>
<td>Maigole Lee</td>
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<tr>
<td>Edward Kemble</td>
<td>Maria Morales</td>
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<tr>
<td>Elder Creek</td>
<td>Renee Lu</td>
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<tr>
<td>Hiram W. Johnson High</td>
<td>LaTisha Lawson</td>
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<tr>
<td>Isador Cohen</td>
<td>Mali Currington, Adriane</td>
</tr>
<tr>
<td>Joseph Bonnheim</td>
<td>Mary Alvarez-Jett, Rebecca</td>
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<tr>
<td>Luther Burbank High</td>
<td>Teresa Contlalo, William</td>
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<tr>
<td>Mark Hopkins</td>
<td>Patricia Gentle, Salisa Campos</td>
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<tr>
<td>Peter Burnett</td>
<td>Virgie Rios Nunez</td>
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<tr>
<td>Phoebe A. Hearst Basic</td>
<td>Lourdes Jimenez-Price</td>
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<tr>
<td>Rosemont</td>
<td>Domingo Zungri</td>
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<tr>
<td>Sam Brannan Middle</td>
<td>Cecelia Wilson</td>
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<tr>
<td>School of Engineering and Sciences</td>
<td>Mali Currington, Adriane</td>
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<tr>
<td>Tahoe</td>
<td>Rachel Zerbo</td>
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<tr>
<td>The MET</td>
<td>Mali Currington</td>
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<tr>
<td>Theodore Judah</td>
<td>Mai Ly</td>
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<tr>
<td>Washington</td>
<td>Joy Whitford</td>
</tr>
<tr>
<td>West Campus</td>
<td>Rich Draeger</td>
</tr>
<tr>
<td>Will C. Wood</td>
<td>Hannah Lam</td>
</tr>
</tbody>
</table>

Total Attendees 28

Community
Simon Tocrano
District
Jessica Bowman
Manuel Guillot

Schools Absent
The following schools were unrepresented:

Agenda
Agenda approved as set forth.

Minutes
Minutes for November and December 2011 General meetings were provided. January minutes will be doubled for March meeting. Motion by Mali Currington to approve minutes as presented. Motion seconded and approved. Minutes approved as presented.

New Business
Proposed Bylaw Amendment
Lourdes presented proposed amendment to bylaws. The Bylaw committee met and three people showed up Lourdes Jimenez-Price, Karen Swett, and Dave Ross. The current by laws have been operational for a year and a half. A four page double-sided document was provided to the membership to discuss proposed amendments.

Proposals are the following:

- Standing committees shall be Budget advisory, Bylaws, Consolidated Application (ConApp), Local Education Agency Plan (LEAP), and Membership. The current standing committees are Analysis, ConApp and LEAP, Bylaws, Membership and Parent Engagement.
- Eliminate Parent Engagement. The current activities of parent engagement are being done with the Family and Community Engagement (FACE) Office. DAC would continue to work with office in development of trainings to increase parent engagement.

Lourdes motioned to approve amendments. Lourdes cannot motion because she is the president. Mali motioned to approve amendments as Lourdes stated. A school representative seconded.
Dave Ross stated this would be informational and each representative should take back proposed amendments to review. Proposals will be motioned next month. Lourdes confirmed Dave Ross’s statement and vote for amendments will be next month.

**Program**

**Uniform Complaint Procedure (UCP)**

Roxanne Finley, Human Resource, Director for SCUSD reviews grievances, policy, hiring, dismissal, labor relations, and all complaints. Roxanne was excited to give this presentation to the DAC. The presentation is usually given to principles. Handouts of the presentation were presented in a green folder with a title “Making Something Meaningful Happen for Every Student, Every Day!” Sacramento City Unified School District. Extra copies of the packets were left in the Parent Resource Center.

A copy of the Powerpoint presentation is provided in each folder. Presentation covered
- UCP (Process) and scope
- Complaint form
- SCUSD Board policies and Other Resources
- Williams UCP Board Policy and Administrative Regulation - 1312.3
- Annual Parent and Student Rights Notification and Standard of behavior
- Williams UCP Notice to Parents/Guardian, Pupils, teachers for elementary, middle and high schools.
- What’s on the website.

Why do people complain?
- Want to be heard and want to be validated.
- Want someone in authority to hear me.

Nature of parent complaints
- Dissatisfaction of principles handling of student related incidents.
- Disagreements with teachers.
- Well being of their children while in school.

Nature of staff complaints
- Disagreement with how things are done.
- Opinions about who should do the work.
- Feeling of disrespect.
- Conflicts with co-workers.

UPC definition: A uniform system of complaint processing for specified programs or activities that receive state or federal funding. **UCP IS A PROCESS**

Within folder a PINK SHEET provides exact steps to be followed. The pink form is online. The pink form title is Human Resources Services, Uniform Complaint Procedure, Extracted from AR 1312.3 Community Relations. Document provided an overview, district responsibilities and roles and steps that constitutes what follows.

Beginning of the steps are marked with an arrow on the second page.

Roxanne gave the following Step by step on page 2.
1. Filing the complaint. Your information and concerns are needed.
2. Mediation occurs when a complaint qualifies. This time allows district to try to talk it out in an attempt to resolve the complaint.
3. Investigation of Complaint. Full investigation and a compliance office is assigned to a party to investigate. Other witnesses are questioned. People who have great data to add
are spoken to and who will help to get to the complaintant issue.

Are paid employees and community involved? Yes. If helpful. Anyone that can resolve the complaint. Mediators can also be part of other process. It can be others as a group. There has to be agreement of the two parties. Complaintant is called immediately.

4. Response. 60 days and sometimes more for resolution. SCUSD is responsible to inform complaintant. Every complaint is taken seriously.

5. Written final decision. The districts decision shall be in writing and sent to complainant. Report will contain 7 elements. Findings of fact based evidence gathered, conclusion of law, disposition of complaint, rationale for disposition, corrective actions (if any are warranted), Notice of right to appeal district’s decision to CDE, and procedures to follow in initiating appeal to CDE.

On the back of the page explains that appeals go to CDE. You have 15 days to appeal to CDE. Also, Civil Law Remedies and Program administrators within district are provided.

Questions were raised:
Can you file a complaint concurrently with other resources available to you? Answer: You can file a complaint concurrently and you can also file with EEOC.

What is the counseling, how do they have access or how to file complaint or whether its the right process? Answer: Talk to teachers, principles, anyone within the district.

Timing and the Government Claims Act? Answer: Doesn’t matter the time office does not deny a claim.

Three process types of programs and activities that fall in scope.
  1. Any allegations in violations or programs
  2. Discrimination
  3. Williams Act

Education Programs covered:
  • Adult education
  • Consolidated Categorical Programs
  • Migrant
  • CTE And Training Programs
  • Childcare And Development Programs
  • Child Nutrition
  • Special Education

Unlawful discrimination to address complaints alleging unlawful discrimination on:
Perceived Sex, Sex Orientaiton, Gender, Ethnic Group ID, Race, Ancestry, National Origin, Religion, Color, Mental/Physical Disability, Age.

Williams Act
  • Insufficiency of instructional materials.
  • Emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff.
Teacher vacancy or mis-assignment. Example: Schools that begin year with substitute teachers.
All data is asked for.

Facts about the California Williams Act provides equal access to public school students. In the year 2000 a public school student filed arguing California does not give school children the basic tools of education.

District Activities Outside the UCP Scope: Hiring, employee evaluations, student achievement/retention, selection of textbook and materials, student discipline, homework policies, use of general find dollars.

Examples of complaint forms filed was presented. The complaint form does not have to be in writing. You can call. You can file a complaint anonymously. There needs to be sufficient data. All complaints start on the form which is included in handout. The form is available online and in different languages at [http://www.scusd.edu/general-information/uniform-complaint-procedures](http://www.scusd.edu/general-information/uniform-complaint-procedures).

The Annual Parent and Student Notification and Standards of Behavior document on page 30 speaks on the UCP. Every five years the school are audited. The Districts last audit was in February and changes needed to be made. Stephan Brown of SCUSD produces the Parent and Student Notification document.

What's done with complaint.
The Human Resources Department for the district has to report all Williams complaints issues. District has had only one Williams complaint. The districts maintains a database. The HR also trains principles, managers, supervisors on aspects of an thorough investigation, and ensures compliance with UCP.

Other documents provided in the folder are the following:
How to get this data from website.
Board policy of UPC.

Everyone was asked to complete a survey.

Committee Reports

SACS Committee Report
Dave Ross reported on the SAC Budget Committee.
The next SAC Committee meeting will be March 4, 2012 at the Coffee Garden on Franklin. Everyone is encouraged to attend. A meeting announcement will be sent out via email. Minutes from the February 6, 2012 meeting of the DSAC committee were provided to meeting attendees.

Public Comment
No public comment

Adjournment
Meeting adjourned at 7:59 p.m.

Next meeting will be on March 13, 2012, from 6:30 to 8:00 p.m., at Jedidiah Smith Elementary