

## **TULARE COUNTY BOARD OF EDUCATION**

11/13/2024 [03:00 PM]

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### **REGULAR BOARD MEETING**

For the Regular Board Meeting of November 13, 2024, at 3:00 p.m., in the Redwood Conference Center at the Jim Vidak Education Center, 6200 S. Mooney Blvd., Visalia, California.

#### **1. CALL TO ORDER**

- a. Pledge of Allegiance
- b. Welcome

#### **2. ADA ACCOMMODATION REQUIREMENT**

Persons who are in need of a disability-related modification or accommodation in order to participate in the board meeting must make a request in writing to the Office of the County Superintendent of Schools, 6200 South Mooney Boulevard, Visalia, California, P.O. Box 5091, 559/733-6301. A request for accommodation should specify the nature of the modification or accommodation requested, including any necessary auxiliary aids or services required and the name and telephone number of the person making the request. The written request should be made as soon as possible and no later than 2 days before the meeting. The agenda, agenda packet and any written documents distributed to the board during a public meeting will be made available in appropriate alternative formats upon request by a person with a disability as required by the Americans with Disabilities Act.

Written documents concerning agenda items are available for public inspection during normal business hours within 72 hours of a regular board meeting at the Tulare County Office of Education, 6200 South Mooney Boulevard, Visalia, California.

#### **3. PUBLIC COMMENTS**

Members of the public may address the board on any agenda item, or other item of interest within the subject matter jurisdiction of the board during the public comment period. Agenda items may also be addressed by the public at the time they are taken up by the board. The board is not able to discuss or take action on any item not appearing on the agenda. A five-minute time limit can be imposed on public input for individuals/issues as deemed necessary.

#### **4. ACTION ITEMS**

- a. TCOE/Department Presentation -- CFNLP -- Nani Dodson
- b. Routine Matters
  1. Consent Calendar

- a. Approval of Minutes for the Regular Board Meeting of October 9, 2024
- b. Authorization of Countywide Registration of Credentials
- c. Authorization of Temporary County Certificates
- d. Authorization of Countywide Emergency Permit Applications
- e. Acceptance of Donation, Friends of SCICON (\$42,437.40) to SCICON

**c. New Business**

- 1. Consideration and Approval, WorkAbility I Program Grant Award 2024-2025 (\$75,885) -- **Jennifer Reimer**
- 2. First Reading, Board Policy/Superintendent Policy 1312.3 - Uniform Complaint Procedures -- **Dedi Somavia**
- 3. First Reading, Board Policy/Superintendent Policy/Exhibit (2) 1312.4 - Williams Complaint Policies and Procedures -- **Dedi Somavia**
- 4. Presentation of the Williams/Valenzuela Uniform Complaint Report, 3rd Quarter 2024 -- **Dedi Somavia**
- 5. Consideration and Approval, Attendees of the 2024-25 Supervisor of Attendance Certification Training -- **Lisa Lemus**
- 6. Presentation of 2024-25 Williams Case Monitoring Annual COE Board Report -- **Cari Carlson**
- 7. Consideration and Approval, Set Date for Annual Organizational Meeting -- **Tim A. Hire**

**5. Information (Non-Discussion Items)**

- a. Letters and Communication/Correspondence
- b. Reports from Superintendent and Staff
- c. Reports from Board, Information and Questions

**6. Next Scheduled Board Meeting**

December 13, 2024, 3:00 p.m. (Friday)

**7. Adjournment**

# TULARE COUNTY BOARD OF EDUCATION

10/09/2024 [03:00 PM]

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## REGULAR BOARD MEETING

### 1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Welcome

Mr. Enea welcomed everyone and called the meeting to order at 3:03 p.m. Tony Rodriguez led the Pledge of Alligience.

### 2. Board Members and Staff

Board members present: President Joe Enea, Vice President Debby Holguin, Judy Coble, Tom Link, Celia Maldonado-Arroyo, Chris Reed, Tony Rodriguez, and Ex-Officio Secretary Tim A. Hire. Staff members present: Jody Arriaga, Julie Berk, Tammy Bradford, Nani Dodson, Jennifer Fisher, Jaclyn Garcia, Sarah Hamilton, Robert Herman, Dr. Fernie Marroquin, Jamie McFarland, Chris Meyer, Helen Milliorn-Feller, Marlene Moreno, Anthony Paz, Kelley Petty, Freddy Reyes, Jeff Ramsay, Dedi Somavia, Courtney Venegas and Katelyn Williford. Guests present: Rob Hudson, Ed.D. and Desiree Serrano.

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### 4. PUBLIC COMMENTS

Members of the public may address the board on any agenda item, or other item of interest within the subject matter jurisdiction of the board during the public comment period. Agenda items may also be

addressed by the public at the time they are taken up by the board. The board is not able to discuss or take action on any item not appearing on the agenda. A five-minute time limit can be imposed on public input for individuals/issues as deemed necessary.

Dr. Rob Hudson, Interim Superintendent at Ducor Union School District thanked TCOE for their support and are fighting to keep Ducor Union School District alive. He thanked Mr. Hire and Dr. Marroquin and for their help. He also extended his gratitude to Sarah Smigiera and Christina Loya. He went on to say that TCOE is stellar and that people don't realize how good they have it here. Dr. Hudson thanked TCOE, once more, on behalf of the Ducor Union School Board and all the Ducor staff.

## 5. ACTION ITEMS

### a. TCOE/Department Presentation -- The Dream Center, Courtney Venegas

Courtney Venegas brought two of her staff, Jamie McFarland, and Jaclyn Garcia, to help present The Dream Center. Homeless Youth Education Services coordinates with the federal McKinney-Vento Homeless Assistance Act, which addresses the problems that homeless children and youth face when enrolling, attending, and succeeding in school. Our program ensures that students experiencing homelessness are enrolled and are provided with comparable educational services and resources to achieve academic success. Courtney went onto to say that our Foster Youth Services Coordinating Program provides support services for students who experience the trauma of being removed from their home, school instability, and multiple placements while in foster care. Our goal is to increase collaboration among child welfare, probation, education, and community agencies to improve the educational outcomes for students. TCOE's Dream Center is one off three Dream Centers in California.

Some of the basic needs that the Dream Center provides are: washer and dryer services (includes detergent), shower and bathing services (for the student(s) and their family), food distribution, personal hygiene products, school supplies and backpacks. It was shared that one of the foster youth, who toured UC Merced last year, was accepted into UC Merced. We currently have approximately 1,200 students in foster care in Tulare County. Jamie is in Porterville on a regular basis. They also offer food distribution every week. Donations are accepted at the Dream Center. As the weather begins to get cooler, jackets or coats will be needed. Eighty-five percent of our students complete their FAFSA applications. The Dream Center provides services to 788 students in Tulare County.

Courtney welcomed everyone to come by their center to get a tour. It has changed and expanded since they first opened in 2019. Chris Reed thanked Courtney and her staff for all of their hard work and for their presentation on The Dream Center.

### b. Routine Matters

#### 1. Consent Calendar

- a. Approval of Minutes for the Regular Board Meeting of September 11, 2024
- b. Authorization of Countywide Registration of Credentials
- c. Authorization of Temporary County Certificates
- d. Authorization of Countywide Emergency Permit Applications
- e. Approval of Donation from Rick's Vending and Distributing (\$983.18) for AcCEL, CBI Tulare
- f. Approval of Donation from Rick's Vending and Distributing (\$1,147.51) for AcCEL, CBI Akers
- g. Approval of Donation from Rick's Vending and Distributing (\$350) for AcCEL, CBI Caldwell
- h. Approval of Donation from Charities Aid Foundation America (\$500) for AcCEL, L.B. Hill
- i. Approval of Donation from Pat Hunt Construction (\$750) for Liberty Campus

***Vote Results***

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**Yea:** 7 Judy Coble, Joe Enea, Debby Holguin, Tom Link, Celia Maldonado-Arroyo, Chris Reed, Tony Rodriguez  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 0

**Motion:** Tony Rodriguez **Second:** Tom Link

**c. New Business**

**1. Consideration and Approval, Adopt Resolution 24/25-06, Proclaiming October 21-26, 2024, as National CHARACTER COUNTS! Week -- Kelley Petty**

Kelley Petty requested approval from the Board to adopt Resolution No. 24/25-06 to proclaim CHARACTER COUNTS! week as October 21 through October 26, 2024.

Ms. Petty mentioned the CC! Provident Salierno Awards invitation for November 6. One story that was shared was about a young girl who did a self-evaluation. She didn't want to be a mean-spirited person anymore. She is doing well. Another person was an advocate for mental health (Project Aware). Three different people on one school campus nominated her. It is amazing to hear her life story. In Target, a foreign exchange student knew what to do when a woman passed out.

The newspaper ad that lists 4,700 kids with Character from 168 schools increased from two pages to four pages. Thirteen more schools participated this year.

***Vote Results***

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**Yea:** 7 Judy Coble, Joe Enea, Debby Holguin, Tom Link, Celia Maldonado-Arroyo, Chris Reed, Tony Rodriguez  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 0

**Motion:** Debby Holguin **Second:** Chris Reed

**2. Consideration and Approval, Adopt Resolution 24/25-05, Proclaiming October 2024 as Character Education Month -- Kelley Petty**

Kelley Petty asked for the Board's approval to proclaim October 2024 as Character Counts! month.

***Vote Results***

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**Yea:** 7 Judy Coble, Joe Enea, Debby Holguin, Tom Link, Celia Maldonado-Arroyo, Chris Reed, Tony Rodriguez  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 0

**Motion:** Tony Rodriguez **Second:** Judy Coble

**3. Consideration and Approval, Grant Agreement for California Department of Education -- Nani Dodson**

Nani Dodson asked the Board to approve a grant agreement for California Department of Education, that is funding which supports new partnerships with more chapters for local schools to be tobacco free.

**Vote Results**

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**Yea:** 7 Judy Coble, Joe Enea, Debby Holguin, Tom Link, Celia Maldonado-Arroyo, Chris Reed, Tony Rodriguez  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 0

**Motion:** Tom Link **Second:** Celia Maldonado-Arroyo

**4. Consideration and Approval, Adopt Resolution No. 24/25-14 Grant Agreement Amendment #1 California Department of Public Health-Office of Problem Gambling -- Nani Dodson**

Nani Dodson asked the Board for approval on Resolution No. 24/25-14, grant agreement amendment #1, California Department of Public Health – Office of Problem Gambling.

**Vote Results**

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**Yea:** 7 Judy Coble, Joe Enea, Debby Holguin, Tom Link, Celia Maldonado-Arroyo, Chris Reed, Tony Rodriguez  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 0

**Motion:** Chris Reed **Second:** Debby Holguin

**5. Consideration and Approval, Grant Agreement for Office of Traffic Safety -- Nani Dodson**

Nani Dodson asked for approval on a grant agreement from the Office of Traffic Safety which provides technical assistance for underage alcohol use.

**Vote Results**

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**Yea:** 7 Judy Coble, Joe Enea, Debby Holguin, Tom Link, Celia Maldonado-Arroyo, Chris Reed, Tony Rodriguez  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 0

**Motion:** Chris Reed **Second:** Celia Maldonado-Arroyo

**6. Consideration and Adoption, Resolution No. 24/25-09, TCOE Red Ribbon Week, October 21 through October 25, 2024 -- Jennifer Fisher**

Jennifer Fisher requested, from the Board, the adoption of Resolution No. 24/25-09 for TCOE Red Ribbon Week, October 21 through October 25, 2024. The TCOE theme will align with the national theme, “Life is a Movie. Film Drug Free”. Jennifer mentioned the flyer for the Tulare County Red Ribbon Celebration on October 24 at the Rawhide Stadium. For the TCOE Red Ribbon Week, there are scheduled activities including: movie night at the Galaxy Theatres, dunk tank, bake sales, food trucks and a raffle with all proceeds being given to CASA this year.

**Vote Results**

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**Yea:** 7 Judy Coble, Joe Enea, Debby Holguin, Tom Link, Celia Maldonado-Arroyo, Chris Reed, Tony Rodriguez  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 0

**Motion:** Celia Maldonado-Arroyo **Second:** Debby Holguin

**7. Public Hearing for Adoption of Extended School Year Waiver for Tulare County/District Special Education Local Plan Area (SELPA) -- Sarah Hamilton**

President Enea opened a public hearing at 3:43 p.m. for the Extended School Year Waiver for Tulare County/District Special Education Local Plan Area (SELPA). Sarah Hamilton said that they wanted it reduced to 14 days so all program areas can align their calendars. They also don't run their AC on Fridays. No public comments were received. The public hearing was closed at 3:45 p.m.

**8. Consideration and Adoption, Extended School Year Waiver -- Sarah Hamilton**

***Vote Results***

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**Yea:** 7 Judy Coble, Joe Enea, Debby Holguin, Tom Link, Celia Maldonado-Arroyo, Chris Reed, Tony Rodriguez  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 0

**Motion:** Tony Rodriguez **Second:** Tom Link

**9. Consideration and Approval, Adopt Resolution No. 24/25-12, Submission of Application to SJVAPCD (San Joaquin Valley Air Pollution Control District) for New Alternative Vehicle Grant -- Julie Berk**

Julie Berk presented Resolution No. 24/25-12 to the Board. She asked, on behalf of Dianne Shew, the Board's approval for Circle J Norris Ranch to apply for a grant for a vehicle for Circle J Norris Ranch. It is conducive to the environment there. SJVAPCD offers \$20,000 per year for five years. After all discounts, TCOE will only have to pay \$38 for each vehicle.

***Vote Results***

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**Yea:** 7 Judy Coble, Joe Enea, Debby Holguin, Tom Link, Celia Maldonado-Arroyo, Chris Reed, Tony Rodriguez  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 0

**Motion:** Tony Rodriguez **Second:** Judy Coble

**10. Consideration and Approval, Adopt Resolution 24/25-13 Authorizing Amanda Driver as Administrator to Implement New Alternative Vehicle -- Julie Berk**

Julie Berk asked the Board to authorize Amanda Driver as the Administrator of the New Alternative Vehicle project and adopt Resolution No. 24/25-13.

***Vote Results***

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**Yea:** 7 Judy Coble, Joe Enea, Debby Holguin, Tom Link, Celia Maldonado-Arroyo, Chris Reed, Tony Rodriguez  
**Nay:** 0  
**Abstain:** 0  
**Not Cast:** 0

**Motion:** Celia Maldonado-Arroyo **Second:** Chris Reed

**11. Consideration and Adoption, Resolution No. 24/25-10 for Establishing Appropriations Limits (GANN) -- Jody Arriaga**

Jody Arriaga asked the board to consider and adopt Resolution No. 24/25-10 for Establishing Appropriations Limits (GANN) for this year.

**Vote Results**

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**Yea:** 7 Judy Coble, Joe Enea, Debby Holguin, Tom Link, Celia Maldonado-Arroyo, Chris Reed, Tony Rodriguez

**Nay:** 0

**Abstain:** 0

**Not Cast:** 0

**Motion:** Tony Rodriguez **Second:** Tom Link

**12. Consideration and Approval, Selection of Lease-leaseback Contractor for the Administration Facility Expansion Project - Jeff Ramsay**

Jeff Ramsay has had weekly meetings with Mr. Hire to share progress reports. Jeff meets with the architect firm to see if they need anything in the process. He also attends the architect meetings, which is helpful. We have been meeting with the church regularly (for the past year) to make sure we are on the same page.

Jeff shared current renderings with the Board. We will have an indoor/outdoor breakroom. Fans will be installed to move air on warm days.

We are looking, about January, to give the plans to the state for review and approval. We had a three-part process during the bidding process. Each question was given a point total. Then there was the percentage proposal as to what they would charge us to do this project. The top four contenders were selected for interviews. Only three were ultimately interviewed. We awarded the contract to Oral E. Micham. They will do the Mooney expansion. Jeff advised that the approximate square footage total of the expansion is 128,000 square feet. Mr. Ramsay went on to say that, at this time, our budget for this project is estimated to be \$60 million. The winning contractor said we designed a simple and functional project which will make it faster and cheaper to build.

**13. Consideration and Approval, Adopt Resolution No. 24/25-11, Authorizing the Execution, Delivery & Sale of Certificates of Participation & Approving Related Documents & Actions -- Dr. Fernie Marroquin**

Dr. Marroquin asked for approval on Resolution No. 24/25-11, authorizing the execution delivery and sale of certificates of participation and approving related documents and actions. Phase 2 is the Mooney expansion. We will be moving OTP on the Liberty campus, Phase 3. This resolution is covering Phase 2 and Phase 3 projects.

The COP lists \$122 million and that amount provides some flexibility should the cost of the buildings go up.

Exhibit A (item 1), approximate interest rate paid on COP. This did not include the rate reduction and maybe another future reduction rate. Interest rates continue to fall. We think the rate will be about 3.9 %, if not lower.

Exhibit A (item 2) lists the estimated charges for underwriting insurance and legal services. Purchasing COP insurance is at a discounted rate.

Exhibit A (item 3) total proceeds of certificates

Approving documents shown are not filled out yet because we have not purchased or sold anything. Next week, Jeff will finalize plans and get the cost from what contractor's costs are.

Part of the analysis that was done by our team was the following: we currently pay \$1.5 million to lease buildings throughout the county. This will save us at least \$1 million a year in lease fees. The Doe Avenue property could generate about \$850,000 in lease fees (the first year) that people are willing to pay. The solar project will save us \$8 million over the life of this project. Our fleet vehicles are already saving us money and will continue to save us money. The new warehouse will allow us to save money by having ample space to buy things in larger bulk. We won't have to pay a COS lease contract for UPHS to be on the COS campus. The new theater project will save us



money as well. OTP and the Redwood Café could generate more money. We are confident that we can maintain these projects.

Mr. Enea asked if we can renegotiate a new loan if the interest goes down even more once we are in the new loan. Fernie said that this is an option. We refinanced our current COP in 2019. We still have about 15 years left on this building. The expansion, the new COP, will finish in 2050. Please note, we don't start paying on the new COP until 2027.

Chris Reed made a statement, "I've needed a lot of hand holding leading up to this vote. Over the last year, I've spoken to Tim, Jody, Julie and Jeff. The last couple of days, I've spoken with Fernie. He answered all of my questions and gave me a tutorial on this agenda item. I would like to thank all of them for their patience and information. So, I'm casting my vote today because of all my conversations with staff and their assurances that we are good to go on this project."

Mr. Hire said because of what his predecessor and the business department did over several years, we were able to hold off on issuing the COP. We have had conversations with financial advisors every week. We have been able to carry expenses, architecture and design work so we didn't need to find or do a COP right away. Because we waited, we will be saving approximately \$1.2 million a year. Superintendent Hire said that we will still have the ability, for his successor, to have funds and not be confined or be handed over a financial constraint.

Dr. Marroquin estimates that both projects will cost approximately \$114 million. The Liberty Center will consist of a new library/media center, a new theater, new OTP, and a robotic/e-sports arena.

The plan to relocate UPHS is to move them to the Liberty Center. We previously mentioned moving La Sierra Military Academy to Liberty also. After more consideration, it was determined that this wouldn't be what's best for the students in that vicinity. COS is excited to know that UPHS students will now have the option to attend the COS Tulare campus. We have moved the Theatre Company staff into the Planetarium which gives students access to theater and dance options. As for La Sierra, we currently own half the buildings and lease the other half on Houston Avenue.

### **Vote Results**

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**Yea:** 7 Judy Coble, Joe Enea, Debby Holguin, Tom Link, Celia Maldonado-Arroyo, Chris Reed, Tony Rodriguez

**Nay:** 0

**Abstain:** 0

**Not Cast:** 0

**Motion:** Tom Link    **Second:** Tony Rodriguez

## **6. Information (Non-Discussion Items)**

- a. Letters and Communication/Correspondence
- b. Reports from Superintendent and Staff
- c. Reports from Board, Information and Questions

Superintendent Hire advised the Board that the office is busy for the month of October with CHARACTER COUNTS! Month and Week, and Red Ribbon Week with numerous activities lined up. TCOE is currently in second place with the Visalia City Corporate Games. The TCOE Foundation will be recognized as SCE's Partner of the Year on November 8. Our partnership with SCE began with Randy Wallace with the Innovate grant. Along with WIB and CTE, this grant assisted in providing internship scholarships for local students.

Our annual Excellence in Education breakfast will take place on October 30. Don't forget to RSVP with Marlene. Mr. Hire wanted the Board to know that he is considering moving the board meetings to take place on the first Wednesdays of the month, instead of the second Wednesdays, starting in June 2025.

Mrs. Reed thanked Mr. Hire for the new laptops the board members were issued.

## **7. Next Scheduled Board Meeting**

November 13, 2024, 3:00 p.m.

## **8. Adjournment**

The meeting adjourned at 4:38 p.m.

			Agenda of 11/13/2024	
			CREDENTIALS REGISTERED	
			November 13, 2024	
240281926	TC3S	P5	ACEBO JAYSI	
240261139	SUBP	EM	ACEVEDO KATHRYN I	
240260405	SUBP	EM	ACOSTA JAYKOB M	
240229385	TC1	P5	ADALIAN GEOFFREY	
240284333	SUBP	EM	ADALIAN SAMUEL	
240278616	SUBP	EM	AGUIAR MAKENZIE	
240267403	TC2	P5	ALAMSI DONIA	
240259608	TC1	CL	ALARI CANDY A	
240274724	TC1	CL	ALCANTAR CHRISTOPHER	
240278966	P12B	CD	ALCANTAR GUTIERREZ RUBICELIA	
240283655	SUBP	EM	ALCANTAR TAPIA MARISOL	
240267435	SUBP	EM	ALEXANDER RICHARD	
240190611	TC3S	P5	ALLEN BRIA	
240258723	SUBP	EM	ALLEN JOHANNA P	
240277398	TC10	SL	ALLEN PAYTON	
240264453	TC3S	CL	ALVAREZ LAYCEE	
240283223	TC2	P5	AMEZCUA-SANCHEZ KARYSSA	
240266431	SUBP	EM	ANAYA DIANA	
240270278	SC1A	CL	ANDERSON NICOLE	
240270276	TC2	CL	ANDERSON NICOLE	
240263973	SUBP	EM	ANDRADE GONZALEZ LIZETH	
240287405	P12C	CD	ANDRADE JESSISTAR	
240279204	P12E	CD	ANDRADE LETICIA	
240258912	SUBP	EM	ANDRADE LORENA C	
240282929	SUBP	EM	ARANZAZU-GARCIA NELSON	
240273345	TC2	CL	ARROYO CONCEPCION	
240276268	TC2	CL	AVILA DIANA	
240275562	SUBP	EM	AVILEZ CAMAILLO DAVID	
240284622	SUBP	EM	BACA MORENO CRISTINA	
240267672	TC3S	CL	BAJARI JULIE	
240278940	P12C	CD	BALTAZAR HERNANDEZ MARICRUZ	
240252413	SUBP	EM	BANOUD MARYANA	
240261277	SUBP	EM	BARBA-CHAVEZ CALEB	
240272718	TC2	IN	BARBOZA IBARRA DAISY	
240264873	TC14	SE	BARNES BRIGETTE	

			Enclosure No.	
			Agenda of 11/13/2024	
			CREDENTIALS REGISTERED	
			November 13, 2024	
240276609	TC2	CL	BARRERA ALEXANDRO	
240271089	TC2	CL	BASTRIRE LINDA	
240272401	TC2	CL	BEIG NAURIN	
240258488	TC10	SE	BELL MANDEE	
240290069	SUBP	EM	BELTRAN AILEEN	
240278965	TC13	SE	BELTRAN ALEJANDRO	
240074864	TC2	CL	BENAVIDES FRANCISCO	
240284359	SUBP	EM	BENITEZ JOHANNA	
240284228	SA15	EM	BENSON BERENICE	
240286878	TC3S	CL	BENSON SANTANNAH	
240280964	CTE	CL	BENTLEY DENIECE	
240276648	SC1A	CL	BENTON ALLAN	
240276613	TC3S	CL	BENTON ALLAN	
240266521	SUBP	EM	BERRONES AMADOR	
240258804	TC3S	P5	BIRD REBECCA L	
240261105	P12C	CD	BOCANEGRA LEESA	
240273616	TC2	CL	BONDS CHRISTY	
240269777	TC2	CL	BOTELLO MARIA	
240266189	SUBP	EM	BOWSER ISAAC	
240273415	TC1	CL	BOWSER SCOTT	
240277684	SC1A	CL	BRADFORD TAMMY	
240007675	SUBP	EM	BROOKE COURTNEY	
240264243	SUBP	EM	BROWN BRADY	
240277267	TC3S	P5	BROWN MARIA	
W24001608	SA17	WV	BUZANI ANA	
240278931	P12A	CD	BUZANI ANGELICA	
240264440	SUBP	EM	CABALLERO DANIEL	
240283672	SA13	EM	CABEJE HERMAN	
240017416	TC3S	P5	CABRERA KRISTEN	
240288715	TC10	SL	CADIS KENNETH RUDY	
240287132	SUBP	EM	CAMARENA MARCUSSEN	
240286800	P12E	CD	CAMARGO ELIZABETH	
W24001448	SA14	WV	CAMPOS BREANNA	
240259153	SUBP	EM	CAMPOS GRACIELA	
240258557	P12C	CD	CAMPOS JUANA M	

			Enclosure No.	
			Agenda of 11/13/2024	
			CREDENTIALS REGISTERED	
			November 13, 2024	
240278930	P12E	CD	CAMPOS NICOLE	
240263455	TC3S	IN	CANCHOLA BRENDA	
240290159	TC13	ML	CARLISLE CASSIE	
240265521	SUBP	EM	CARLSEN JEANETTE	
240273451	SC1A	CL	CARLSON JENNIFER	
240280701	P12A	CD	CARRANZA CISNEROS ASHLEY	
240266263	SUBP	EM	CARRILLO MENDOZA HOSVALDO	
240278193	TC2	CL	CARTAGENA RAYMOND	
240266507	SUBP	EM	CASAS-MICHEL MARIELA	
240282848	SUBP	EM	CASTANEDA HUERTA ZULEMA	
240276742	TC13	SL	CASTILLO ELIZABETH	
240268447	TC1	CL	CASTILLO MAURICE	
240284412	SC1A	CL	CASTRO KIMBERLY	
240265266	SUBP	EM	CEBALLOS ARIANA	
240290373	TC13	ML	CEBALLOS ESMERALDA	
240271041	TC2	P5	CEJA ALMA	
240259593	SUBP	EM	CEJA DANIELA	
240287394	P12C	CD	CERVANTES ANGELINA	
240272414	SUBP	EM	CERVANTES AVILEZ ALEJANDRA	
240259528	TC1	IN	CHAPMAN KRISTIN E	
240271653	P12C	CD	CHAVEZ GABRIELA	
240284757	SC1A	P1	CHAVEZADAMS KRISHNA	
240285679	SUBP	EM	CHOI ABIGAIL	
240264271	SUBP	EM	CHRISSAKIS MICHAL	
240282325	SUBP	EM	CISNEROS ANA	
240260903	SUBP	EM	CISNEROS JOSEFINA	
240283660	SUBT	EM	CISNEROS PERLA	
240266705	SUBP	EM	CISNEROS RAMOS JESUS	
240286054	SUBP	EM	CLARK DENISE	
240259995	SUBP	EM	COELHO ASHTON M	
240271113	SUBP	EM	COFFMAN MACKENZIE	
240262275	TC1	IN	COLLET PRESTON	
240290176	TLA1	AL	COLLINS JEREMY	
240288631	TLA1	AL	COOK SAMANTHA	
240278536	TC1	CL	COOLEY TRACY	

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240274978	SUBP	EM	CORREIA PHILLIP	
240258710	SUBP	EM	COX JOSEPH W	
240263201	TC1	CL	CRAINE PHYLLIS J	
240213478	TC2	P5	CRANSTON SULEMA	
240259768	SUBP	EM	CRATER JASON	
240268711	TC10	SE	CREECH FAITH	
240258442	TC10	SE	CREECH JENNIFER E	
240266670	TC2	CL	CRIBBS KATRINA	
240274723	TC1	CL	CRUZ VARELA SONIA	
240284976	TC3S	L2	CRUZ VERONICA	
240274073	SUBP	EM	DAVIS CHRISTINA	
240263746	TC2	CL	DAVIS REBECCA	
240289952	TLA1	AL	DAY SAMANTHA	
240264148	SUBP	EM	DE LEON TIFFANI	
240269588	P12D	CD	DELGADO LEONOR	
240274056	SUBP	EM	DELGADO-MARABEL OSCAR	
240280980	SUBP	EM	DEMERATH ARTHUR	
240271731	SUBBP	EM	DEMPSEY BRITTANY	
240151140	SC5	CL	DIAZ JENNIFER	
240265451	SUBP	EM	DIAZ RAUL	
240270697	P12E	CD	DIAZ-ESTRADA MARIBEL	
240278466	SUBP	EM	DICHERA STEPHEN	
240267653	P12C	CD	DILLIHUNT CAPRICE	
240285841	SUBP	EM	DODD CONNOR	
240276691	TC10	ML	DOMINGO PRISCILLA	
240266598	P12F	CD	DORIA CHERI	
240270614	TC1	CL	DUBY RACHEL	
240201709	TC2	CL	DULA ELIZABETH	
W24001613	SC8	WV	EDMONDS MIRANDA	
240283680	SUBT	EM	ENRIQUEZ CIENNA	
240258906	SUBP	EM	ENSALDO MARTINEZ TOMMY D	
240284397	SUBP	EM	EQUIHUA CYNTHIA	
240260971	SUBP	EM	EQUIHUA OSCAR	
240270477	TC2	CL	ESPINOZA CEBALLOS ANA	
240268941	SUBP	EM	ESPINOZA-SALAS MIRIRAN	

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240279081	TC15	EM	ESTRADA-TSUBOI CONCEPCION	
240278071	TC15	EM	ESTRADA-TSUBOI CONCEPCION	
240272159	SUBP	EM	ETRATA MICAELA	
240286011	SUBP	EM	FEIRBACH KIMBERLEE	
240288007	TC1	CL	FERNANDES ANDREA	
240285917	SUBP	EM	FERNANDEZ CLAUDIA	
240261299	SUBP	EM	FERNANDEZ JR CRISPIN	
240282115	TC2	CL	FERNANDEZ MAYRA	
240271679	TC13	ML	FERRIS DERICA	
240277362	SC1A	P5	FIELDS MARLA	
240265260	SUBP	EM	FILIP I ANNA	
240266924	SUBP	EM	FINLEY KELSEY	
240270494	SUBP	EM	FLORES CESAR	
240259955	SUBP	EM	FLORES MARIO A	
240283682	SUBT	EM	FLORES ROLANDO	
240288781	TC13	ML	FLORES TINA	
240277628	SUBP	EM	FLORES-CABRALES STEVE	
240268038	TC2	CL	FREITAS MICHELLE	
240263452	TC3S	IN	GALLEGOS ARMANDO J	
240278907	SUBT	EM	GALLEGOS VANESSA	
240272069	TC1	CL	GAMBINI MARK	
240274373	SUBP	EM	GARAY KHALANI	
240267328	TC10	SE	GARCIA ADRIAN	
240274430	SUBP	EM	GARCIA PATRICIA	
240272576	SUBP	EM	GARCIA QUETZAL	
240185952	TC1	P5	GARCIA-LOPEZ LESLIE	
240185370	TC3A	CL	GARCIA-LOPEZ LESLIE	
240288266	SUBP	EM	GARICA-ARGUETA KELSEY	
240286992	SUBP	EM	GATES MARYLYNN	
240184201	SUBP	EM	GERECKE ERIN	
240257701	TC1	CL	GERKE KEVIN	
240266500	SA13	EM	GHANIEM GADIJA	
240271752	SUBP	EM	GILLESPIE BRITTANY	
240135632	TC3S	CL	GILMORE KINDRED	
240135631	TC2	CL	GILMORE KINDRED	

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210124882	TC2	CL	GISCLAIR ALYSSA	
240264999	SUBP	EM	GOMEZ BRIANNA	
240271736	SUBP	EM	GOMEZ YULISA	
240264727	TC2	IN	GOMEZ-CONTRERAS EMMA	
240053931	TC3S	P5	GONZALEZ CHRISTIAN	
240228287	TC2	P5	GONZALEZ ISAIAH	
240117023	TC1	CL	GONZALEZ JUAN	
240286788	P12E	CD	GONZALEZ LORENA	
240283671	SA13	EM	GONZALEZ RAQUEL	
240275827	SUBP	EM	GONZALEZ SANDRA	
240276818	TC2	CL	GORDON JENNIFER	
240265955	SC3A	P1	GOSSCHALK JONAS	
240273603	TC2	CL	GOSVENER MELINDA	
240260271	SUBP	EM	GRADILLA RAMIREZ MIDIAM	
240260621	SUBP	EM	GRAGG TIFFANY	
240259940	TC10	SE	GRANTHAM MICHAEL D	
240150142	TC2	CL	GREEN MARIA	
240265912	SUBP	EM	GREENE ADELE	
240127121	SUBP	EM	GRENSEMAN PAUL	
240277240	SC1A	P5	GUERRERO RUBEN	
240266520	SUBP	EM	GURROLA NAVARRO CHRISTIAN	
240263387	SUBP	EM	GUTIERREZ GUADALUPE	
240269394	P12B	CD	GUTIERREZ MAGDALENA	
240275870	TC1	P5	GUTIERREZ MISAEEL	
240267358	TC3S	P5	GUTIERREZ STEPHANIE	
240263386	TC2	CL	GUTIERREZ TERRI L	
240284484	SUBP	EM	GUZMAN-GARCIA ADAN	
240273456	CTE	CL	HACHE CHARLES	
240259186	TC1	CL	HAMID OSAMA	
240258664	SUBP	EM	HANDBUR DEION	
240283719	SUBP	EM	HARLOW JORDAN	
240276892	P12B	CD	HARO JACQUELINE	
240263993	SUBP	EM	HARRIS NATASHA	
240217705	TC2	CL	HARTLEY STEPHANIE	
240280303	SUBP	EM	HAWKER KELLIE	



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240259162	SUBP	EM	HAWKINS LISA R	
240285647	SUBP	EM	HENGST COURTNEY	
240284491	SUBP	EM	HER ISAIAH	
240284262	SUBP	EM	HERNANDEZ DAYANA	
240269141	SUBP	EM	HERNANDEZ JULIAN DIANA	
240267792	SUBP	EM	HERRERA CHERIE	
240285859	SUBP	EM	HINES BREEANNA	
240268270	SUBP	EM	HIPSKIND FRANCINE	
240247621	TC1	CL	HOHNE CASSANDRA	
240247622	SC1A	CL	HOHNE CASSANDRA	
240284607	TC1	CL	HOLMAN CAROL	
240260885	TC3S	IN	HORSTING LACIE A	
240277283	TC10	SE	HORSTING LACIE A	
240271667	TC13	SL	HOWE MEGAN	
240282403	SA13	EM	HOWERY BRITTANY	
240264888	SUBP	EM	HUBER RAYLENE	
240282625	SA13	EM	HUEBERT MICHAEL	
240263423	SUBP	EM	HULSEY STACI D	
240285786	TLA1	AL	HUTCHESON JACQUELINE	
240026671	CTE	CL	HUTCHISON JACOB	
240258538	TC15	EM	IBARRA AIDE	
240289101	TC1	CL	IBARRA GUADALUPE	
240280718	TC1	CL	IBARRA GUADALUPE	
240266627	TC2	CL	JAROSZ HELEN	
240275522	SUBP	EM	JEPSON HANNAH	
240261924	P12C	CD	JIMENEZ CECILIA D	
W24001614	SC8	WV	JOHANSEN COURTNEY	
240284639	TC2	CL	JOHNSON BARBARA	
240264393	SUBP	EM	JOHNSON JEREMY	
240288299	TC13	ML	JONES ROSEANNA	
240268973	TC1	CL	KASIMOFF MICHAEL	
240289172	SA13	EM	KAVADAS NICHOLAS	
240280703	SUBP	EM	KAY HALONNAH	
240266384	SUBP	EM	KISH ANDREW	
240273321	TC1	CL	KLEINSTEUBER ALLISON	

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240259292	TC1	CL	KNIGHTON LILLIAN D	
240285911	SUBP	EM	KNUDSEN JAMES	
240283882	SUBP	EM	KULWITZKY JORDAN	
240259717	TC2	CL	KUSSEROW ANGELICA	
240287945	SUBP	EM	LACK COLBY	
240281544	SUBP	EM	LALONDE BRITTANY	
240270519	TC2	CL	LAMPE TAMARA	
240266489	SC5	CL	LANCASTER LUPE	
240260661	TC13	ML	LAND CAITLIN R	
240268800	SUBP	EM	LANGFORD AURORA	
240277906	SUBP	EM	LEDESMA CIRLILO	
240275428	TC14	ML	LEDEZMA YAILIN	
240259058	TC2	CL	LEE KIMBERLY L	
240268668	TC14	SL	LEHMANN MACKENZIE	
240268178	P12B	CD	LEMUS JACQUELINE	
240280975	SA15	EM	LEMUS JULIA	
240262724	SUBP	EM	LESLIE BROOKE T	
240279308	TC3S	IN	LEWIS MELISSA	
240282586	SUBP	EM	LEWIS PARKER	
240261900	SUBP	EM	LIMON-VALENZUELA LISBET	
250285648	SUBP	EM	LINARES URIEL	
240258777	P12C	CD	LIRA BLANCA E	
240280377	TC2	CL	LOER ROBERT	
240264107	SUBP	EM	LOLLIS ASHLYN	
240287925	TLA1	AL	LOMBARDI KATRINA	
240274752	SC1A	CL	LOPEZ ANDRES	
240274753	TC2	CL	LOPEZ ANDRES	
240285909	SUBP	EM	LOPEZ BETHANY	
240264969	SUBP	EM	LOPEZ CYNTHIA	
240225000	TC3S	IN	LOPEZ DEBBIE	
240264650	SUBT	EM	LOPEZ DOMINGO	
240277791	SC1A	P5	LOPEZ JOSE	
240274129	SC5	CL	LOPEZ MARISSA	
240267953	SUBP	EM	LOPEZ PAREDES MAYRA	
240273794	SUBP	EM	LOSA SOLANO LORENA	

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240260528	SUBP	EM	LUNA ESI	
240264817	TC13	SE	LUNA GLORIA	
240261737	SUBT	EM	LUNA ISAAC	
240288152	SUBP	EM	LYLES-SMITH ISAAC	
240260167	SUBP	EM	MACIAS-ENRIQUEZ MILKA Y	
240278893	P12B	CD	MADRIGALL ANADELI	
240280720	TC2	CL	MAGALLANES MAYRA	
240287345	SUBP	EM	MAGALLANES-RODRIGUEZ MICAEL	
240284149	TC2	IN	MAGANA JENNIFER	
240287382	P12C	CD	MALTA MERCEDES	
240266566	SUBP	EM	MARAVILLA-DIAZ ROSA ELENA	
240270432	SUBP	EM	MARCUM KORBIN	
240278839	SUBT	EM	MARTIN ALEXIS	
240269179	SUBP	EM	MARTINEZ MARITZA	
240258774	SUBP	EM	MARTINEZ MEZA ISIDRO	
240279105	SUBT	EM	MAUDET LEONARDO	
240277056	SUBP	EM	MAZON JOE	
240268384	P12C	CD	MCCORMACK KAYLA	
240093827	CTE	CL	MCGILL MATTHEW	
240272382	SUBP	EM	MCGUIRE BRADLEY	
240275104	TC2	CL	MCNEALLEY MARK	
240284758	TC13	ML	MCPHETRIDGE CASE	
240266610	SUBP	EM	MEDINA PEREZ MARTIN	
240284172	TC10	ML	MENDEZ JULIA	
240258441	TC2	CL	MENDEZ YESSICA	
240274074	SUBP	EM	MENDOZA CHARLIE	
240277311	P12C	CD	MENDOZA IRISH	
240278413	TC10	SE	MENDOZA VALENCIA BRISEIDA	
240280315	SUBP	EM	MEZA LILIANA	
240271584	TC13	SL	MILLIGAN GEORGINA	
240270199	TC1	CL	MITCHELL KENNETH	
240263100	SUBP	EM	MOISA JENNIFER E	
240284766	TC14	SE	MONTALVO JOHNNY	
240281345	SUBP	EM	MOORE SAVANNAH	
240262991	SUBT	EM	MORA ESTEBAN	

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240274893	SUBP	EM	MORA KAILIE	
240264102	SUBP	EM	MORALES JOSEPH	
240284533	SUBP	EM	MORAN MARICSA	
240267707	TC13	ML	MORENO MARIO	
240278380	TC3S	P5	MORFIN LEANNA	
240286449	TC13	SL	MORSE MACAYLA	
240272466	TCF2	CL	MOTA-MARQUEZ DELMY	
240272200	SUBP	EM	MULICK DIANA	
240277353	TC3S	P5	MUNIZ ENEDINA	
240270167	TC10	SL	MURILLO-SALAS NANCY	
230296532	TC2	P5	NAVARRO CYNTHIA	
240287760	TC13	ML	NAVARRO MANUEL	
240283649	SUBT	EM	NAVARRO YUDITH	
240278120	TC1	CL	NELSON RANDALL	
240270159	CTE	P3	NEWBY BRANDI	
240285603	SUBP	EM	NICKELL MEGAN	
240262996	SC8	CL	NORTON HEATHER L	
240277422	SUBP	EM	NOUFAL JIANA	
240266439	SUBP	EM	NUNEZ SEVERO	
240174942	TC2	P5	NUNO ALEJANDRA	
240271864	SUBP	EM	OCAMPO-MARTINEZ KIARA	
240279460	SUBP	EM	OCHOA CALVILLO SONIA	
240275380	SC1A	P5	OLEA PEDRO	
240274000	SUBP	EM	OLIVAS MARTIN	
240266335	SUBP	EM	OLMEDO JASMINE	
240285381	TC2	CL	OLSEN MARILYN	
230281765	SUBP	EM	ONOFRE AMANDA	
240210574	SUBP	EM	ONOFRE AMANDA	
240277038	SUBP	EM	ONTIVEROS JOANN	
240273579	SUBT	EM	OROSCO JUDY	
240265074	TC2	CL	OROZCO JORGE	
240282024	SUBP	EM	ORTEGA ROBERT	
240258443	TC1	CL	OSTREA VENISE JOY G	
W24001557	SA17	WV	OWENS CASSIE	
240282843	SUBP	EM	PADILLA-MALDONADO LIZBETH	

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240277361	SC1A	P5	PARKIN SHARON	
240268423	TC10	SL	PAYPA WENDELL REE	
240281835	SUBP	EM	PECK GWENDALYNN	
240276844	TC13	ML	PELAYO NORMA	
240269344	SUBP	EM	PENA YVONNE	
240273205	P12C	CD	PEREZ CARDENAS NOHEMI	
240288407	TC2	CL	PEREZ CELINA	
W24001622	SA17	WV	PEREZ LISA	
240283197	SUBP	EM	PEREZ SANCHZ SAYRA	
240283726	SUBT	EM	PEREZ-MENDOZA MELISSA	
240263725	TC10	SE	PETERSON KATHLEEN	
240288313	SUBP	EM	PINTOR MAYO FERNANDA	
240268978	TC1	CL	PLASCENCIA ADRIANA	
240272114	P12B	CD	POLANCO HOLGUIN MIREYA	
240262744	SUBP	EM	PORTER HENRY J	
240159973	SUBP	EM	POWER GLENN	
240282859	SUBP	EM	PUTTHONGVILAI AMIRA	
240275787	SUBP	EM	QUEZADA GONZALEZ ANA	
240285415	SUBP	EM	QUIHUIZ DANIELLE	
240280970	TC3S	CL	QUINTANA MICHELLE	
240282862	SUBP	EM	QUINTANAR ALEXIS	
240260604	SC1A	CL	QUINTANILLA ANTONIO	
240278793	SUBP	EM	RAMIREZ BASULTO GABRIELA	
240279804	SUBP	EM	RAMIREZ BREANNA	
240270662	SUBP	EM	RAMIREZ LILIANA	
240271800	SUBP	EM	RAMIREZ-PADILLA FAVIAN	
240285638	SUBP	EM	RAMOS GUADALUPE	
240280311	SUBP	EM	RAMOS JUAN	
240263376	SUBP	EM	RAMOS MERCEDES C	
240270984	SC1A	P5	RANDOLPH LETICIA	
240281057	SUBP	EM	RANSOM JOCLYNN	
240284675	SUBP	EM	REED CARSEN	
W24001607	SA17	WV	REYES JENNIFER	
240262803	SUBP	EM	REYES RICARDO	
240197223	TC2	P5	RICO ISABEL	

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240278762	RLLS	CL	RIDENOUR AMANDA	
240266421	SUBP	EM	RILEY TREVOR	
240281709	SUBP	EM	RIOS ALEXIS	
240265136	SUBT	EM	RIOS JOSIE	
240171837	SC5	CL	RIOS SARAH	
240277458	SUBP	EM	RIVERA MARIA	
240280118	TC13	SL	RIVERA MEAGAN	
240268476	SUBP	EM	RIVERA YASMINE	
240259990	SUBP	EM	ROBBINS MEGAN A	
240279757	SUBP	EM	ROBERTSON JAYLEE	
240289805	TC14	SE	ROBLES JASMYNE	
240265745	SUBP	EM	ROCHA JASMINE	
240276007	SUBP	EM	ROCHA JASMINE	
240267679	TC3S	CL	ROCHA LEECIA	
240275433	SC5	CL	RODRIGUEZ ALEXUS	
240264503	SUBP	EM	RODRIGUEZ ANTHONY	
240267126	P12B	CD	RODRIGUEZ CAMPOS JUDITH	
240263357	SC1A	CL	RODRIGUEZ ISIDRO	
240263356	TC2	CL	RODRIGUEZ ISIDRO	
240281591	SC1A	CL	RODRIGUEZ KINELLE	
240281590	TC2	CL	RODRIGUEZ KINELLE	
240278496	P12C	CD	RODRIGUEZ MARIAH	
240265063	SUBP	EM	RODRIGUEZ VERONICA	
240276546	TC1	CL	ROEHLO MARLIN	
240284783	SUBP	EM	ROGERS MAJOR	
240084676	TC2	P5	ROJAS PATRICIA	
240273562	SUBT	CL	ROMERO YULISSA	
240262002	SUBT	EM	ROMERO YVETTE	
240182486	TC2	P5	SA KATHERINE	
240269354	SUBP	EM	SABADO MELECIO	
240241925	P12E	CD	SAEPHAN SUSIE	
240261111	TC1	CL	SAGER HEIDI A	
240261110	TC2	CL	SAGER HEIDI A	
240283259	SUBP	EM	SALAS ADONIS	
240283670	SUBT	EM	SALAZAR ALEXIS	

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240279663	TC10	SL	SALAZAR ARMANDO	
240289798	TC14	ML	SALAZAR LUIS	
240267125	P12B	CD	SALDANA OLIVIA	
240272036	SUBT	EM	SALDIVAR JENNIFER	
240200011	SC5	IN	SALINAS JESSICA	
240258968	SUBT	EM	SALINAS VILLASENOR VANESSA	
240270520	SUBP	EM	SAMUELS KITRINA	
240282226	TC13	SE	SANCHEZ ANDREW	
240290168	TLA1	AL	SANCHEZ CYNTHIA	
240288040	TC13	ML	SANCHEZ ELIZABETH	
240277278	SC8	CL	SANCHEZ MELANIE	
240284104	TC10	SL	SANCHEZ RAMON	
240284225	SA15	EM	SANCHEZ SANCHEZ ELIZABETH	
240285133	P12C	CD	SANCHEZ SARA	
210122284	TC2	CL	SANCHEZ TERESA	
240223177	TC2	P5	SANCHEZ-ZUNIGA ANAKAREN	
240272046	SUBT	EM	SANDOVAL CYNTHIA	
W24001487	SC8	WV	SANDOVAL DAISY	
240260592	SUBP	EM	SANDOVAL-RODRIGUEZ CHRISTOPHER L	
240262913	SUBP	EM	SANTILLAN-RAMOS VALERIA Y	
240258546	P12C	CD	SANTOS ANNA E	
240286026	SUBP	EM	SANTOYO ADRIAN	
240285961	TC2	CL	SAUCEDO SHIRLEY	
240265142	SUBP	EM	SAULQUE JASON	
210194372	TC2	CL	SCHEER MIKAYLA	
240012463	SUBP	EM	SCHIMPF XIMENA	
240267845	SA13	EM	SCHUGARDT JESSICA	
240278231	TC2	CL	SCOTT CHRISTINE	
240278232	TC3S	CL	SCOTT CHRISTINE	
240116596	TC2	CL	SEGOVIA CHRISTINA	
240279994	SUBP	EM	SENG PHILA	
240231383	SUBP	EM	SERQUINIA RONNIE	
240270635	P12E	CD	SERRANO SHERI	
240264767	SUBP	EM	SINGH ANMOL	
240108452	SUBP	EM	SITTON DEE	

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240273080	TC2	CL	SIZEMORE MARK	
240266556	TC2	CL	SMITH TINA	
240263312	SC3A	CL	SOLIS ANITA M	
240275619	TC2	CL	SORIAN FRANK	
240034207	TC2	P5	SOUSA SAVANNAH	
240260803	TC2	CL	SPARKS VICKIE L	
240280255	SUBP	EM	SPEIDEL SARAH	
240262650	SUBT	EM	STARK-MORA ELIZABETH	
240283665	SUBT	EM	STARLING ALAYJAH	
240258962	SUBT	EM	STEVENS BRIANNA M	
240275345	SUBP	EM	STONEROAD STEVEN	
240283550	TC10	SL	STORLE JENA	
240271856	SUBP	EM	STUEVE MELANIE	
240271164	SUBP	EM	TAPIA DAVID	
240277701	SC1A	CL	TATE SAMANTHA	
240284282	SUBP	EM	TAYLOR DIANE	
240262402	TC2	CL	THATCHER RHONDA K	
240272754	TC10	SE	THOMPSON ADAM	
240260138	SC3A	CL	THOMPSON CAITLIN J	
240274950	SUBP	EM	TILLEY JARED	
240284837	TC13	SE	TORRES DIANE	
240276698	SUBP	EM	TORRES EFRAIN	
240269677	P12C	CD	TORRES MARISSA	
240279186	TC13	SE	TOTTY KAITLIN	
240132889	SC5	CL	TOVAR KAREN	
240271835	TC1	CL	TREECE KAREN	
240262814	SUBP	EM	TREJO ERNESTO	
240258938	TC2	CL	TROWBRIDGE HEATHER L	
240287020	SUBP	EM	TRUONG DIEP	
W24001597	SC8	WV	TUZON ALLYSON	
240259876	SC1A	CL	VACA ELIZABETH G	
240263745	SUBP	EM	VALDEZ DEBBIE	
240271371	TC2	P5	VALDEZ RODRIGUEZ LUCIA	
240288176	P12E	CD	VALDEZ YVONNIA	
240287934	TLA3	AL	VALENCIA AMY	



			Enclosure No.	
			Agenda of 11/13/2024	
			CREDENTIALS REGISTERED	
			November 13, 2024	
240274857	SC3A	CL	VALENCIA JESICA	
240280881	SC1A	CE	VALENCIA YASMINE	
240278474	TC13	ML	VAN DUSEN VICTORIA	
240268802	SUBP	EM	VARGAS EVELYN	
240269353	SUBP	EM	VARGAS KARINA	
240280073	SUBP	EM	VARGAS STEPHANIE	
240283936	SUBP	EM	VASQUEZ STEPHANIE	
240275287	SUBP	EM	VAZQUEZ ASHLEY	
230143768	SC5	CL	VEGA FABIOLA	
240280138	SUBP	EM	VELASCO JUAN	
240263165	SUBP	EM	VELASCO VELASCO VERONICA	
240261637	SUBP	EM	VELASQUEZ FRANCHESCA M	
240273262	SC1A	CL	VELASQUEZ TONY	
240273261	TC2	CL	VELASQUEZ TONY	
240278409	TC10	SE	VENEGAS ANTHONY	
240284882	TC14	SL	VIELMA ALEJANDRA	
240267765	SUBP	EM	VILLALOBOS DAPHNE	
240266552	SUBP	EM	VILLANUEVA MARISOL	
240270805	SC5	CL	VILLARREAL ALMA	
240287179	SUBP	EM	VILLARREAL GUSTAVO	
240280079	TC3S	CL	VILLARREAL MINERVA	
240268386	SUBP	EM	VILLASENOR LIZBETH	
240280432	TC2	CL	VILICANA ADELINE	
240281253	SUBP	EM	VUKOVICH KARA	
240244735	TC1	CL	WALKER REBECCA	
240022602	TC1	CL	WALL VICTORIA	
240264198	CTE	CL	WELLS BRIAN	
240272756	TC10	ML	WHITE ALBERT	
240284589	TC13	SL	WILLIAMS JESSICA	
240259975	SUBP	EM	WOLFE CHELSEA	
240276173	TC10	SE	XIONG KHOU	
240284996	TC2	CL	YANDELL MELISSA	
240283614	SC1A	P5	YANG KAY Y	
240272020	SUBP	EM	YENIGUES EMILY	
240266875	SUBP	EM	YENIGUES MICHAEL	

			Enclosure No.	
			Agenda of 11/13/2024	
			CREDENTIALS REGISTERED	
			November 13, 2024	
240273056	TC2	CL	YNIGUEZ AARON	
240280899	SUBP	EM	YOSHIDA NATALIE	
240286519	CTE	P3	YOUNG ROBERT	
240272881	SUBP	EM	ZACARIAS GABRIELA	
240279959	TC14	SE	ZAMBADA MARCO	
240269182	TC14	SL	ZAMORA APRIL	
240261088	SUBP	EM	ZARATE LAURA K	
240272041	SUBT	EM	ZAVALA JESSICA	
240267363	TC10	SE	ZIESSLER AMANDA	
240276854	SUBP	EM	ZIMMER KRISTINA	

APPROVAL OF TEMPORARY COUNTY CERTIFICATES

November 13 2024

FIORI HEATHER	STSP: MULTIPLE SUBJ	BURTON
GONZALEZ ANA	CLEAR BIL AUTH: SPANISH	BURTON
GUDINO JIMENEZ ANA	EMERG CLAD-EXT	BURTON
MUNOZ LISSETTE	EMERG BIL AUTH: SPANISH -EXT	BURTON
RIVERO-LOPEZ BERTHA	GELAP: ENGLISH	BURTON
ATONDO DIEDDRA	STSP: PHYSICS	CUTLER-OROSI
GONZALEZ JANIE	DIST INTERN: MULTIPLE SUBJ- EXT	CUTLER-OROSI
JIMENEZ NICHOLE	GELAP: MATH	CUTLER-OROSI
MURILLO-SALAS NANCY	DIST INTERN: SPANISH	CUTLER-OROSI
ROMINGER ANDREW	GELAP: BIO SCIENCES	CUTLER-OROSI
GUTIERREZ GONZALEZ GUSTAVO	TPSL: PE	DINUBA
HERNANDEZ MICHAEL	EMERG 30 DAY SUB PERMIT	DINUBA
HUEBERT MICHAEL	EMERG CLAD- RENEWAL	DINUBA
SANCHEZ RAMON	DIST INTERN: INDUSTRY/TECH EDUC	DINUBA
OROZCO ALICIA	STSP: MULTIPLE SUBJ	DUCOR
BASURTO ESPINO ONESIMO	TPSL: MULTIPLE SUBJ	EARLIMART
BROWN MARIA	PRELIM M/M ED SPEC	EXETER
FELSTED ALEXANDRA	DIST INTERN: MATH-REST CHANGE	EXETER
UNSER DEBORAH	EMERG 30-DAY SUB PERMIT - RENEWAL	EXETER
COELHO ASHTON	TPSL: MULTIPLE SUBJ	FARMERSVILLE
MORENO-PEREZ CRYSTAL	BIL WVR: SPANISH	FARMERSVILLE
NGUYEN MO	STSP: MN ED SPEC	FARMERSVILLE
MENDEZ JULIA	DIST INTERN: MULTIPLE SUBJ	LIBERTY
BENSON BERENICE	EMERG BIL AUTH: SPANISH	LINDSAY
FONSECA LAUREN	GELAP: ART DANCE THEATER- EXT	OAK VALLEY
HYLES ROBERT	PIP: MULTIPLE SUBJ	OUTSIDE CREEK
RODRIGUEZ IRIS	EMERG CLAD - ROT	PIXLEY
SANCHEZ MARTINEZ MARIA	BIL WVR: SPANISH	PIXLEY
DOMINGO PRISCILLA	DIST INTERN: MULTIPLE SUBJ	PLEASANT VIEW
BAKER AMANDA	STSP: MN ED SPEC	PORTERVILLE
CABEJE JR HERMAN	EMERG CLAD	PORTERVILLE
ENNIS STANLEY	CL MULTIPLE SUBJ- RENEWAL	PORTERVILLE
GALE SUMMER	CD SITE SUPERVISOR PERMIT	PORTERVILLE
GARCIA KATALINA	STSP: BIO SCI	PORTERVILLE
GARCIA MARIBEL	STSP: MULTIPLE SUBJ	PORTERVILLE
GONZALEZ RAQUEL	EMERG CLAD	PORTERVILLE
HICKINBOTHAM CHARLES	CLEAR SS: MUSIC & DANCE	PORTERVILLE

HOLT ANTHONY	CCSD WAVIER- RENEWAL	PORTERVILLE
MACOMBER ALICIA	CLEAR MULTIPLE SUBJ -RENEWAL	PORTERVILLE
NEW JONATHAN	PRELIM SS: MUSIC -BOOS	PORTERVILLE
NEWBY BRANDI	PRELIM CTE: HSMT	PORTERVILLE
OLEA PEDRO	PRELIM ADMIN SVCS	PORTERVILLE
PAYPA WENDELL	DIST INTERN: BIO SCI	PORTERVILLE
PENFIELD MEGAN	CD SITE SUPERVISOR PERMIT	PORTERVILLE
SCOW ERIK	DIST INTERN: FOUND LEVEL MATH	PORTERVILLE
STEPHENS ROSANNA	EMERG CLAD - EXT	PORTERVILLE
VELEZ PATRICIA	STSP: ECSE	PORTERVILLE
AHMED ANSHRAH	CD TEACHER PERMIT	RICHGROVE
NEGUS ALLISON	TPSL: MULTIPLE SUBJ	SPRINGVILLE
ARIAS-LOPEZ ASHLEY	WAIVER: MULTIPLE SUBJ	STONE CORRAL
PEREZ LOPEZ OSCAR	STSP: MULTIPLE SUBJ	STONE CORRAL
ACEBO JAYSI	PRELIM M/M ED SPEC	TCOE
CREECH JENNIFER	DIST INTERN: ECSE ED SPEC	TCOE
GOWETT JENNIFER	STSP: ESN ED SPEC	TCOE
MORRIS-SHAWN KOURTNEE	PRELIM ADMIN SVCS-EXT	TCOE
ORTEGA-SEGOVIANO MELINA	SELAP: ESN ED SPEC	TCOE
PHANNAPHOB THIANCHAYPHET	PRELIM ADMIN SVCS	TCOE
TOTTY JAYCEE	GELAP: PE - EXT	TCOE
VASQUEZ VIRGINIA	TPSL: MULTIPLE SUBJ	TCOE
BERMUDEZ JOSEPH	DIST INTERN: MUSIC - REST CHNG	TRAVER
MARES GENEVES	STSP: MULTIPLE SUBJ	TRAVER
ESTES AARON	PRELIM ADMIN SVCS- ROT	TULARE CITY
JONES BRITTANI	PROSPECTIVE SUB PERMIT	TULARE CITY
MONREAL TREVOR	STSP: ENGLISH	TULARE CITY
MULLOWNEY ERIN	STSP: MULTIPLE SUBJ	TULARE CITY
FERGUSON JENNIFER	ADDED AUTH: ESN MMSN BRIDGE	TULARE HIGH
FERNANDES MICHELLE	CL ADMIN SVCS- RENEWAL	TULARE HIGH
GALLEGOS ARMANDO	STSP: MN ED SPEC	TULARE HIGH
POWER JESSICA	GELAP: MATH	TULARE HIGH
BELTRAN TERESA	PROSPECTIVE SUB PERMIT	VARIOUS
CASTILLO SERNA CLARA	PROSPECTIVE SUB PERMIT	VARIOUS
CISNEROS JANEYRA	PROSPECTIVE SUB PERMIT	VARIOUS
CLOYD ERICA	PROSPECTIVE SUB PERMIT	VARIOUS
DE LA TRINIDAD MUNOZ DULCE	PROSPECTIVE SUB PERMIT	VARIOUS
DENNISON KOBE	PROSPECTIVE SUB PERMIT	VARIOUS
ESCOBEDO DIANA	PROSPECTIVE SUB PERMIT	VARIOUS
FERNANDES ALEXIS	PROSPECTIVE SUB PERMIT	VARIOUS
FERREL ALEJANDRA	PROSPECTIVE SUB PERMIT	VARIOUS
FLORES BRENDAN	PROSPECTIVE SUB PERMIT	VARIOUS
FLORES TAMEZ ANGEL	PROSPECTIVE SUB PERMIT	VARIOUS
FRIAS GABRIELA	PROSPECTIVE SUB PERMIT	VARIOUS
GARCIA HUNTER	PROSPECTIVE SUB PERMIT	VARIOUS
HERNANDEZ FERNANDEZ NANCY	CD ASSISTANT PERMIT	VARIOUS

HERNANDEZ NAVARRO LUISENRIQUE	PROSPECTIVE SUB PERMIT	VARIOUS
IBARRA DAISY	PROSPECTIVE SUB PERMIT	VARIOUS
LOPEZ VIVIANNA	PROSPECTIVE SUB PERMIT	VARIOUS
MEDRANO MARISSA	PROSPECTIVE SUB PERMIT	VARIOUS
OSUNA KARELI	PROSPECTIVE SUB PERMIT	VARIOUS
PARK KELLY	PROSPECTIVE SUB PERMIT	VARIOUS
QUINN LAUREN	PROSPECTIVE SUB PERMIT	VARIOUS
RAMOS MADDUX	PROSPECTIVE SUB PERMIT	VARIOUS
RAYA VICTOR	PROSPECTIVE SUB PERMIT	VARIOUS
ROMO SANCHEZ JOSE	PROSPECTIVE SUB PERMIT	VARIOUS
ULLOA OLIVIA	PROSPECTIVE SUB PERMIT	VARIOUS
VELASQUEZ ELIJAH	PROSPECTIVE SUB PERMIT	VARIOUS
ADAMS TASHEENA	PRELIM MN ED SPEC	VISALIA
ALLEN KELLEY	GELAP: MULTIPLE SUBJ	VISALIA
ALLEN PAYTON	DIST INTERN: PE	VISALIA
BASALDUA MELINDA	PIP: MN; ECSE ED SPEC	VISALIA
BATES MEGHAN	PRELIM SS: ENGLISH	VISALIA
BELL MANDEE	DIST INTERN: ECSE ED SPEC	VISALIA
BYUS JACOB	DIST INTERN: MUSIC - REST CHNG	VISALIA
CADIZ KENNETH RUDY	DIST INTERN: FL MATH	VISALIA
CAIN JASON	CLEAR SS: ENGLISH - RENEWAL	VISALIA
CHAVES JOEY	GELAP: ART - RENEWAL	VISALIA
COLLINS JEREMY	SUPP AUTH: MATH	VISALIA
CREECH FAITH	DIST INTERN: MN ED SPEC	VISALIA
DE PONTE LAUREL	EMERG CLAD - EXT	VISALIA
FONSECA CARLOS	STSP: MMSN ED SPEC	VISALIA
GOMEZ ALEXIS	SLP WVR- RENEWAL	VISALIA
HILL DARREN	GELAP: PE	VISALIA
HOWERY BRITTANY	EMERG CLAD	VISALIA
JANSMA JAKE	STSP: MN ED SPEC	VISALIA
JONES ROSEANNA	STSP: MULTIPLE SUBJ	VISALIA
KOOGLER LAURIE	GELAP: MUSIC- RENEWAL	VISALIA
KULWITZKY JORDAN	TPSL: MULTIPLE SUBJ- RENEWAL	VISALIA
MATSUMOTO JOSHUA	PIP: ENGLISH	VISALIA
MEDEROS SARA	CLEAR SS: ENGLISH	VISALIA
MENDOZA VALENCIA BRISEIDA	DIST INTERN: MN ED SPEC	VISALIA
MIGUEL LUCAS	GELAP: BUSINESS	VISALIA
MOHSIN TAREK	CCSD WVR	VISALIA
PEREZ JAYDEN	STSP: MUSIC	VISALIA
RAVAEI LALEH	STSP: MUSIC	VISALIA
RAY RYAN	SELAP: EN ED SPEC	VISALIA
ROCHA CARLOS	STSP: ART	VISALIA
SANCHEZ ESLI	GELAP: ART	VISALIA
SANCHEZ SANCHEZ ELIZABETH	EMERG BIL AUTH: SPANISH	VISALIA
SANTANA ANGELA	STSP: ENGLISH	VISALIA
SHRADER ERIKA	PRELIM ADMIN SVCS	VISALIA
THORNBURG DAVID	GELAP: PE - EXT	VISALIA

VENEGAS ANTHONY  
WHITFIELD ROBERT  
YOCUM TARYAN

DIST INTERN: MN ED SPEC  
STSP: MUSIC  
CLEAR SS: BIOSCI - RENEWAL

VISALIA  
VISALIA  
VISALIA

**APPROVAL OF EMERGENCY PERMITS  
FOR FULL-TIME EMPLOYMENT**

**November 13, 2024**

**Emergency Permits: Online  
Recommendations**

EMERG BIL AUTH: SPANISH	VISALIA	SANCHEZ SANCHEZ, ELIZABETH
EMERG BIL AUTH: SPANISH -EXT	BURTON	MUNOZ, LISSETTE
EMERG CLAD	TULARE HIGH	CALLANAN, JOSHUA
EMERG CLAD	TULARE HIGH	COBARRUVIAS, LUIS
EMERG CLAD	VISALIA	KAVADAS, NICHOLAS
PIP: ART	FARMERSVILLE	SANCHEZ, ABRAHAM
PIP: MULTIPLE SUBJ	OUTSIDE CREEK	HYLES, ROBERT
STSP: ART	PORTERVILLE	DOYLE, AMANDA
STSP: ART	VISALIA	HERNANDEZ, ANTONIO
STSP: BIO SCI	NO TCC	HENDRICKS, TATIANA
STSP: BIO SCI	CUTLER-OROSI	MARTINEZ, ANTHONY
STSP: ECSE	PORTERVILLE	VELEZ, PATRICIA
STSP: EN ED SPEC	TCOE	GOWETT, JENNIFER
STSP: ENGLISH	TULARE CITY	MONREAL, TREVOR
STSP: MN ED SPEC	PIXLEY	JIMENEZ, GABRIELLE
STSP: MN ED SPEC	TULARE JOINT	GALLEGOS, ARMANDO
STSP: MN ED SPEC	VISALIA	JANSMA, JAKE
STSP: MULTIPLE SUBJ	TULARE CITY	HASKILL, ERIN
STSP: MULTIPLE SUBJ	DUCOR	OROZCO, ALICIA
STSP: MUSIC	VISALIA	WHITFIELD, ROBERT
STSP: MUSIC	VISALIA	RAVAEI, LALEH
STSP: PHYSICS	CUTLER-OROSI	ATONDO, DIEDDRA

**Emergency Permits: Mailed**

EMERG CLAD - ROT	PIXLEY	RODRIGUEZ, IRIS
EMERG CLAD - EXT	PORTERVILLE	STEPHENS, ROSANNA
EMERG CLAD - EXT	VISALIA	DE PONTE, LAUREL

FIXED ASSET(S) DONATED TO TCOE		2023-2024					
Date	Vendor	Description	Cost				
1/5/2024	GRIT	Offroad Wheel Chairs (X3)	\$13,782.00				
6/17/2024	NTM Productions	New Audio Equipment in Lodge	\$12,669.53				
6/17/2024	Yorba Portable Welding	Bambi Arbor	\$15,985.87				
		Total:	<b>\$42,437.40</b>				

List of donated fixed assets (assets with a useful life over 1 year) to the Tulare County Office of Education as of 6/30/24



# **TULARE COUNTY OFFICE OF EDUCATION**

## **Board/Superintendent Policy**

**Community Relations**

**BP/SP 1312.3**

**Uniform Complaint Procedures (UCP)**

### **Uniform Complaint Procedures (UCP) Policies and Procedures**

Tulare County Office of Education (TCOE)  
6200 South Mooney Boulevard  
Visalia, California 93277  
(559) 733-6300  
www.tcoe.org

Adopted by our Governing Board (here and after “the board”) on November 8, 2023.

### **Uniform Complaint Procedures (UCP)**

This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by the Tulare County Office of Education (TCOE) of federal or state laws or regulations governing educational programs.

This document presents information about how we process UCP complaints concerning particular programs or activities that are subject to the UCP.

A UCP complaint is a written and signed statement alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation or bullying. A signature may be handwritten, typed (including in an email) or electronically generated. Some complaints may be filed anonymously. A UCP complaint filed on behalf of an individual student may only be filed by that student or that student’s duly authorized representative.

A complainant is any individual, including a person’s duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation or bullying in programs and activities funded directly by the state or receiving any financial assistance from the state.

If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

The Tulare County Office of Education (TCOE) developed the Uniform Complaint Procedures (UCP) process with policies and procedures adopted by the governing board or the authorized designee.

According to state and federal codes and regulations, the programs and activities subject to the UCP are:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career technical and technical education and career technical and technical training programs
- Child care and development programs
- Compensatory Education
- Consolidated categorical aid programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in EC Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act
- Local control and accountability plans (LCAP)
- Migrant Education
- Physical Education Instruction Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

The following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to our UCP complaint procedures set forth in this document:

- (a) Allegations of child abuse shall be referred to the applicable County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
- (b) Health and safety complaints regarding licensed facilities operating a Child Development Program shall be referred to DSS.
- (c) Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH). The complainant shall be notified in writing in a timely manner of any DFEH transferal.

## **The Responsibilities of the Tulare County Office of Education (TCOE)**

We shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations. We shall investigate and seek to resolve, in accordance with our approved UCP process, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and activities we implement that are subject to the UCP.

### **The UCP Annual Notice**

We disseminate on an annual basis the UCP Annual Notice which is a written notice of our approved UCP complaint procedures to all of our students, employees, parents or guardians of its students, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties.

This notice may be made available on our website and shall include the following:

- information regarding allegations about discrimination, harassment, intimidation, or bullying;
- the list of all federal and state programs within the scope of the UCP;
- the title of the position whose occupant is responsible for processing complaints, and the identity(ies) of the person(s) currently occupying that position, if known;
- a statement that the occupant responsible for processing complaints is knowledgeable about the laws and programs that they are assigned to investigate;
- a statement that in order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the Health and Safety Code (HSC) a notice, separate from the UCP Annual Notice, shall be posted in each California state preschool program classroom in each school in the local educational agency notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

### **Filing UCP Complaints**

All UCP complaints shall be filed no later than one year from the date the alleged violation occurred.

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Title: Assistant Superintendent  
Unit or office: Human Resources  
Address: 6200 S. Mooney Blvd, Visalia CA 93277  
Mailing Address: P.O. Box 5091, Visalia CA 93278-5091  
Phone: (559) 733-6306  
Electronic mail address: dedi.somavia@tcoe.org

A pupil fee includes a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or with our superintendent or their designee. A pupil fees complaint may be filed anonymously, that is, without an identifying signature, if

the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that we adopted. An LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

We advise complainants of the right to pursue civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may also be available to complainants.

### **Investigating UCP Complaints**

The UCP complaint investigation is our administrative process for the purpose of gathering data regarding the complaint. We provide an opportunity for complainants and/or representatives to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the Tulare County Office of Education (TCOE) to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

We ensure that complainants are protected from retaliation.

We investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group. Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

### **UCP Complaint Resolution**

We will thoroughly investigate the UCP complaint and issue a written Investigation Report to the complainant within 60 calendar days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

This Investigation Report will contain the following elements:

- the findings of fact based on the evidence gathered;
- a conclusion that provides a clear determination for each allegation as to whether we are in compliance with the relevant law;
- corrective actions if we find merit in a complaint:

- for complaints regarding Pupil Fees; LCAP; Physical Education Instructional Minutes, or Course Periods without Educational Content, the remedy shall go to all affected pupils, parents, and guardians,
- for all other complaints within the scope of the Uniform Complaint Procedures the remedy shall go to the affected pupil,
- With respect to a Pupil Fees complaint, corrective actions shall include reasonable efforts to ensure full reimbursement to all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint;
- a notice of the complainant's right to appeal our Investigation Report to the Department of Education (CDE); and
- the procedures to be followed for initiating an appeal to the CDE.

### **UCP Complaint Appeal Process**

An appeal is a written and signed request by the complainant to the CDE seeking review of an LEA Investigation Report that was issued in response to a properly-filed complaint. A signature may be handwritten, typed (including in an email) or electronically-generated.

The complainant may appeal our Investigation Report of a UCP complaint to the CDE by filing a written appeal within 30 calendar days of the date. In order to request an appeal, the complainant must specify and explain the basis for the appeal, including at least one of the following:

- The Tulare County Office of Education (TCOE) failed to follow its complaint procedures, and/or
- the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- the material findings of fact in the Investigation Report are not supported by substantial evidence, and/or
- the legal conclusion in the Investigation Report is inconsistent with the law, and/or
- in a case in which we were found in noncompliance, the corrective actions fail to provide a proper remedy.

The appeal shall be sent with: (1) a copy of the locally filed complaint; and (2) a copy of the LEA Investigation Report.

All complaints and responses are public records.

### **UCP Requirements Regarding State Preschool Health and Safety Issues Pursuant to HSC Section 1596.7925:**

#### **When Filing a UCP Complaint Regarding State Preschool Health and Safety Issues**

To file a UCP complaint regarding a state preschool health and safety issue pursuant to HSC Section 1596.7925 the complainant must file with the preschool program administrator or their designee in the Tulare County Office of Education (TCOE).

A state preschool health and safety issues complaint about problems beyond the authority of the preschool program administrator shall be forwarded in a timely manner, but not to exceed 10 working days to our official for resolution.

A state preschool health and safety issues complaint may be filed anonymously. A complainant who identifies themselves is entitled to a response if they indicate that a response is requested. A complaint

form shall include a space to mark to indicate whether a response is requested. If EC section 48985 is otherwise applicable, the response, if requested, and our Investigation Report shall be written in English and the primary language in which the complaint was filed.

A complaint form for a state preschool health and safety issue shall specify the location for filing a complaint. A complainant may add as much text to explain the complaint as they wish.

When investigating a UCP state preschool health and safety issue the preschool program administrator or the designee of our superintendent shall make all reasonable efforts to investigate any problem within his or her authority, and investigations shall begin within 10 calendar days of the receipt of the complaint. A valid complaint shall be remedied within a reasonable time period, but not to exceed 30 working days from the date the complaint was received. The resolution of the complaint shall be reported to the complainant within 45 working days of the initial filing. If the preschool program administrator makes this report, he or she shall also report the same information in the same timeframe to the designee of our superintendent.

### **Filing an Appeal Regarding UCP State Preschool Health and Safety Issues**

A complainant not satisfied with the resolution of the preschool program administrator or the designee of our superintendent has the right to describe the complaint at a regularly scheduled hearing of our board. A complainant will not be precluded from filing an appeal to the State Superintendent of Public Instruction (SSPI) if the complainant does not file a local appeal.

A complainant who is not satisfied with the resolution proffered by the preschool program administrator or the designee of our superintendent has the right to file an appeal to the SSPI within 30 calendar days of the date of the Investigation Report.

The complainant shall comply with the same appeal requirements of 5 CCR section 4632 as in the section above ‘UCP Complaint Appeal Process.’

The complainant shall include a copy of the Investigation Report and specify and explain the basis for the appeal, including at least one of the following:

- the preschool program administrator or the designee of our superintendent failed to follow its complaint procedures, and/or
- the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- material findings of fact in the Investigation Report are not supported by substantial evidence, and/or
- the legal conclusion in the Investigation Report is inconsistent with the law, and/or
- If the preschool program is found noncompliant, the corrective actions fail to provide a proper remedy.

The SSPI or his or her designee shall comply with the requirements of 5 CCR Section 4633 and shall provide a written Investigation Report for our agency to the State Board of Education describing the basis for the complaint, our response to the state preschool health and safety issues pursuant to HSC Section 1596.7925 complaint and its remedy or proposed remedy and, as appropriate, a proposed remedy for the issue described in the complaint, if different from our agency’s remedy.

We shall report summarized data on the nature and resolution of all UCP state preschool health and safety issues complaints on a quarterly basis to the county superintendent of schools and our board. The

summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of our board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

*Legal References:*

20 United States Code [20 U.S.C.] Section 6301 et seq.

34 Code of Federal Regulations [34 CFR] Sections 106.8, 34 CFR 299.10-13

California Education Codes [EC] Sections 200, 201, 210.1, 210.3, 220, 221.1, 222, 234.1, 260, 3031, 8200-8498, 8235.5, 8235-8239.1, 8261, 8482-8484.65, 8500-8538, 17002(d), 17592.72, 33126(b)(5)(A), 33126(b)(5)(B), 33315, 35161, 35186, 46015, 48645.7, 48853, 48853.5, 48987, 49010-49013, 49069.5, 49531, 49556, 51210, 51222, 51223, 51225.1-3, 51228.1-51228.3, 52059, 52075, 52300-52462, 52334.7, 52355, 52451, 52460-52462, 52500-52617, 54440-54445, 54445, 56100(a), 56100(j), 60010, 64001, 65000.

California Government Code [GC] Sections 11135, 11136

California Penal Code [PC] Section 422.55

California Code of Regulations Title 5 (5 CCR) Sections 4600-4640, 4690-4694

Policy adopted: 9/16/92

Tulare County Board of Education  
Visalia, California

Revised: 1/14/03, 12/8/04, 2/14/07, 7/9/14, 3/11/15, 5/12/2021, 10/13/2021, 11/09/2022, 11/8/2023

# TULARE COUNTY OFFICE OF EDUCATION

## Board/Superintendent Policy

Community Relations  
BP/SP 1312.3  
Uniform Complaint Procedures (UCP)

### Uniform Complaint Procedures (UCP) Policies and Procedures

Tulare County Office of Education (TCOE)  
6200 South Mooney Boulevard  
Visalia, California 93277  
(559) 733-6300  
www.tcoe.org

Adopted by our Governing Board (here and after “the board”) on November ~~8, 2023~~ 13, 2024.

### **Uniform Complaint Procedures (UCP)**

This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by the Tulare County Office of Education (TCOE) of federal or state laws or regulations governing educational programs.

This document presents information about how we process UCP complaints concerning particular programs or activities that are subject to the UCP.

A UCP complaint is a written and signed statement alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation or bullying. A signature may be handwritten, typed (including in an email) or electronically generated. Some complaints may be filed anonymously. A UCP complaint filed on behalf of an individual student may only be filed by that student or that student’s duly authorized representative.

A complainant is any individual, including a person’s duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation or bullying in programs and activities funded directly by the state or receiving any financial assistance from the state.

If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

The Tulare County Office of Education (TCOE) developed the Uniform Complaint Procedures (UCP) process with policies and procedures adopted by the governing board or the authorized designee.



According to state and federal codes and regulations, the programs and activities subject to the UCP are:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career technical and technical education and career technical and technical training programs
- Child care and development programs
- Compensatory Education
- Consolidated categorical aid programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code (EC) sSections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in EC Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act (ESSA)
- Instructional Materials and Curriculum: Diversity
- Local control and accountability plans (LCAP)
- Migrant Education
- Physical Education Instruction Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

The following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to our UCP complaint procedures set forth in this document:

- (a) Allegations of child abuse shall be referred to the applicable County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
- (b) Health and safety complaints regarding licensed facilities operating a Child Development Program shall be referred to DSS.
- (c) Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH). The complainant shall be notified in writing in a timely manner of any DFEH transferal.

## **The Responsibilities of the Tulare County Office of Education (TCOE)**

We shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations. We shall investigate and seek to resolve, in accordance with our approved UCP process, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and activities we implement that are subject to the UCP.

### **The UCP Annual Notice**

We disseminate on an annual basis the UCP Annual Notice which is a written notice of our approved UCP complaint procedures to all of our students, employees, parents or guardians of its students, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties.

This notice may be made available on our website and shall include the following:

- information regarding allegations about discrimination, harassment, intimidation, or bullying;
- the list of all federal and state programs within the scope of the UCP;
- the title of the position whose occupant is responsible for processing complaints, and the identity(ies) of the person(s) currently occupying that position, if known;
- a statement that the occupant responsible for processing complaints is knowledgeable about the laws and programs that they are assigned to investigate;
- a statement that in order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the Health and Safety Code (HSC) a notice, separate from the UCP Annual Notice, shall be posted in each California state preschool program classroom in each school in the local educational agency notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

### **Filing UCP Complaints**

All UCP complaints shall be filed no later than one year from the date the alleged violation occurred.

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Title: Assistant Superintendent  
Unit or office: Human Resources  
Address: 6200 S. Mooney Blvd, Visalia CA 93277  
Mailing Address: P.O. Box 5091, Visalia CA 93278-5091  
Phone: (559) 733-6306  
Electronic mail address: dedi.somavia@tcoe.org

A pupil fee includes a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or with our superintendent or their designee. A pupil fees complaint may be filed anonymously, that is, without an identifying signature, if

the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that we adopted. An LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

We advise complainants of the right to pursue civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may also be available to complainants.

### **Investigating UCP Complaints**

The UCP complaint investigation is our administrative process for the purpose of gathering data regarding the complaint. We provide an opportunity for complainants and/or representatives to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the Tulare County Office of Education (TCOE) to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

We ensure that complainants are protected from retaliation.

We investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group. Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

### **UCP Complaint Resolution**

We will thoroughly investigate the UCP complaint and issue a written Investigation Report to the complainant within 60 calendar days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

This Investigation Report will contain the following elements:

- the findings of fact based on the evidence gathered;
- a conclusion that provides a clear determination for each allegation as to whether we are in compliance with the relevant law;
- corrective actions if we find merit in a complaint:

- for complaints regarding Pupil Fees; LCAP; Physical Education Instructional Minutes, or Course Periods without Educational Content, the remedy shall go to all affected pupils, parents, and guardians,
  - for all other complaints within the scope of the Uniform Complaint Procedures the remedy shall go to the affected pupil,
  - With respect to a Pupil Fees complaint, corrective actions shall include reasonable efforts to ensure full reimbursement to all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint;
- a notice of the complainant’s right to appeal our Investigation Report to the Department of Education (CDE); and
  - the procedures to be followed for initiating an appeal to the CDE.

### **UCP Complaint Appeal Process**

An appeal is a written and signed request by the complainant to the CDE seeking review of an LEA Investigation Report that was issued in response to a properly-filed complaint. A signature may be handwritten, typed (including in an email) or electronically-generated.

The complainant may appeal our Investigation Report of a UCP complaint to the CDE by filing a written appeal within 30 calendar days of the date. In order to request an appeal, the complainant must specify and explain the basis for the appeal, including at least one of the following:

- The Tulare County Office of Education (TCOE) failed to follow its complaint procedures, and/or
- the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- the material findings of fact in the Investigation Report are not supported by substantial evidence, and/or
- the legal conclusion in the Investigation Report is inconsistent with the law, and/or
- in a case in which we were found in noncompliance, the corrective actions fail to provide a proper remedy.

The appeal shall be sent with: (1) a copy of the locally filed complaint; and (2) a copy of the LEA Investigation Report.

All complaints and responses are public records.

### **UCP Requirements Regarding State Preschool Health and Safety Issues Pursuant to HSC Section 1596.7925:**

#### **~~When Filing a UCP Complaint Regarding State Preschool Health and Safety Issues~~**

To file a UCP complaint regarding a state preschool health and safety issue pursuant to HSC Section 1596.7925 the complainant must file with the preschool program administrator or their designee in the Tulare County Office of Education (TCOE).

A state preschool health and safety issues complaint about problems beyond the authority of the preschool program administrator shall be forwarded in a timely manner, but not to exceed 10 working days to our official for resolution.

A state preschool health and safety issues complaint may be filed anonymously. A complainant who identifies themselves is entitled to a response if they indicate that a response is requested. A complaint form shall include a space to mark to indicate whether a response is requested. If EC §48985 is otherwise applicable, the response, if requested, and our Investigation Report shall be written in English and the primary language in which the complaint was filed.

A complaint form for a state preschool health and safety issue shall specify the location for filing a complaint. A complainant may add as much text to explain the complaint as they wish.

When investigating a UCP state preschool health and safety issue the preschool program administrator or the designee of our superintendent shall make all reasonable efforts to investigate any problem within his or her authority, and investigations shall begin within 10 calendar days of the receipt of the complaint. A valid complaint shall be remedied within a reasonable time period, but not to exceed 30 working days from the date the complaint was received. The resolution of the complaint shall be reported to the complainant within 45 working days of the initial filing. If the preschool program administrator makes this report, he or she shall also report the same information in the same timeframe to the designee of our superintendent.

### **Filing an Appeal Regarding UCP State Preschool Health and Safety Issues**

A complainant not satisfied with the resolution of the preschool program administrator or the designee of our superintendent has the right to describe the complaint at a regularly scheduled hearing of our board. A complainant will not be precluded from filing an appeal to the State Superintendent of Public Instruction (SSPI) if the complainant does not file a local appeal.

A complainant who is not satisfied with the resolution proffered by the preschool program administrator or the designee of our superintendent has the right to file an appeal to the SSPI within 30 calendar days of the date of the Investigation Report.

The complainant shall comply with the same appeal requirements of 5 CCR §4632 as in the section above ‘UCP Complaint Appeal Process.’

The complainant shall include a copy of the Investigation Report and specify and explain the basis for the appeal, including at least one of the following:

- the preschool program administrator or the designee of our superintendent failed to follow its complaint procedures, and/or
- the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- material findings of fact in the Investigation Report are not supported by substantial evidence, and/or
- the legal conclusion in the Investigation Report is inconsistent with the law, and/or
- If the preschool program is found noncompliant, the corrective actions fail to provide a proper remedy.

The SSPI or his or her designee shall comply with the requirements of 5 CCR Section 4633 and shall provide a written Investigation Report for our agency to the State Board of Education describing the basis for the complaint, our response to the state preschool health and safety issues pursuant to HSC Section 1596.7925 complaint and its remedy or proposed remedy and, as appropriate, a proposed remedy for the issue described in the complaint, if different from our agency's remedy.

We shall report summarized data on the nature and resolution of all UCP state preschool health and safety issues complaints on a quarterly basis to the county superintendent of schools and our board. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of our board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

*Legal References:*

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California Government Code [GC] Sections 11135, 11136

California Penal Code [PC] Section 422.55

California Code of Regulations Title 5 (5 CCR) Sections 4600-4640, 4690-4694

Policy adopted: 9/16/92

Tulare County Board of Education  
Visalia, California

Revised: 1/14/03, 12/8/04, 2/14/07, 7/9/14, 3/11/15, 5/12/2021, 10/13/2021, 11/09/2022, 11/8/2023, \_\_\_/\_\_\_/2024

# **TULARE COUNTY OFFICE OF EDUCATION**

## **Board/Superintendent Policy**

**Community Relations**

**BP/SP 1312.3**

**Uniform Complaint Procedures (UCP)**

### **Uniform Complaint Procedures (UCP) Policies and Procedures**

Tulare County Office of Education (TCOE)  
6200 South Mooney Boulevard  
Visalia, California 93277  
(559) 733-6300  
www.tcoe.org

Adopted by our Governing Board (here and after “the board”) on November 13, 2024.

### **Uniform Complaint Procedures (UCP)**

This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by the Tulare County Office of Education (TCOE) of federal or state laws or regulations governing educational programs.

This document presents information about how we process UCP complaints concerning particular programs or activities that are subject to the UCP.

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A complainant is any individual, including a person’s duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation or bullying in programs and activities funded directly by the state or receiving any financial assistance from the state.

If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

The Tulare County Office of Education (TCOE) developed the Uniform Complaint Procedures (UCP) process with policies and procedures adopted by the governing board or the authorized designee.

According to state and federal codes and regulations, the programs and activities subject to the UCP are:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career technical and technical education and career technical and technical training programs
- Child care and development programs
- Compensatory Education
- Consolidated categorical aid programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code (EC) Sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in EC Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act (ESSA)
- Instructional Materials and Curriculum: Diversity
- Local control and accountability plans (LCAP)
- Migrant Education
- Physical Education Instruction Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

The following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to our UCP complaint procedures set forth in this document:

- (a) Allegations of child abuse shall be referred to the applicable County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
- (b) Health and safety complaints regarding licensed facilities operating a Child Development Program shall be referred to DSS.
- (c) Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH). The complainant shall be notified in writing in a timely manner of any DFEH transferal.



## **The Responsibilities of the Tulare County Office of Education (TCOE)**

We shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations. We shall investigate and seek to resolve, in accordance with our approved UCP process, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and activities we implement that are subject to the UCP.

### **The UCP Annual Notice**

We disseminate on an annual basis the UCP Annual Notice which is a written notice of our approved UCP complaint procedures to all of our students, employees, parents or guardians of its students, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties.

This notice may be made available on our website and shall include the following:

- information regarding allegations about discrimination, harassment, intimidation, or bullying;
- the list of all federal and state programs within the scope of the UCP;
- the title of the position whose occupant is responsible for processing complaints, and the identity(ies) of the person(s) currently occupying that position, if known;
- a statement that the occupant responsible for processing complaints is knowledgeable about the laws and programs that they are assigned to investigate;
- a statement that in order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the Health and Safety Code (HSC) a notice, separate from the UCP Annual Notice, shall be posted in each California state preschool program classroom in each school in the local educational agency notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

### **Filing UCP Complaints**

All UCP complaints shall be filed no later than one year from the date the alleged violation occurred.

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Title: Assistant Superintendent  
Unit or office: Human Resources  
Address: 6200 S. Mooney Blvd, Visalia CA 93277  
Mailing Address: P.O. Box 5091, Visalia CA 93278-5091  
Phone: (559) 733-6306  
Electronic mail address: [dedi.somavia@tcoe.org](mailto:dedi.somavia@tcoe.org)

A pupil fee includes a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or with our superintendent or their designee. A pupil fees complaint may be filed anonymously, that is, without an identifying signature, if

the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that we adopted. An LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

We advise complainants of the right to pursue civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may also be available to complainants.

### **Investigating UCP Complaints**

The UCP complaint investigation is our administrative process for the purpose of gathering data regarding the complaint. We provide an opportunity for complainants and/or representatives to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the Tulare County Office of Education (TCOE) to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

We ensure that complainants are protected from retaliation.

We investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group. Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

### **UCP Complaint Resolution**

We will thoroughly investigate the UCP complaint and issue a written Investigation Report to the complainant within 60 calendar days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

This Investigation Report will contain the following elements:

- the findings of fact based on the evidence gathered;
- a conclusion that provides a clear determination for each allegation as to whether we are in compliance with the relevant law;
- corrective actions if we find merit in a complaint:

- for complaints regarding Pupil Fees; LCAP; Physical Education Instructional Minutes, or Course Periods without Educational Content, the remedy shall go to all affected pupils, parents, and guardians,
  - for all other complaints within the scope of the Uniform Complaint Procedures the remedy shall go to the affected pupil,
  - With respect to a Pupil Fees complaint, corrective actions shall include reasonable efforts to ensure full reimbursement to all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint;
- a notice of the complainant's right to appeal our Investigation Report to the Department of Education (CDE); and
  - the procedures to be followed for initiating an appeal to the CDE.

### **UCP Complaint Appeal Process**

An appeal is a written and signed request by the complainant to the CDE seeking review of an LEA Investigation Report that was issued in response to a properly-filed complaint. A signature may be handwritten, typed (including in an email) or electronically-generated.

The complainant may appeal our Investigation Report of a UCP complaint to the CDE by filing a written appeal within 30 calendar days of the date. In order to request an appeal, the complainant must specify and explain the basis for the appeal, including at least one of the following:

- The Tulare County Office of Education (TCOE) failed to follow its complaint procedures, and/or
- the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- the material findings of fact in the Investigation Report are not supported by substantial evidence, and/or
- the legal conclusion in the Investigation Report is inconsistent with the law, and/or
- in a case in which we were found in noncompliance, the corrective actions fail to provide a proper remedy.

The appeal shall be sent with: (1) a copy of the locally filed complaint; and (2) a copy of the LEA Investigation Report.

All complaints and responses are public records.

### **UCP Requirements Regarding State Preschool Health and Safety Issues Pursuant to HSC Section 1596.7925:**

To file a UCP complaint regarding a state preschool health and safety issue pursuant to HSC Section 1596.7925 the complainant must file with the preschool program administrator or their designee in the Tulare County Office of Education (TCOE).

A state preschool health and safety issues complaint about problems beyond the authority of the preschool program administrator shall be forwarded in a timely manner, but not to exceed 10 working days to our official for resolution.

A state preschool health and safety issues complaint may be filed anonymously. A complainant who identifies themselves is entitled to a response if they indicate that a response is requested. A complaint form shall include a space to mark to indicate whether a response is requested. If EC Section 48985 is otherwise applicable, the response, if requested, and our Investigation Report shall be written in English and the primary language in which the complaint was filed.

A complaint form for a state preschool health and safety issue shall specify the location for filing a complaint. A complainant may add as much text to explain the complaint as they wish.

When investigating a UCP state preschool health and safety issue the preschool program administrator or the designee of our superintendent shall make all reasonable efforts to investigate any problem within his or her authority, and investigations shall begin within 10 calendar days of the receipt of the complaint. A valid complaint shall be remedied within a reasonable time period, but not to exceed 30 working days from the date the complaint was received. The resolution of the complaint shall be reported to the complainant within 45 working days of the initial filing. If the preschool program administrator makes this report, he or she shall also report the same information in the same timeframe to the designee of our superintendent.

### **Filing an Appeal Regarding UCP State Preschool Health and Safety Issues**

A complainant not satisfied with the resolution of the preschool program administrator or the designee of our superintendent has the right to describe the complaint at a regularly scheduled hearing of our board. A complainant will not be precluded from filing an appeal to the State Superintendent of Public Instruction (SSPI) if the complainant does not file a local appeal.

A complainant who is not satisfied with the resolution proffered by the preschool program administrator or the designee of our superintendent has the right to file an appeal to the SSPI within 30 calendar days of the date of the Investigation Report.

The complainant shall comply with the same appeal requirements of 5 CCR Section 4632 as in the section above 'UCP Complaint Appeal Process.'

The complainant shall include a copy of the Investigation Report and specify and explain the basis for the appeal, including at least one of the following:

- the preschool program administrator or the designee of our superintendent failed to follow its complaint procedures, and/or
- the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- material findings of fact in the Investigation Report are not supported by substantial evidence, and/or
- the legal conclusion in the Investigation Report is inconsistent with the law, and/or
- If the preschool program is found noncompliant, the corrective actions fail to provide a proper remedy.

The SSPI or his or her designee shall comply with the requirements of 5 CCR Section 4633 and shall provide a written Investigation Report for our agency to the State Board of Education describing the basis for the complaint, our response to the state preschool health and safety issues pursuant to HSC Section

1596.7925 complaint and its remedy or proposed remedy and, as appropriate, a proposed remedy for the issue described in the complaint, if different from our agency's remedy.

We shall report summarized data on the nature and resolution of all UCP state preschool health and safety issues complaints on a quarterly basis to the county superintendent of schools and our board. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of our board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

*Legal References:*

20 United States Code [20 U.S.C.] Section 6301 et seq.

34 Code of Federal Regulations [34 CFR] sections 106.8, 34 CFR 299.10-13

California Education Code [EC] sections 200, 201, 210.1, 210.3, 220, 221.1, 222, 234.1, 243, 260, 8200-8488, 8500-8538, 12030, 17002, 17592.72, 33126, 33315, 35161, 46015, 48645.7, 48850, 48853, 48853.5, 48911, 48915.5, 48987, 49010-49013, 49069.5, 51210, 51222, 51223, 51225.1-51225.3, 51228.1-51228.3, 52059.5, 52075, 52300-52462, 52500-52616.18, 54440-54445, 64000, 64001, 65000.

California Government Code [GC] sections 11135, 11136

California Penal Code [PC] Section 422.55

California Code of Regulations Title 5 (5 CCR) Sections 4600-4640, 4690-4694

Policy adopted: 9/16/92

Tulare County Board of Education  
Visalia, California

Revised: 1/14/03, 12/8/04, 2/14/07, 7/9/14, 3/11/15, 5/12/21, 10/13/21, 11/09/22, 11/8/23, \_\_/\_\_/2024

# TULARE COUNTY OFFICE OF EDUCATION

## Board/Superintendent Policy

Community Relations

BP/SP 1312.4

Williams Complaint Policies and Procedures

### Williams Complaint Policies and Procedures

Tulare County Office of Education (TCOE)  
6200 South Mooney Boulevard  
Visalia, California 93277  
(559) 733-6300

Adopted by our Governing Board (here and after “the board”) on November 8, 2023.

### **Williams Complaint Policies and Procedures**

This document contains rules and instructions about the filing, investigation and resolution of a Williams complaint regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.

The Tulare County Office of Education (TCOE) adopted the Uniform Complaint Procedures (UCP) process in accordance with Chapter 5.1 (commencing with Section 4680) of the California Code of Regulations, Title 5, to resolve Williams complaints. This document presents information about how we process complaints concerning Williams Settlement issues. A UCP complaint is a written and signed statement by a complainant alleging a violation of state laws or regulations. A complainant is any individual, including a person’s duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of state laws or regulations, regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. If a complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

### **The Responsibility of the Tulare County Office of Education (TCOE)**

The Tulare County Office of Education (TCOE) is required to have local policies and procedures that enable Williams Complaints to be handled through our UCP process, to post a classroom notice informing parents, guardians, pupils, and teachers of their rights to file a Williams complaint in each classroom in each school, and to provide a complaint form for Williams complaints regarding alleged deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.

If a response is requested by the complainant, the response will go to the mailing address of the complainant indicated on the complaint.

If Education Code 48985 is applicable and 15 percent or more of the pupils in grades K – 12 enrolled in TCOE programs/schools speak a language other than English, the Williams Complaint Classroom Notice and the Williams Complaint Form shall be written in English and in the primary language of the complainant. The complaint response, if requested, and final report shall be written in English and the primary language in which the complaint was filed.

A Williams Complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner, but will not exceed 10 working days, to the appropriate TCOE official for resolution.

The principal or the designee of our superintendent, as applicable, shall make all reasonable efforts to investigate any problem within his or her authority.

The principal, or, where applicable, our superintendent or his or her designee shall remedy a valid complaint within a reasonable time period but not to exceed 30 working days from the date the complaint was received.

The principal or, where applicable, our superintendent or his or her designee, shall report to the complainant the resolution of the complaint within 45 working days of the initial filing, if complainant identifies himself or herself and requested a response.

The principal makes this report; the principal shall also report the same information in the same timeframe to our superintendent or his or her designee.

TCOE shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board.

The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board.

The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

The complaints and responses shall be available as public records.

### **The Williams Complaint Classroom Notice**

We make sure that the Williams Complaint Classroom Notice is posted in each classroom in each TCOE school and includes:

- The parents, guardians, pupils, and teachers,
- a statement proclaiming sufficient textbooks and instructional materials,
- (For there to be sufficient textbooks and instructional materials each pupil, including English Learners, must have a textbook or instructional materials, or both, to use in class and to take home)
- a statement that school facilities must be clean, safe, and maintained in good repair,
- a statement that there should be no teacher vacancies or misassignments, and
- the location at which to obtain a form to file a complaint in case of a shortage.

(Posting a notice downloadable from the Web site of the CDE shall satisfy this requirement.)

### **The Williams Complaint Form**

We make sure that the Williams complaint form is available for parents, guardians, pupils, and teachers to use.

Every TCOE school shall have a complaint form available for such Williams complaints.

The Williams Complaint form shall include:

- a section to indicate if a response is requested,
- a section for contact information including mailing address if a response be requested.
- a statement that a pupil, including an English Learner, does not have standards - aligned textbooks or instructional materials or state adopted or TCOE adopted textbooks or other required instructional materials to use in class.
- a statement that a pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- a statement that textbooks or instructional materials are in poor or unusable condition, having missing pages, or are unreadable due to damage.
- a statement that a pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
- a statement that a condition poses an urgent or emergency threat to the health or safety of pupils or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers, or air - conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions TCOE determines appropriate.
- a statement that a school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and towels or functional hand dryers.
- a statement that the school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary for pupil safety or to make repairs.
- a statement that a semester begins and a teacher vacancy exists. (A position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one - semester course, a position of which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester).
- a statement that a teacher who lacks credentials or training to teach English Learners is assigned to teach a class with more than 20 percent English Learners pupils in the class.
- a statement that a teacher is assigned to teach a class for which the teacher lacks subject matter competency.
- a section to identify the location of the school in which the alleged violation took place,
- a section to identify the course or grade level, if applicable,



- a section where the complainant describes the specific nature of the complaint in detail,
- a statement that the complainant may include as much text as the complainant feels is necessary, and
- a statement identifying the place to file the complaint that includes the office and address of the principal or his/her designee of the school in which the alleged violation took place.

### **Filing a Williams Complaint with the Tulare County Office of Education (TCOE)**

A Williams complaint shall be filed with the principal of the school or his or her designee, in which the complaint arises.

A Williams complaint may be filed anonymously.

The complainant need not use the Williams Complaint form to file a complaint.

### **How to Appeal a Williams Complaint**

A complainant who is not satisfied with the resolution of the principal or our superintendent or his or her designee, involving deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment, has the right to describe the complaint to the governing board at a regularly scheduled meeting of the governing board.

A complainant who is then not satisfied with the resolution proffered by the principal, or our superintendent or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, as defined in paragraph (1) of subdivision (c) of *EC* Section 17592.72, has the right to file an appeal to the State Superintendent of Public Instruction at the California Department of Education (CDE) within 15 days of receiving the report.

Conditions that pose an emergency or urgent threat (not cosmetic or nonessential) to the health and safety of pupils or staff while at school include the following:

- Gas leaks.
- Nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems.
- Electrical power failure.
- Major sewer line stoppage.
- Major pest or vermin infestation.
- Broken windows or exterior doors or gates that will not lock and that pose a security risk.
- Abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff.
- Structural damage creating a hazardous or uninhabitable condition.

In regards to the resolution proffered by the principal, or our superintendent or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, the complainant shall comply with the appeal requirements specified in 5 CCR Section 4632.

A complainant may appeal the Decision of an emergency or urgent threat to the CDE by filing a written appeal within 15 days of receiving the Decision.

The complainant shall specify the basis for the appeal of the Decision and whether the facts are incorrect and/or the law is misapplied.

The appeal shall be accompanied by:

1. A copy of the original locally filed complaint; and
2. A copy of our Decision of this original locally filed complaint.

**State Laws Cited:**

California Education Code Sections 1240, 17592.72, 35186, 48985, 60640.

California Code of Regulations, Title 5 [5 CCR] Sections 4680–4687.

Regulation Approved: 1/6/05

Tulare County Superintendent of Schools  
Visalia, California

Revised: 9/1/05, 1/10/07, 7/13/07, 3/27/09, 01/22/2015

Tulare County Board of Education  
Visalia, California

Converted to a Board Policy and adopted: 5/12/2021

Revised: 11/09/2022, 11/8/2023

# TULARE COUNTY OFFICE OF EDUCATION

## Board/Superintendent Policy

### Community Relations

#### BP/SP 1312.4

#### Williams Complaint Policies and Procedures

### Williams Complaint Policies and Procedures

Tulare County Office of Education (TCOE)  
6200 South Mooney Boulevard  
Visalia, California 93277  
(559) 733-6300

Adopted by our Governing Board (here and after “the board”) on November 8 13, 2023 2024.

### **Williams Complaint Policies and Procedures**

This document contains rules and instructions about the filing, investigation and resolution of a Williams complaint. ~~regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.~~

The Tulare County Office of Education (TCOE) adopted the Uniform Complaint Procedures (UCP) process in accordance with **California Education Code (EC) Section 35186 and Chapter 5.1** (commencing with Section 4680) of the California Code of Regulations, Title 5, (5 CCR), **to help identify and resolve Williams complaints: regarding alleged deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancy or misassignment. TCOE is required to have local policies and procedures that enable Williams Complaints to be handled through its UCP process.** This document presents information about how we process complaints concerning Williams Settlement issues. A UCP complaint is a written and signed statement by a complainant alleging a violation of state laws or regulations. A complainant is any individual, including a person’s duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of state laws or regulations, regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. If a complainant is unable to put the complaint in writing; due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

### **The Responsibility of the Tulare County Office of Education (TCOE)**

The Tulare County Office of Education (TCOE) is required to have local policies and procedures that enable Williams Complaints to be handled through our UCP process, to post a classroom notice informing parents, guardians, pupils, and teachers of their rights to file a Williams complaint in each classroom in each school, and to provide a complaint form for Williams complaints regarding alleged

deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.

If a response is requested by the complainant, the response ~~will go~~ shall be made to the mailing address of the complainant indicated on the complaint.

If Education Code 48985 is applicable and 15 percent or more of the pupils in grades K – 12 enrolled in TCOE programs/schools speak a language other than English, the Williams Complaint Classroom Notice and the Williams Complaint Form shall be written in English and in the primary language of the complainant. The complaint response, if requested, and final report shall be written in English and the primary language in which the complaint was filed.

A Williams Complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner, but will not exceed 10 working days, to the appropriate TCOE official for resolution.

The principal or the designee of our superintendent, as applicable, shall make all reasonable efforts to investigate any problem within his or her authority.

The principal, or, where applicable, our superintendent or his or her designee shall remedy a valid complaint within a reasonable time period but not to exceed 30 working days from the date the complaint was received.

The principal or, where applicable, our superintendent or his or her designee, shall report to the complainant the resolution of the complaint within 45 working days of the initial filing, if complainant identifies himself or herself and requested a response.

The principal makes this report; the principal shall also report the same information in the same timeframe to our superintendent or his or her designee.

TCOE shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board.

The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board.

The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

The complaints and responses shall be available as public records.

### **The Williams Complaint Classroom Notice**

We make sure that the Williams Complaint Classroom Notice is posted in each classroom in each TCOE school and includes the following statements:

- ~~The~~ (a) The notice shall address parents, guardians, pupils, and teachers;
- ~~a statement proclaiming sufficient textbooks and instructional materials;~~

- ~~(For there to be sufficient textbooks and instructional materials each pupil, including English Learners, must have a textbook or instructional materials, or both, to use in class and to take home)~~

(b) There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.

- ~~a statement that~~ (c) School facilities must be clean, safe, and maintained in good repair;
- ~~a statement that~~ (d) There should be no teacher vacancies or misassignments; and
- (e) The location at which to obtain a form to file a complaint in case of a shortage.

(Posting a notice downloadable from the Web site of the CDE shall satisfy this requirement.)

## The Williams Complaint Form

We make sure that the Williams complaint form is available for parents, guardians, pupils, and teachers to use.

Every TCOE school shall have a complaint form available for such Williams complaints.

A notice shall be posted in each classroom in each school in the school district, and include the following statements:

The Williams Complaint form shall include:

- ~~a section~~ A space to mark to indicate if a response is requested,
- ~~a section for~~ A space to include contact information, including mailing address, if the complainant indicates that a response ~~be~~ is requested.
- ~~a~~ A statement that a pupil, including an English Learner, does not have standards - aligned textbooks or instructional materials or state adopted or TCOE adopted textbooks or other required instructional materials to use in class.
- ~~a~~ A statement that a pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ~~a~~ A statement that textbooks or instructional materials are in poor or unusable condition, having missing pages, or are unreadable due to damage.
- ~~a~~ A statement that a pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
- ~~a~~ A statement that a condition poses an urgent or emergency threat to the health or safety of pupils or staff, while at school. These projects may include, but are not limited to, the following types of facility repairs or replacements: including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers, or air - conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions TCOE determines appropriate.
- ~~a~~ A statement that a school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and towels or functional hand dryers.

- a **A** statement that the school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary ~~for pupil safety or to make repairs.~~ (1) for a documented pupil safety concern, (2) for an immediate threat to pupil safety, or (3) to repair the facility.
- a **A** statement that a semester begins and a teacher vacancy exists. (A position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one - semester course, a position of which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester).
- a **A** statement that a teacher who lacks credentials or training to teach English Learners is assigned to teach a class with ~~more than 20 percent~~ one or more English Learners pupils in the class.
- a **A** statement that a teacher is assigned to teach a class for which the teacher lacks subject matter competency.
- a ~~section~~ **A** space to identify the location ~~where the complaint of the school in which the alleged violation~~ took place,
- a ~~section~~ **A** space to identify the course or grade level, if applicable,
- a ~~section~~ **A** space where the complainant describes the specific nature of the complaint in detail,
- a **A** statement that the complainant may ~~include~~ add as much text to explain the complaint as the complainant ~~feels is necessary~~ wishes, and
- a **A** statement identifying the place to file the complaint that includes the office and address of the principal or his/her designee of the school in which the alleged violation took place.

### **Filing a Williams Complaint with the Tulare County Office of Education (TCOE)**

A Williams complaint shall be filed with the principal of the school or his or her designee, in which the complaint arises.

A Williams complaint may be filed anonymously.

The complainant need not use the Williams Complaint form to file a complaint.

### **How to Appeal a Williams Complaint**

A complainant who is not satisfied with the resolution of the principal or our superintendent or his or her designee, involving deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment, has the right to describe the complaint to the governing board at a regularly scheduled meeting of the governing board.

A complainant who is ~~then~~ not satisfied with the resolution proffered by the principal, or our superintendent or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, as defined in paragraph (1) of subdivision (c) of *EC* Section 17592.72, has the right to file an appeal to the State Superintendent of Public Instruction ~~at the California Department of Education (CDE)~~ within 15 **calendar** days of receiving the report.

Condition that pose an emergency or urgent threat (not cosmetic or nonessential) to the health and safety of pupils or staff while at school include the following:

- Gas leaks.
- Nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems.
- Electrical power failure.
- Major sewer line stoppage.
- Major pest or vermin infestation.
- Broken windows or exterior doors or gates that will not lock and that pose a security risk.
- Abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff.
- Structural damage creating a hazardous or uninhabitable condition.

In regards to the resolution proffered by the principal, or our superintendent or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, the complainant shall comply with the appeal requirements specified in 5 CCR Section 4632.

A complainant may appeal the Decision of an emergency or urgent threat to the CDE by filing a written appeal within 15 days of receiving the Decision.

The complainant shall specify the basis for the appeal of the Decision and whether the facts are incorrect and/or the law is misapplied.

The appeal shall be accompanied by:

1. A copy of the original locally filed complaint; and
2. A copy of our Decision of this original locally filed complaint.

**State Laws Cited:**

California Education Code Sections 1240, 17592.72, 35186, 35292.5, 48985, ~~60640~~.  
California Code of Regulations, Title 5 [5 CCR] Sections 4680–4687.

Regulation Approved: 1/6/05

Tulare County Superintendent of Schools  
Visalia, California

Revised: 9/1/05, 1/10/07, 7/13/07, 3/27/09, 01/22/2015

Tulare County Board of Education  
Visalia, California

Converted to a Board Policy and adopted: 5/12/2021

Revised: 11/09/2022, 11/8/2023, \_\_/\_\_/2024

# TULARE COUNTY OFFICE OF EDUCATION

## Board/Superintendent Policy

### Community Relations

#### BP/SP 1312.4

#### Williams Complaint Policies and Procedures

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related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.

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The principal, or, where applicable, our superintendent or his or her designee shall remedy a valid complaint within a reasonable time period but not to exceed 30 working days from the date the complaint was received.

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- (b) There should be sufficient textbooks and instructional materials. For there to be sufficient

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(c) School facilities must be clean, safe, and maintained in good repair.

(d) There should be no teacher vacancies or misassignments.

(e) The location at which to obtain a form to file a complaint in case of a shortage.

(Posting a notice downloadable from the Web site of the CDE shall satisfy this requirement.)

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- A statement that a pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- A statement that textbooks or instructional materials are in poor or unusable condition, having missing pages, or are unreadable due to damage.
- A statement that a pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
- A statement that a condition poses an urgent or emergency threat to the health or safety of pupils or staff while at school. These projects may include, but are not limited to, the following types of facility repairs or replacements: including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers, or air - conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions TCOE determines appropriate.
- A statement that a school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and towels or functional hand dryers.
- A statement that the school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary

(1) for a documented pupil safety concern, (2) for an immediate threat to pupil safety, or (3) to repair the facility.

- A statement that a semester begins and a teacher vacancy exists. (A position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one - semester course, a position of which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester).
- A statement that a teacher who lacks credentials or training to teach English Learners is assigned to teach a class with one or more English Learners pupils in the class.
- A statement that a teacher is assigned to teach a class for which the teacher lacks subject matter competency.
- A space to identify the location where the complaint took place,
- A space to identify the course or grade level, if applicable,
- A space where the complainant describes the specific nature of the complaint in detail,
- A statement that the complainant may add as much text to explain the complaint as the complainant wishes, and
- A statement identifying the place to file the complaint that includes the office and address of the principal or his/her designee of the school in which the alleged violation took place.

### **Filing a Williams Complaint with the Tulare County Office of Education (TCOE)**

A Williams complaint shall be filed with the principal of the school or his or her designee, in which the complaint arises.

A Williams complaint may be filed anonymously.

The complainant need not use the Williams Complaint form to file a complaint.

### **How to Appeal a Williams Complaint**

A complainant who is not satisfied with the resolution of the principal or our superintendent or his or her designee, involving deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment, has the right to describe the complaint to the governing board at a regularly scheduled meeting of the governing board.

A complainant who is not satisfied with the resolution proffered by the principal, or our superintendent or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, as defined in paragraph (1) of subdivision (c) of *EC* Section 17592.72, has the right to file an appeal to the State Superintendent of Public Instruction within 15 calendar days of receiving the report.

Condition that pose an emergency or urgent threat (not cosmetic or nonessential) to the health and safety of pupils or staff while at school include the following:

- Gas leaks.
- Nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems.
- Electrical power failure.
- Major sewer line stoppage.
- Major pest or vermin infestation.

- Broken windows or exterior doors or gates that will not lock and that pose a security risk.
- Abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff.
- Structural damage creating a hazardous or uninhabitable condition.

In regards to the resolution proffered by the principal, or our superintendent or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, the complainant shall comply with the appeal requirements specified in 5 CCR Section 4632.

A complainant may appeal the Decision of an emergency or urgent threat to the CDE by filing a written appeal within 15 days of receiving the Decision.

The complainant shall specify the basis for the appeal of the Decision and whether the facts are incorrect and/or the law is misapplied.

The appeal shall be accompanied by:

1. A copy of the original locally filed complaint; and
2. A copy of our Decision of this original locally filed complaint.

**State Laws Cited:**

California Education Code Sections 1240, 17592.72, 35186, 35292.5, 48985.

California Code of Regulations, Title 5 [5 CCR] Sections 4680–4687.

Regulation Approved: 1/6/05

Tulare County Superintendent of Schools  
Visalia, California

Revised: 9/1/05, 1/10/07, 7/13/07, 3/27/09, 01/22/2015

Tulare County Board of Education  
Visalia, California

Converted to a Board Policy and adopted: 5/12/2021

Revised: 11/09/2022, 11/8/2023, \_\_/\_\_/2024

# TULARE COUNTY OFFICE OF EDUCATION

E (2) 1312.4  
Williams Uniform  
Complaint Procedures

## WILLIAMS COMPLAINT FORM

*Education Code* (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignments. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested?  Yes  No

Name  
(Optional): \_\_\_\_\_

Mailing  
Address  
(Optional): \_\_\_\_\_

Phone Number Day  
(Optional): \_\_\_\_\_ Evening  
(Optional): \_\_\_\_\_

Issue of the complaint (Please check all that apply):

1. Textbooks and instructional materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or county office-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency condition the county office determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

3. Teacher Vacancy or Misassignment

- Teacher vacancy – A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher misassignment – A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment – A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: \_\_\_\_\_

Location of Problem (School Name, Address, and Room Number or Location):

\_\_\_\_\_

Course or Grade Level  
and Teacher Name:

\_\_\_\_\_

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to describe fully the situation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please file this complaint at the following location:

Name of County Office Staff/Address:

Director, Human Resources  
Physical Address: 6200 S. Mooney Blvd., Visalia CA 93277  
Mailing Address: P.O. Box 5091, Visalia CA 93278-5091  
Phone: 559-733-6306

# TULARE COUNTY OFFICE OF EDUCATION

E (2) 1312.4  
Williams **Uniform**  
Complaint Procedures

## WILLIAMS COMPLAINT FORM

California *Education Code* (EC) Section 35186 and Chapter 5.1 (commencing with Section 4680) of *California Code of Regulations, Title 5 (5CCR)* created a procedure for the filing of complaints **concerning** regarding **alleged** deficiencies related to instructional materials, ~~conditions of facilities that are not maintained in a clean or safe manner or in good repair,~~ emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, or teacher vacancy or misassignments. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested?  Yes  No

Name  
(Optional): \_\_\_\_\_  
Mailing  
Address  
(Optional): \_\_\_\_\_  
Phone Number  
Day (Optional): \_\_\_\_\_ Evening(Optional): \_\_\_\_\_

Issue of the complaint: (Please check all that apply)

### 1. Textbooks and instructional materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or county office-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

### 2. Facility Conditions

- A condition **that** poses ~~an urgent or emergency~~ a threat to the health ~~or~~ **and** safety of **students** **pupils** or staff, ~~including:~~ while at school. These projects may include, but are not limited to, the following types of facility repairs or replacements: **including:** gas leaks, nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat

to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency condition the county office determines appropriate.

- A school restroom has not been maintained or cleaned regularly, is not fully operational ~~and~~ or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. ~~This does not apply when temporary closing of the restroom is necessary for (1) for a documented pupil safety concern, (2) for an immediate threat to pupil safety, or (3) to repair the facility.~~

3. Teacher Vacancy or Misassignment

- Teacher vacancy – A semester begins and a teacher vacancy exists. (A ~~teacher vacancy is a~~ position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher misassignment – A teacher who lacks credentials or training to teach English learners is assigned to teach a class with ~~one or more than 20 percent~~ English learners pupils in the class. ~~This subparagraph does not relieve a county office from complying with state or federal law regarding teachers of English learners.~~
- Teacher misassignment – A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of ~~Problem~~ Complaint: \_\_\_\_\_

Location of ~~Problem~~ where the complaint took place (School Name, Address, and Room Number or Location): \_\_\_\_\_

Course or Grade Level and  
Teacher Name: \_\_\_\_\_

~~Please~~ ~~file~~ Describe the ~~issue of your~~ specific nature of the complaint in detail. You may attach additional pages ~~if necessary to describe fully the situation.~~ to add as much text to explain the complaint as you wish:

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~~Please~~ ~~file~~ this complaint with the principal of the school or his or her designee in which the complaint took place: ~~at the following~~

Location: \_\_\_\_\_

Address: \_\_\_\_\_



A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the below county office official for resolution:

Name of County Office Staff/Address: ~~Director~~ Assistant Superintendent, Human Resources  
Physical Address: 6200 S. Mooney Blvd., Visalia CA 93277  
Mailing Address: P.O. Box 5091, Visalia CA 93278-5091  
Phone: 559-733-6306

# TULARE COUNTY OFFICE OF EDUCATION

E (2) 1312.4  
Williams Complaint Procedures

## WILLIAMS COMPLAINT FORM

California *Education Code* (EC) Section 35186 and Chapter 5.1 (commencing with Section 4680) of *California Code of Regulations*, Title 5 (5CCR) created a procedure for the filing of complaints regarding alleged deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, or teacher vacancy or misassignments. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested?  Yes  No

Name  
(Optional): \_\_\_\_\_  
Mailing  
Address  
(Optional): \_\_\_\_\_  
Phone Number  
Day (Optional): \_\_\_\_\_ Evening(Optional): \_\_\_\_\_

Issue of the complaint: (Please check all that apply)

1. Textbooks and instructional materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or county office-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- A condition that poses a threat to the health and safety of pupils or staff while at school. These projects may include, but are not limited to, the following types of facility repairs or replacements: including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency condition the county office determines appropriate.

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- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when temporary closing of the restroom is necessary for (1) for a documented pupil safety concern, (2) for an immediate threat to pupil safety, or (3) to repair the facility.

3. Teacher Vacancy or Misassignment

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- Teacher misassignment – A teacher who lacks credentials or training to teach English learners is assigned to teach a class with one or more English learner pupils in the class. This subparagraph does not relieve a county office from complying with state or federal law regarding teachers of English learners.
- Teacher misassignment – A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Complaint: \_\_\_\_\_

Location where the complaint took place (School Name, Address, and Room Number or Location): \_\_\_\_\_

Course or Grade Level and Teacher Name: \_\_\_\_\_

Describe the specific nature of the complaint in detail. You may attach additional pages to add as much text to explain the complaint as you wish:

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File this complaint with the principal of the school or his or her designee in which the complaint took place:

Location: \_\_\_\_\_

Address: \_\_\_\_\_

A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the below county office official for resolution:

Name of County Office Staff/Address: Assistant Superintendent, Human Resources  
 Physical Address: 6200 S. Mooney Blvd., Visalia CA 93277  
 Mailing Address: P.O. Box 5091, Visalia CA 93278-5091  
 Phone: 559-733-6306

Quarterly Uniform Complaint Report Summary for Submission to Tulare County Office of Education Board															
Quarter Covered by this Report			___January/March			___April/June			<b>X</b> July/September			___October/December		Year <b>2024</b>	
District	Textbooks & Instructional Materials: <i>Enter zero in any cell that does not apply.</i>			Facilities:			Teacher Vacancy & Misassignment			Totals					
	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved	# of complaints received in quarter	# of complaints resolved	# of complaints unresolved			
Allensworth	0	0	0	0	0	0	0	0	0	0	0	0			
Alpaugh	0	0	0	0	0	0	0	0	0	0	0	0			
Alta Vista	0	0	0	0	0	0	0	0	0	0	0	0			
Buena Vista	0	0	0	0	0	0	0	0	0	0	0	0			
Burton	0	0	0	0	0	0	0	0	0	0	0	0			
Columbine	0	0	0	0	0	0	0	0	0	0	0	0			
Cutler-Orosi	0	0	0	0	0	0	0	0	0	0	0	0			
Dinuba	0	0	0	0	0	0	0	0	0	0	0	0			
Ducor	0	0	0	0	0	0	0	0	0	0	0	0			
Earlimart	0	0	0	0	0	0	0	0	0	0	0	0			
Exeter	0	0	0	0	0	0	0	0	0	0	0	0			
Farmersville	0	0	0	0	0	0	0	0	0	0	0	0			
Hope	0	0	0	0	0	0	0	0	0	0	0	0			
Hot Springs	0	0	0	0	0	0	0	0	0	0	0	0			
Kings River	0	0	0	0	0	0	0	0	0	0	0	0			
Liberty	0	0	0	0	0	0	0	0	0	0	0	0			
Lindsay	0	0	0	0	0	0	0	0	0	0	0	0			
Monson-Sultana	0	0	0	0	0	0	0	0	0	0	0	0			
Oak Valley	0	0	0	0	0	0	0	0	0	0	0	0			
Outside Creek	0	0	0	0	0	0	0	0	0	0	0	0			
Palo Verde	0	0	0	0	0	0	0	0	0	0	0	0			
Pixley	0	0	0	0	0	0	0	0	0	0	0	0			
Pleasant View	0	0	0	0	0	0	0	0	0	0	0	0			
Porterville	0	0	0	0	0	0	0	0	0	0	0	0			
Richgrove	0	0	0	0	0	0	0	0	0	0	0	0			
Rockford	0	0	0	0	0	0	0	0	0	0	0	0			
Saucelito	0	0	0	0	0	0	0	0	0	0	0	0			
Sequoia Union	0	0	0	0	0	0	0	0	0	0	0	0			
Springville	0	0	0	0	0	0	0	0	0	0	0	0			
Stone Corral	0	0	0	0	0	0	0	0	0	0	0	0			
Strathmore	0	0	0	0	0	0	0	0	0	0	0	0			
Sundale	0	0	0	0	0	0	0	0	0	0	0	0			
Sunnyside	0	0	0	0	0	0	0	0	0	0	0	0			
Terra Bella	0	0	0	0	0	0	0	0	0	0	0	0			
Three Rivers	0	0	0	0	0	0	0	0	0	0	0	0			
Tipton	0	0	0	0	0	0	0	0	0	0	0	0			
Traver	0	0	0	0	0	0	0	0	0	0	0	0			
Tulare City	0	0	0	0	0	0	0	0	0	0	0	0			
Tulare COE	0	0	0	0	0	0	0	0	0	0	0	0			
<b>Tulare JUHSD</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>			
Visalia	0	0	0	0	0	0	0	0	0	0	0	0			
Waukena	0	0	0	0	0	0	0	0	0	0	0	0			
Woodlake	0	0	0	0	0	0	0	0	0	0	0	0			
Woodville	0	0	0	0	0	0	0	0	0	0	0	0			
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>			

\* *Tulare Joint Union High School* - Facilities Complaint of a hot environment and exposure to chemical fumes at Mission Oak High School. Staff was informed of the ability to manually adjust the thermostat to reduce the temperature within the classroom. There was no evidence of anyone exposed to chemical fumes.



Tulare County  
Office of Education

*Tim A. Hire, County Superintendent of Schools*



# *Attendance Supervisor Certification Training & Support Updates*



Lisa Lemus

Administrator, Leadership Support Services

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# Tulare County Office of Education

*Tim A. Hire, County Superintendent of Schools*

## **CERTIFICATE FOR DISTRICT SUPERVISOR OF ATTENDANCE**


FIRST/LAST NAME has completed the necessary attendance supervisor training authorized by the Tulare County Office of Education on DATE. Completion of this Training fulfills the requirement of County Training for Attendance Supervisors (CA Ed Code 48245).

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Tim A. Hire, County Superintendent


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Lisa Lemus, Facilitator



# Legal Obligations



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**EDUCATION CODE - EDC**  
**TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 65001]** ( Title 2 enacted by Stats. 1976, Ch. 1010. )  
**DIVISION 4. INSTRUCTION AND SERVICES [46000 - 65001]** ( Division 4 enacted by Stats. 1976, Ch. 1010. )  
**PART 27. PUPILS [48000 - 49703]** ( Part 27 enacted by Stats. 1976, Ch. 1010. )  
**CHAPTER 2. Compulsory Education Law [48200 - 48361]** ( Chapter 2 enacted by Stats. 1976, Ch. 1010. )

**ARTICLE 4. Supervisors of Attendance [48240 - 48246]** ( Article 4 enacted by Stats. 1976, Ch. 1010. )

**48240.** (a) The governing board of each school district and each county superintendent of schools shall appoint a supervisor of attendance and any assistant supervisors of attendance as may be necessary to supervise the attendance of pupils in the school district or county. The governing board of the school district or county superintendent of schools shall prescribe the duties of the supervisor of attendance and assistant supervisors of attendance to include, among other duties that may be required, those specific duties related to compulsory full-time education, truancy, work permits, compulsory continuation education, and opportunity schools, classes, and programs, now required of the attendance supervisors by this chapter and Article 4 (commencing with Section 48450) of Chapter 3 and Article 2 (commencing with Section 48640) of Chapter 4.

(b) It is the intent of the Legislature that in performing his or her duties, the supervisor of attendance promote a culture of attendance and establish a system to accurately track pupil attendance in order to achieve all of the following:

- (1) Raise the awareness of school personnel, parents, guardians, caregivers, community partners, and local businesses of the effects of chronic absenteeism and truancy and other challenges associated with poor attendance.
- (2) Identify and respond to grade level or pupil subgroup patterns of chronic absenteeism or truancy.
- (3) Identify and address factors contributing to chronic absenteeism and habitual truancy, including suspension and expulsion.
- (4) Ensure that pupils with attendance problems are identified as early as possible to provide applicable support services and interventions.
- (5) Evaluate the effectiveness of strategies implemented to reduce chronic absenteeism rates and truancy rates.

Regarding your legal role as attendance supervisor:

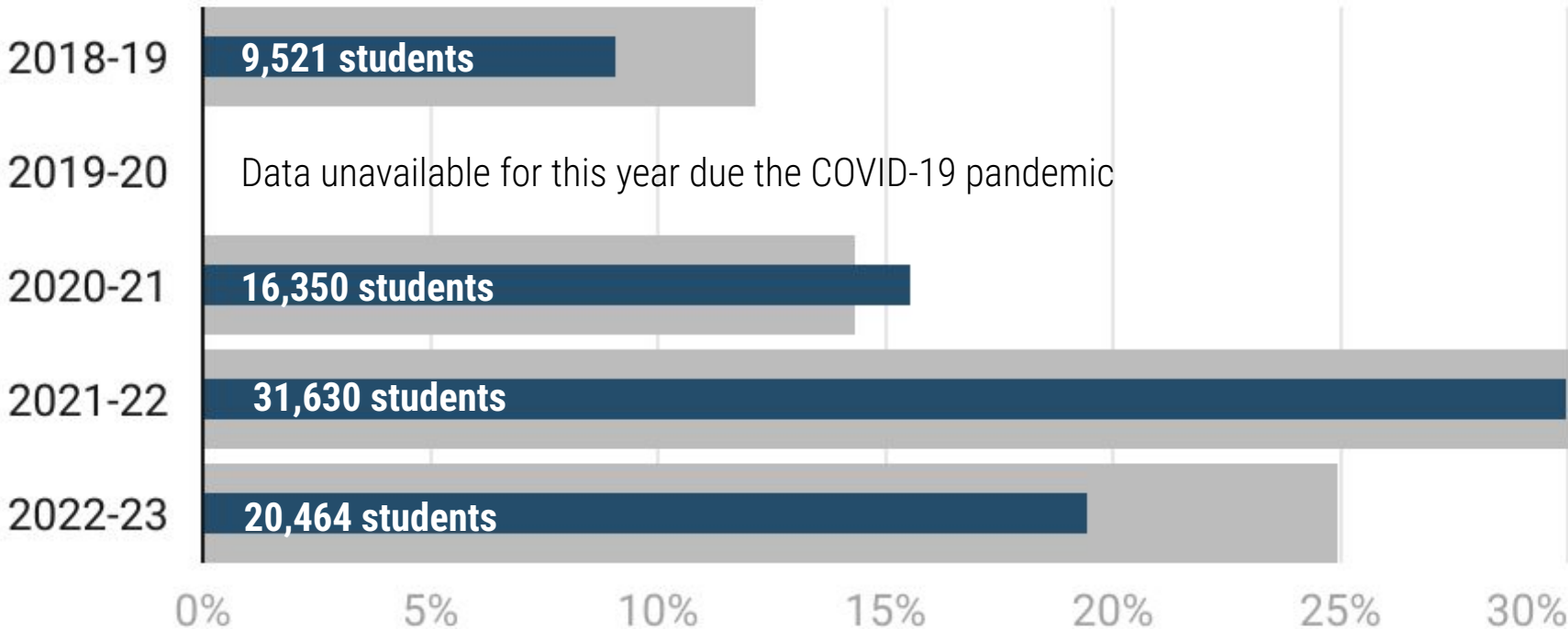
**What questions do you have?**

**What surprises you?**



# Restoring Chronic Absenteeism Rates in Tulare County to Pre-Covid Times

State Average    Tulare County Students



Data source: Ed-Data created with Datawrapper

# Hoping to continue the conversation?

# Join our collaborative!

Tulare County  
Office of Education  
Tim A. Hira, County Superintendent of Schools

## Attendance & Student Engagement Collaborative



**Dates:**  
9/11/2024  
11/20/2024  
1/15/2025  
3/26/2025

**Time:**  
9:00 a.m. - 11:00 a.m.

**Location:**  
Tulare County Office of Education  
6200 S. Mooney Blvd.  
Visalia, CA 93277

**Audience:**  
Site and district staff

**OMS Link:**  
<https://tulare.k12oms.org/147-248338>

Due to an overwhelming amount of interest and feedback on the Attendance & Student Engagement Certification Training, we are bringing the community together throughout the year to:

- Share spotlight stories
- Network and workshop
- Discuss attendance compliance conversations and reminders
- Explore current research and application processes

Be prepared for great conversations and open sharing about successes and challenges in meeting the needs of our students and families, while we work to ensure they all feel connected to school.

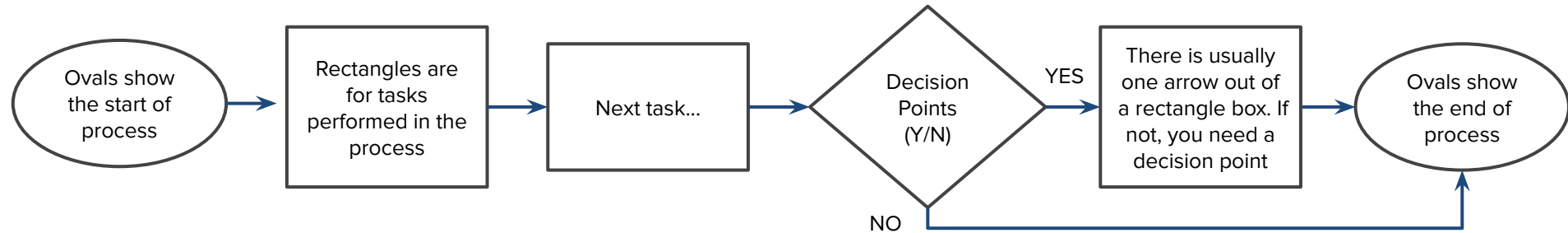
 

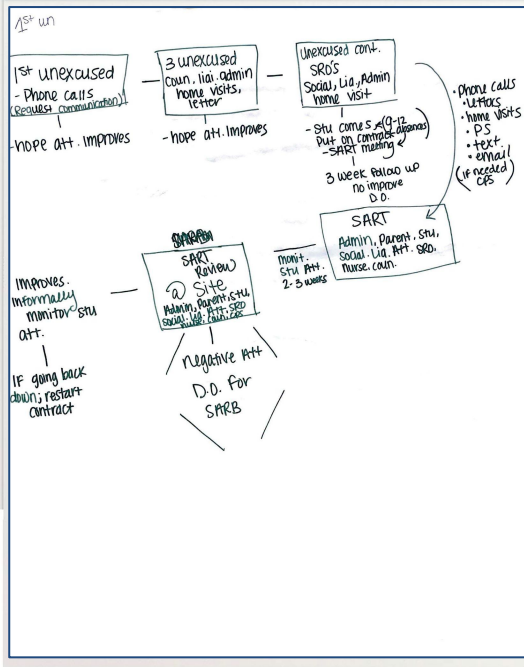


# Make your process visible

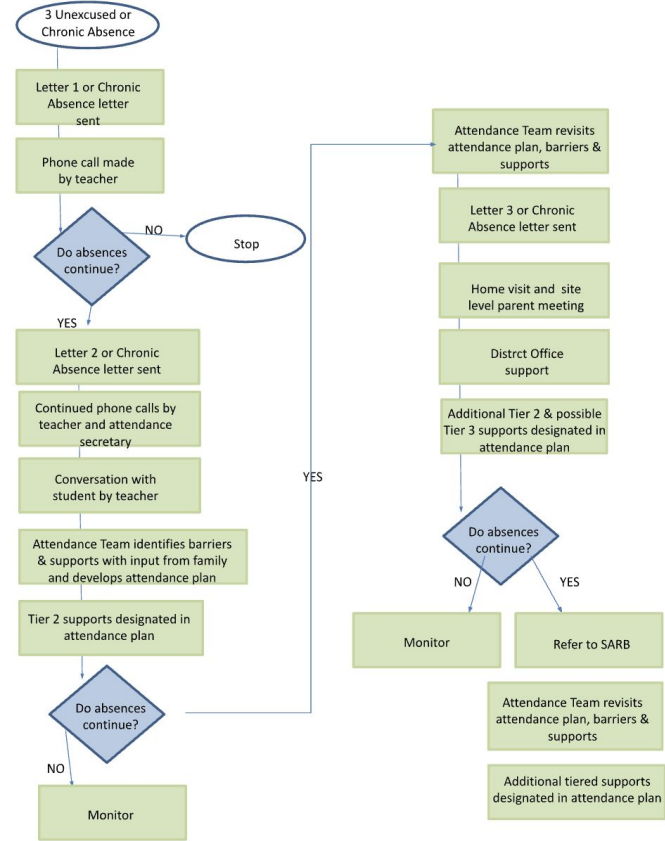
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A process map allows you to explicitly articulate the steps and define the sequence of your work.





### Sample Process Map



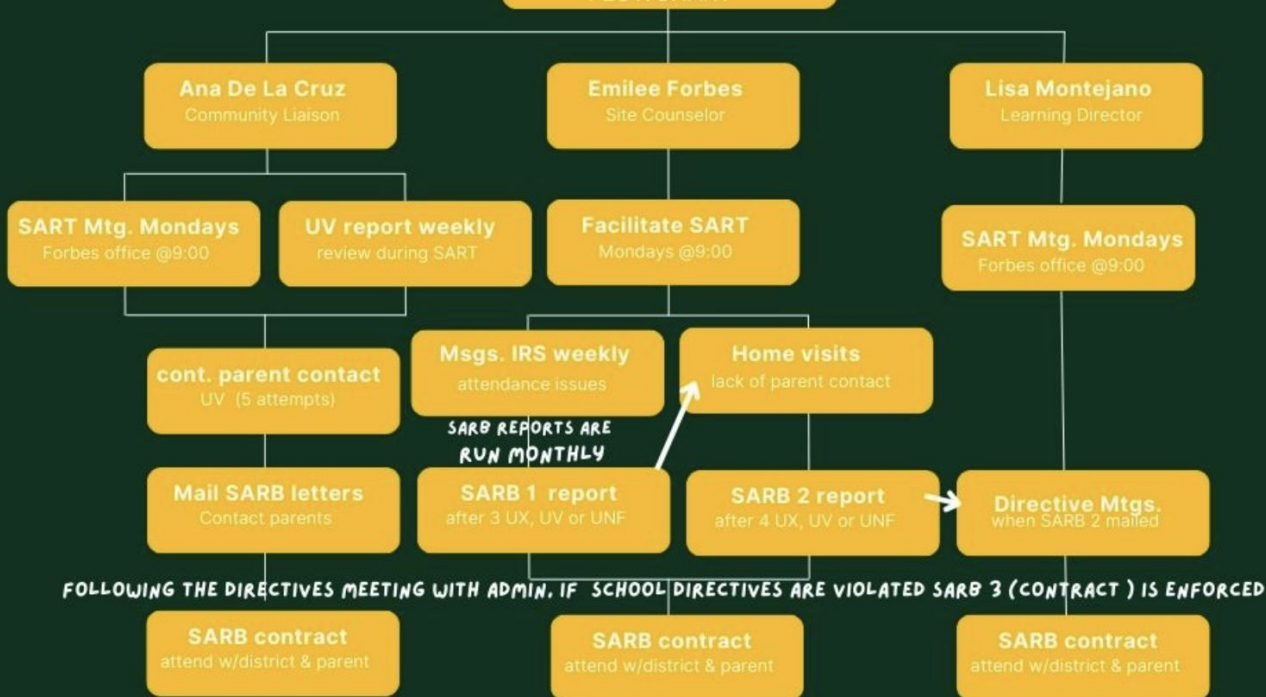


# LINCOLN ELEMENTARY ATTENDANCE

## SCHOOL ATTENDANCE REVIEW BOARDS



### SARB (Tier 1-3) Truancy FLOWCHART



STUDENTS ON SARB CONTRACTS ARE MONITORED BY COUNSELOR. IF ATTENDANCE FAILS TO IMPROVE, PARENTS ARE TAKEN BACK TO THE DISTRICT PANEL AND CAN BE REFERRED TO CARB (DISTRICT ATTORNEY)

# Written Communication with Parents

## Why It Matters

If children don't show up for school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers.

Preliminary data from a California study found that children who were chronically absent in kindergarten and 1st grade were far less likely to read proficiently at the end of 3rd grade.

Who Can Read on Grade Level After 3rd Grade?<sup>3</sup>



64%  
of kids with good attendance in K and 1st  
(missed 9 or fewer days both years)



43%  
of kids with at-risk attendance  
(missed more than 9 days both years)



41%  
of kids chronically absent in K or 1st  
(missed 18 or more days one year)



17%  
of kids chronically absent in K and 1st  
(missed 18 or more days both years)

<sup>3</sup> Attendance in Early Elementary Grades: Association with Student Characteristics, School Readiness and Third Grade Outcomes, Applied Survey Research, May 2011.

Handouts - [HERE](#)

Health handouts - [HERE](#)

Handouts and messaging- [HERE](#)

Letters, including Holiday messaging - [HERE](#)

SARB Letters (includes chron abs) - [HERE](#)

We missed you postcard - [HERE](#)

MS & HS messaging for teens specifically - [HERE](#)

[Present, Engaged, and Accounted For: The Critical Importance of Addressing Chronic Absence in the Early Grades](#) (Report)

[Attendance in the Early Grades: Why it Matters for Reading](#) (Research Brief)

Email yours to [lisa.lemus@tcoe.org](mailto:lisa.lemus@tcoe.org)

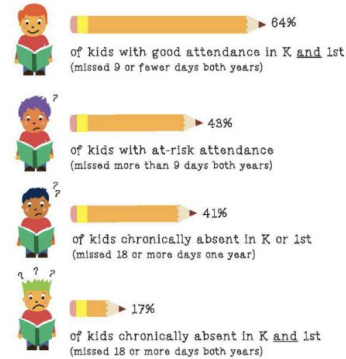
# Modified Attendance Works Letter to include visual

Insert School logo

I am writing to check in on **[NAME OF STUDENT]** and offer support because they have missed **[Insert number of days absent]** days of school this year.

I am growing increasingly worried about their success here at school because time in class, especially in the early grades, has a direct impact on their ability to read and achieve in all areas.

Who Can Read on Grade Level After 3rd Grade?<sup>3</sup>



<sup>3</sup>Attendance in Early Elementary Grades: Association with Student Characteristics, School Readiness and Third Grade Outcomes, Applied Survey Research, May 2011.

We would like to partner with you to improve **[NAME OF STUDENT]**'s attendance.

Please call me at **[PHONE NUMBER]**.

Sincerely,

**[PRINCIPAL'S OR OTHER STAFF PERSON'S NAME]**



## Phone Call Script For Students who are Chronically Absent

### If Parent/Guardian is available:

Good morning/afternoon, my name is <<STATE YOUR NAME>> and I'm <<STATE YOUR TITLE>> calling from <<SCHOOL NAME>>. May I please speak to the parent/guardian of <<STUDENT'S NAME>>?

- Thank you so much for answering my call. How is <<STUDENT'S NAME>> doing?
- Our records indicate that your student has <<TOTAL NUMBER OF ABSENCES>> absences this year. One of LAUSD top priorities is student attendance. The goal is for all students to have less than 7 absences. May I ask - what are the reason(s) for <<STUDENT NAME>>'s absences?
- <<SCHOOL NAME>> and LAUSD has resources to help your student overcome any barriers to regular attendance so that <<STUDENT NAME>> can achieve academic success. We encourage you to come to school to access the resources by talking to <<PSA COUNSELOR/ SCHOOL STAFF>>.

We are partners with you and we are here to support your child's education. We appreciate your time, and we thank you for all that you do to support <<STUDENT NAME>>'s education. Please reach out to <<PSA COUNSELOR/ SCHOOL STAFF>> at <<SCHOOL PHONE #>> if you ever have any questions or need any support. Thank you."

### If Parent/Guardian is NOT Available:

Leave a general message for parent to return the call.

"Good morning/evening: I am calling from <<SCHOOL NAME>> and this message is in regards to school attendance. One of L.A. Unified's top priorities is student attendance. Academic success begins with excellent attendance. Excellent attendance means no more than 7 absences all year. Please make sure to send your child to school every day. Every day matters. We are partners with you and we are here to support your child's education. If you have any questions and/or concerns, please feel free to call us back at <<SCHOOL PHONE NUMBER>>. Thank you."

# Phone Communication with Parents

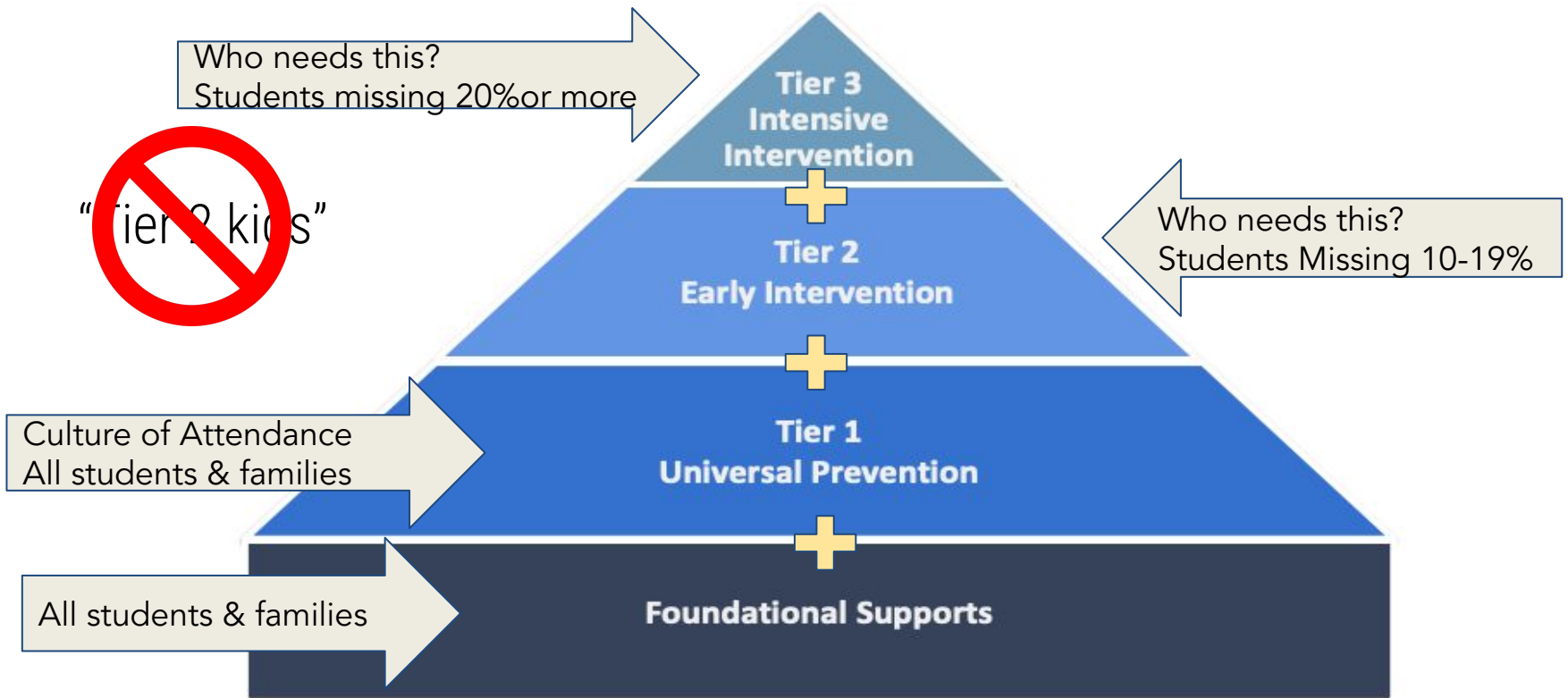
Attendance Works Protocol for Calling Home - [HERE](#)

Sample Script from LA Unified- [HERE](#)

Simple script from Northern Arizona University - [HERE](#)

Sample script for student success from Solution Tree - [HERE](#)





Who needs this?  
Students missing 20% or more

**Tier 3**  
**Intensive**  
**Intervention**

**Tier 2**  
**Early Intervention**

**Tier 1**  
**Universal Prevention**

**Foundational Supports**

Who needs this?  
Students Missing 10-19%

Culture of Attendance  
All students & families

All students & families

~~Tier 2 kids~~

# Bring ONE student to your mind and ask: what is their WHY?

## Barriers

- Chronic and acute illness
- Family responsibilities or home situation
- Trauma
- Poor transportation
- Housing and food insecurity
- Inequitable access to needed services (including health)
- System involvement
- Lack of predictable schedules for learning
- Lack of access to technology
- Community violence

## Aversion

- Struggling academically and/or behaviorally
- Unwelcoming school climate
- Social and peer challenges
- Anxiety
- Biased disciplinary and suspension practices
- Undiagnosed disability and/or lack of disability accommodations
- Caregivers had negative educational experiences

## Disengagements

- Lack of challenging, culturally responsive instruction
- Bored
- No meaningful relationships to adults in the school (especially given staff shortages)
- Lack of enrichment opportunities
- Lack of academic and behavioral support
- Failure to earn credits
- Need to work conflicts with being in high school

## Misconceptions

- Absences are only a problem if they are unexcused
- Missing 2 days per month doesn't affect learning
- Lose track and underestimate TOTAL absences
- Assume students must stay home for any symptom of illness
- Attendance only matters in the older grades
- Suspensions don't count as absence

Portraits of Change: Aligning School and Community Resources to Reduce Chronic Absence [Addressing the Health-Related Causes of Chronic Absenteeism: A Toolkit for Action](#)

- 4) **Explore possible interventions with your team.** Use the following questions to assess how well specific interventions suit your students and determine your capacity to implement each strategy.

Questions About Your Capacity to Implement	Questions About the Strategy
<ul style="list-style-type: none"> <li>Can we implement this strategy during distance learning? Yes ___ No ___</li> </ul>	<ul style="list-style-type: none"> <li>Can this strategy be accessed by all students virtually? Yes ___ No ___</li> </ul>
<ul style="list-style-type: none"> <li>Do we have the capacity – budget, staff, time – to execute this strategy for every student who needs the support? Yes ___ No ___</li> </ul>	<ul style="list-style-type: none"> <li>How well does the strategy address the reasons for absence for the students you have identified? Yes ___ No ___</li> </ul>
<ul style="list-style-type: none"> <li>Do we have the capacity to train staff in new strategies? Are there upcoming staff training and/or professional development opportunities that can be utilized for training? Yes ___ No ___</li> </ul>	<ul style="list-style-type: none"> <li>What evidence is there that this strategy works? Yes ___ No ___</li> </ul>
<ul style="list-style-type: none"> <li>Whose buy-in do we need to implement this strategy? Principals? Teachers? Families? Yes ___ No ___</li> </ul>	<ul style="list-style-type: none"> <li>Is this strategy suited for our students? Has it worked for students from the same grade spans, ethnicity, life circumstances? Yes ___ No ___</li> </ul>
<ul style="list-style-type: none"> <li>Can we implement the strategy consistently? Yes ___ No ___</li> </ul>	<ul style="list-style-type: none"> <li>Do we have interventions for our most vulnerable student groups? Yes ___ No ___</li> </ul>
<ul style="list-style-type: none"> <li>Do we need help to select and implement strategies? Yes ___ No ___</li> </ul>	<ul style="list-style-type: none"> <li>How can we ensure it works universally for all students whether they are differently abled or speak languages other than English? Yes ___ No ___</li> </ul>
<ul style="list-style-type: none"> <li>How well does the strategy align with other initiatives? Yes ___ No ___</li> </ul>	<ul style="list-style-type: none"> <li>Is the strategy culturally responsive to the student groups you want to reach? Yes ___ No ___</li> </ul>
<ul style="list-style-type: none"> <li>Does it compete with other initiatives? Yes ___ No ___</li> </ul>	<ul style="list-style-type: none"> <li>How might the strategy change over the course of a school year? Yes ___ No ___</li> </ul>
<ul style="list-style-type: none"> <li>Do we have the capacity (e.g., weekly team meetings and data review) to track and monitor the impact and efficacy of the strategy? Yes ___ No ___</li> </ul>	<ul style="list-style-type: none"> <li>What role should each partner play in executing the strategy? Yes ___ No ___</li> </ul>
<ul style="list-style-type: none"> <li>What other considerations do we need to take into account before moving forward? Yes ___ No ___</li> </ul>	

# Capacity Check

Do we have the time, space, energy, materials, people-power to make this change successful and sustainable?

How will we ensure the necessary resources are in place for the success of this change?

# Make an Attendance Plan

Pre-K blank planning template [HERE](#)

Pre-K sample [HERE](#)

K-12 School team blank planning template [HERE](#)

K-12 School team sample [HERE](#)

District blank planning template [HERE](#) and sample [HERE](#)

Monthly Plan Sample [HERE](#)



SAMPLE ACTIVITIES for K-12: rev. 3-28-23

## Attendance Activities School Year Plan (K-12)

School Name	School Year
-------------	-------------

Activities in the grid are examples. You can customize the plan for your school or program. For each activity, specify who is responsible for leading and how to measure the results. You can also recreate this chart in a larger format and use post-it notes to add activities as a group exercise. See the 3 Tiers of Intervention (<https://www.attendanceworks.org/chronic-absence/addressing-chronic-absence/3-tiers-of-intervention/>)

Timing	Summer (July/August)	Welcome Back (August/September)	Ongoing (Weekly)	Fall Semester (October – November)	Winter Semester (December – February)	Spring Semester (March–April)	End-of-Year (May/June)
<b>School Team</b>	Establish school team to address attendance. Develop a yearly attendance plan and goals. Agree on metrics to monitor for in-person and distance learning. Utilize start of school year PD days for teachers and school staff to discuss yearly plan and whole school strategies.	Conduct team meeting by the second week of school.	Hold team meetings.	Review <a href="#">early warning data</a> . Ensure staff are prepared to discuss attendance in a caring manner in parent-teacher conferences, attendance improvement meetings, outreach calls and home visits.	Revisit data to measure progress and revise school-wide strategies as needed. Expand team as needed to address reasons for absence.	Ensure staff are prepared to discuss attendance in parent-teacher conferences. Assess strategies and write school improvement plan.	Review data. Share data with student's next teacher for smooth transitions and trouble shooting.
<b>Foundational Whole School Supports</b>	Plan welcoming traditions for incoming early grades, transition grades and new students and their families. Ensure there is attention paid to students with disabilities and other student groups with historically high levels of absenteeism.	Disseminate in-person health and safety protocols. Promote immunization activities. Establish good and improved attendance recognition schedule/ process. Conduct welcoming traditions for students and families.	Coordinate with other school leaders to promote and maintain a positive school climate.	Provide a warm welcome for students who start later in the school year. Offer afterschool programs with engaging and culturally responsive curricula.	Create opportunities for students, families and staff to recharge physically and emotionally. Increase the sense of belonging for specific student groups through clubs, history months and celebrations.	Boost excitement in learning – celebrate and event such as Earth Day.	Plan end-of-year traditions including opportunities for service, e.g. students in upper grades lead tours for students entering the school next fall.
<b>Tier I (Universal)</b>	Promote <a href="#">attendance messaging</a> during registration/enrollment. Have home visits/phone calls to build relationship and remind families about the first day of school.	Share back-to-school messaging about the importance of attendance for in-person and distance learning.	Ask staff to establish daily, weekly and monthly routines to build relationships in the classroom and welcome students back after absences. Hold weekly/monthly recognition. Ensure positive, regular communication with	During <a href="#">parent-teacher conference</a> , recognize good attendance and express concerns in a supportive manner if needed. Anticipate and plan activities/supports to minimize dips in attendance during holidays. Conduct a resource fair for students and their families.	Share messaging and engaging activities around <a href="#">winter holidays</a> . Use data to identify attendance dips and align events to mitigate low attendance days. Schedule mid-year activities to remind school community about attendance.	Hold parent-teacher conference student attendance check-in. Plan engaging activities and messaging to avoid the spring slump.	Communicate the importance of student attendance in last weeks of school. Acknowledge attendance successes.



### Attendance Supervisor Certification Training

District	First Name	Last Name
Cutler-Orosi Joint Unified	Erika	Guardado
Dinuba Unified	Michael	Adams
Dinuba Unified	Whitney	Gonzales
Ducor Union Elementary	Dr. Jesse	Coronado
Ducor Union Elementary	Lupita	Flores
Earlimart Elementary	Oscar	Meza
Exeter Unified	Ken	Stovall
Farmersville Unified	Chris	Juarez
Farmersville Unified	Lynzie	Seminario
Farmersville Unified	Trista	Waymire
Farmersville Unified	Veronica	Peña Fernandez
Kings River Union Elementary	Erika	Lopez
Kings River Union Elementary	Sherry	Martin
Lindsay Unified	Karina	Garcia
Mariposa County Office of Education	Lori	Vegely
Monson-Sultana Joint Union Elementary	Alyssa	Gonzales
Monson-Sultana Joint Union Elementary	Jaqueline	Montejano
Oak Valley Union Elementary	Michell	Maldonado
Pixley Union Elementary	Deyanara	Laguna
Pixley Union Elementary	Wendy	Medel
Porterville Unified	Jessica	Ruiz
Porterville Unified	Marilu	Martinez
Richgrove Elementary	Griselda	Rodriguez
Strathmore Union Elementary	Ariana	Prado
Strathmore Union Elementary	Gloria	Garza-Davalos
Terra Bella Union Elementary	Ricardo	Stevens
Three Rivers Union Elementary	Brenda	Aguilar
Three Rivers Union Elementary	Kelley	Mehrten
Tipton Elementary	Jackie	Everett
Tulare County Office of Education	Jodi	Mixer
Tulare County Office of Education	Jose	Rivas
Tulare Joint Union High	Johanna	Ayon
Visalia Unified	Armando	Villarreal
Waukena Joint Union Elementary	Fey	Medina
Waukena Joint Union Elementary	Martha	Gomez
Woodlake Unified	Shaun	Summers

Williams Monitored Schools in Tulare County					
School Name	District Name	Instructional Materials	School Facilities	SARC	
Allensworth Elementary	Allensworth Elementary	Sufficient	Exemplary	Verified accurate	
Alpaugh Elementary	Alpaugh Unified	Sufficient	Exemplary	Verified accurate	
California Connections Academy Central Valley	Alpaugh Unified	Sufficient	NA	Verified accurate	* NCB charter school
Alta Vista Elementary	Alta Vista Elementary	Sufficient	Fair	Verified accurate	
Burton Middle	Burton Elementary	Sufficient	Exemplary	Verified accurate	
Jim Maples Academy	Burton Elementary	Sufficient	Exemplary	Verified accurate	
El Monte Middle	Cutler-Orosi Joint Unified	Sufficient	Exemplary	Verified accurate	
Washington Intermediate	Dinuba Unified	Sufficient	Good	Verified accurate	
Ducor Union Elementary	Ducor Union Elementary	Sufficient	Good	Verified accurate	
Alila Elementary	Earlimart Elementary	Sufficient	Good	Verified accurate	
Lincoln Elementary	Exeter Unified	Sufficient	Exemplary	Verified accurate	
Farmersville Junior High	Farmersville Unified	Sufficient	Exemplary	Verified accurate	
George L. Snowden Elementary	Farmersville Unified	Sufficient	Exemplary	Verified accurate	
Hope Elementary	Hope Elementary	Sufficient	Good	Verified accurate	
Liberty Elementary	Liberty Elementary	Sufficient	Exemplary	Verified accurate	
Jefferson Elementary	Lindsay Unified	Sufficient	Exemplary	Verified accurate	
Monson-Sultana Elementary	Monson-Sultana Joint Union Elementary	Sufficient	Exemplary	Verified accurate	
Outside Creek Elementary	Outside Creek Elementary	Sufficient	Exemplary	Verified accurate	
Bartlett Middle	Porterville Unified	Sufficient	Good	Verified accurate	
Butterfield Charter	Porterville Unified	Sufficient	Good	Verified accurate	
Los Robles Elementary	Porterville Unified	Sufficient	Exemplary	Verified accurate	
Roche Elementary	Porterville Unified	Sufficient	Good	Verified accurate	
Saucelito Elementary	Saucelito Elementary	Sufficient	Exemplary	Verified accurate	
Cherry Avenue Middle	Tulare City	Sufficient	Fair	Verified accurate	
Maple Elementary	Tulare City	Sufficient	Fair	Verified accurate	
Blue Oak Academy	Tulare County Office of Education	Sufficient	Exemplary	Verified accurate	
Tulare Western High	Tulare Joint Union High	Sufficient	Good	Verified accurate	
Cottonwood Creek Elementary	Visalia Unified	Sufficient	Exemplary	Verified accurate	
Denton Elementary	Visalia Unified	Sufficient	Good	Verified accurate	
Divisadero Middle	Visalia Unified	Sufficient	Good	Verified accurate	
El Diamante High	Visalia Unified	Sufficient	Exemplary	Verified accurate	
Four Creeks Elementary	Visalia Unified	Sufficient	Exemplary	Verified accurate	
Goshen Elementary	Visalia Unified	Sufficient	Exemplary	Verified accurate	
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Houston Elementary	Visalia Unified	Sufficient	Good	Verified accurate	
Ivanhoe Elementary	Visalia Unified	Sufficient	Exemplary	Verified accurate	
Mountain View Elementary	Visalia Unified	Sufficient	Exemplary	Verified accurate	
Valley Oak Middle	Visalia Unified	Sufficient	Fair	Verified accurate	
Willow Glen Elementary	Visalia Unified	Sufficient	Good	Verified accurate	
Woodville Elementary	Woodville Union Elementary	Sufficient	Exemplary	Verified accurate	

# Williams Case Monitoring Annual Report 2024-25

November 13, 2024



# LSS Williams Case Team



**Cesar Balboa**  
Specialist, LSS



**Maura Sánchez**  
Secretary, LSS



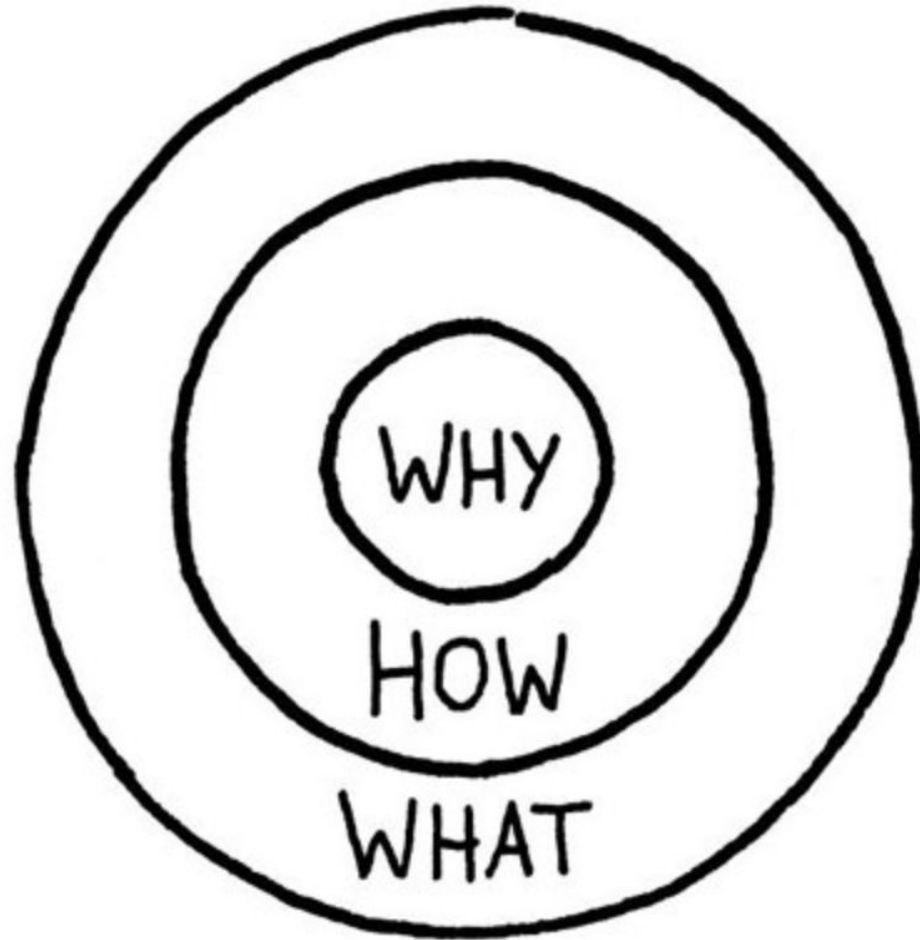
**Tom Giampietro**  
Williams Case Reviewer, LSS



**Cari Carlson**  
Administrator, LSS

# Report Items

- Why Williams?
- What's New for Williams Case monitoring in 2024?
- County Office Responsibilities
- 2024-25 Williams Case Report



# Why Williams?

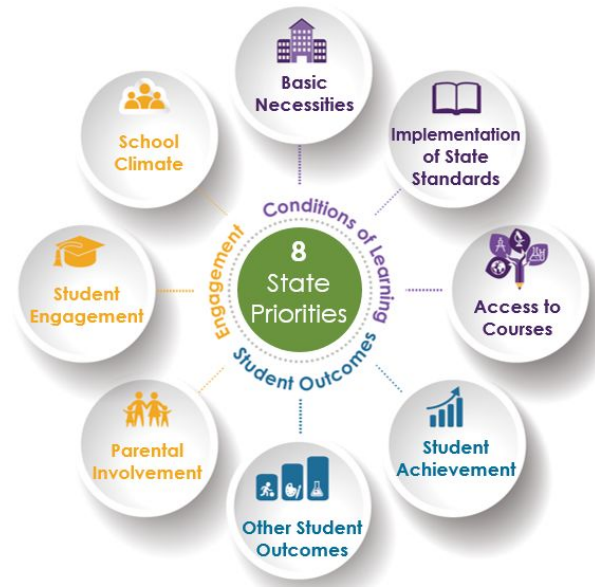
- In May 2000 a class-action lawsuit (*Williams v. California*) claimed that the state's poorest children were being denied equal access to the basics of a quality education
- A package of laws were enacted in 2004 to settle the lawsuit
- LCFF references Williams language (Good Repair)

**Every School is a *Williams* School!**



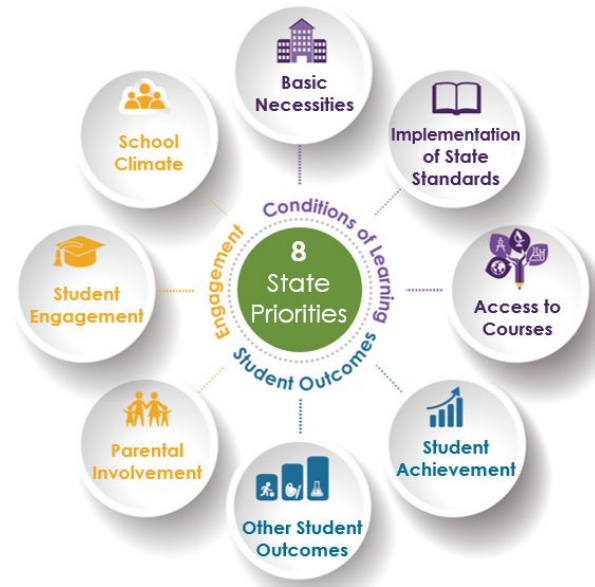
# Eight State Priorities

1. Basic Services
2. Implementation of State Standards
3. Parental Involvement
4. Pupil Achievement
5. Student Engagement
6. School Climate
7. Course Access
8. Pupil Outcomes



# Eight State Priorities

1. Basic Services
2. Implementation of State Standards
3. Parental Involvement
4. Pupil Achievement
5. Student Engagement
6. School Climate
7. Course Access
8. Pupil Outcomes



# Updates on the Williams Case for 2024

- ❑ CDE will generate a Williams list once every three fiscal years for use of three consecutive school years.

The list generated in fiscal year 2021-22 was the start of a three-year cycle.

- ❑ At the release of 2024 Dashboard, a new Williams list will be published.

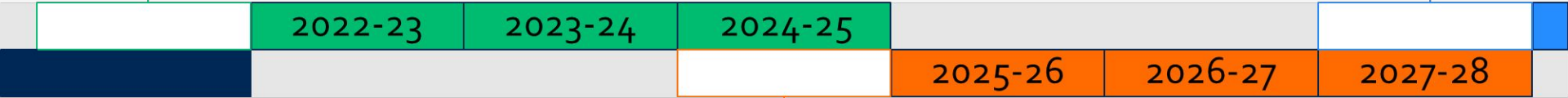
Schools remain on the list for three years regardless of LEA exit status, LEAs will remain eligible for Williams visits until a new Williams list is generated.  
(2025-2028)



# Williams Monitoring List: Approved Timeline

**2021-22**  
CDE generates Williams Report for 2022-23 through 2024-25 school years.

**2027-28**  
CDE generates Williams Report for 2028-29 through 2030-31 school years.



**2024-25**  
CDE generates Williams Report for 2025-26 through 2027-28 school years.



# Legislative Requirements for Williams Eligibility

As outlined in AB 599, schools that meet the criteria listed below are eligible for monitoring under the Williams settlement legislation:

- ❑ Schools eligible for Comprehensive Support and Improvement (CSI) and Additional Targeted Support and Improvement (ATSI) in 2023-24; and
- ❑ Schools with fifteen percent or more of the school's teachers that do not possess a valid and clear or preliminary teaching credential.

# County Office Responsibilities

- ❑ Annually visit school sites identified for Williams Case monitoring
- ❑ 25% of visits are unannounced
- ❑ Determine sufficiency of instructional materials
- ❑ Determine that school facilities are “clean, safe and functional”
- ❑ Verify accuracy of SARC data for facilities and availability of sufficient textbooks/ instructional materials
- ❑ Report on findings

# Instructional Materials Review

School/District submits to TCOE via Google Folder:

- School map and bell schedule
- Classroom assignments with enrollments OR master schedule
- Count of instructional materials (to compare with number of students enrolled)
- Sufficiency of Digital Instructional Materials Form
- Any new board resolutions (pertinent to instruction)
- District textbook replacement policy
- Completed and signed Williams Review School/District Checklist

# Facilities Review

School/District submit completed 100% FIT Report to TCOE via Google Folder prior to the site visit.

Approximately 20% of all classrooms are reviewed at each school site.

If a condition exists that may pose an emergency or urgent threat to the health or safety of students and staff, it is documented as an **Extreme Deficiency** and must be remedied within 30 days; verified with a Follow-Up Inspection and an update to the FIT.



# REPORT

**40 schools in Tulare County  
were identified for Williams  
Case monitoring this year.**



# Williams Monitored Schools in Tulare County

Williams Monitored Schools in Tulare County					
School Name	District Name	Instructional Materials	School Facilities	SARC	
Allensworth Elementary	Allensworth Elementary	Sufficient	Exemplary	Verified accurate	
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Willow Glen Elementary	Visalia Unified	Sufficient	Good	Verified accurate	
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# Schools with “FAIR” Facilities Rating

Alta Vista Elementary Alta Vista School District	Interior Surface Damage (Floors, Ceilings, Walls, and Window Casings) Overall Cleanliness
Cherry Avenue Middle Tulare City School District	Interior Surface Damage (Floors, Ceilings, Walls, and Window Casings) Restroom & Faucets
Maple Elementary Tulare City School District	Interior Surface Damage (Floors, Ceilings, Walls, and Window Casings)
Valley Oak Middle Visalia Unified School District	Electrical







**Thank You!**

