



## Extera Public Schools

### Extera Public Schools - Regular Board Meeting

---

**Date and Time**

Tuesday January 18, 2022 at 1:30 PM PST

**Location**

Join from a PC, Mac, iPad, iPhone or Android device: Please click this URL to join. <https://exteraschools.zoom.us/j/85914749169?pwd=UTZKYzhNRHUvVnR5eIzSQ2J1eWJJEQT09>

Passcode: 935649

Description: Extera Board Meeting

Or One tap mobile:

+12532158782,,85914749169#,,,,\*935649# US (Tacoma)

+13462487799,,85914749169#,,,,\*935649# US (Houston)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US:

+1 253 215 8782 or

+1 346 248 7799 or

+1 720 707 2699 or

+1 301 715 8592 or

+1 312 626 6799 or +

1 646 558 8656

Webinar ID: 859 1474 9169 Passcode: 935649

---

**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the Extera Public Schools Board may request assistance by contacting Corri Ravare, CEO, at [cravare@exteraschools.org](mailto:cravare@exteraschools.org) or 323-261-0059.

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500). [Education Code § 32210]

In the event that any meeting is willfully interrupted by an individual or group of persons so as to render the orderly conduct of such meeting unfeasible, those persons

interrupting the meeting will be removed from the room. If order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue in session pursuant to Government Code Section 54957.9.

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>1:30 PM</b>
Opening Items			
<b>A. Record Attendance and Guests</b>		Corri Ravare	1 m
<b>B. Call the Meeting to Order</b>		Matt Bragman	1 m
<b>C. Approve Board Meeting Minutes</b>	Approve Minutes	Matt Bragman	1 m

**II. Public Comment (3 minutes each) 1:33 PM**

<b>A. Public Comment</b>	FYI	3 m
--------------------------	-----	-----

Members of the public can address the Board for a maximum of three minutes at the commencement of the meeting on any item that is described in this notice or other issues under the Board's purview. Members of the public who require translation to English may be provided a maximum of three additional minutes for translation. Members of the public are only allowed to speak once at each board meeting. Each person who addresses the Board shall not make personal, impertinent, slanderous, or profane remarks to any Board member, staff, or general public.

As per Executive Order N-29-20 from Governor Newsom, the meetings of the Board of Directors of Extera Public Schools will move to a virtual/teleconference environment using Zoom. The purpose of the Governor's executive order is to control the spread of Coronavirus and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conference, or other mass events." The Governor's executive order on March 20, 2020, waived the requirement for a majority of board members to physically participate in a public board meeting at the same location. The intent is not to limit public participation, but rather to protect public health by following the Governor's Say at Home executive order and the Los Angeles County's "Safer at Home" Order.

- Instructions for public comments at board meetings conducted via Zoom:  
 If you wish to make a public comment, please follow these instructions:
1. A Google Form "sign-up" will be open to members of the public 30 minutes prior to the public meeting. This Google Form will take the place of "speaker cards" available at meetings.
  2. Speakers will fill in their names and select if they wish to address the board regarding specific agenda item (3 minutes allotted) or a non-agenda item (3 minutes allotted).
  3. Speakers are asked to attend the board meeting virtually through the Zoom invitation link on the top of the agenda.
  4. When it is time for the speaker to address the board, his/her name will be called by the Board Chair and the requesting speaker's microphone will be activated.
  5. Speakers should rename their Zoom profile with their real name to expedite this process. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

**III. Financials 1:36 PM**

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>A. Recent Financials - EPS and EPS2</b>	Discuss	William Bass	15 m

**IV. Governance 1:51 PM**

<b>A. Approval of Purchase of 2,000 Rapid Antigen Tests - \$31,740</b>	Vote	Nicole Duquette	5 m
Per fiscal policy, purchases over \$30K require board approval. Emergency purchase of 2,000 rapid antigen tests for EPS and EPS2.			

<b>B. Uniform Complaint Procedure (UCP) Policies and Procedures</b>	Vote	Christina Ung	5 m
A UCP complaint is a written and signed statement alleging a violation of federal or state laws or regulations.			

<b>C. Williams Complaint Policies and Procedures</b>	Vote	Christina Ung	5 m
A Williams complaint may be filed 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.			

<b>D. LCAP Mid Year Review</b>	Vote	Christina Ung	15 m
Last summer, several new funding sources were approved after local education agencies (LEAs) had finalized their LCAPs for the 2021-22 school year. To link accountability for the new funding to the LCAP process, AB 130 established a one-time requirement for a mid-year report to the LEA's governing board.			

<b>E. Annual Brown Act and Conflict of Interests Training - YM&amp;C</b>	FYI	Jerry Simmons	60 m
Young Minney & Corr provides annual Brown Act and Conflict of Interest training.			

<b>F. Thank you and farewell Matt Bragman!</b>	FYI	Matt Bragman	10 m
Join us in thanking Matt Bragman for his leadership and tremendous contribution to Extera Public Schools.			

**V. Closing Items 3:31 PM**

<b>A. Adjourn Meeting</b>	Vote	Matt Bragman	1 m
---------------------------	------	--------------	-----

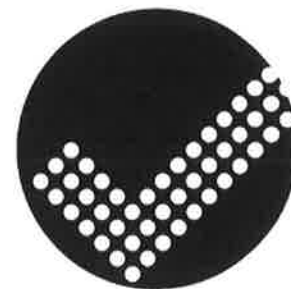
## Cover Sheet

### Approval of Purchase of 2,000 Rapid Antigen Tests - \$31,740

<b>Section:</b>	IV. Governance
<b>Item:</b>	A. Approval of Purchase of 2,000 Rapid Antigen Tests - \$31,740
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	CoVerified JGK495D8-0003 (2000Kits).pdf

**CoVerified**

50 Causeway St Apt 3508  
 Boston, MA 02114 US  
 +1 2484253973  
 brandon@coverified.us



**INVOICE**

**BILL TO**  
 Extera Public Schools  
 3626 E. 5th Street.  
 Los Angeles Ca 90063 Office

**SHIP TO**  
 Liz Palacios  
 Extera Public Schools  
 3626 E. 5th Street.  
 Los Angeles Ca 90063 Office

**INVOICE** JGK495D8-0003  
**DATE** 01/13/2022  
**TERMS** Due on receipt  
**DUE DATE** 01/13/2022

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Abbott BinaxNOW COVID-19 Antigen test 40 Pack	1000 tests	50	630.00	31,500.00

We prefer payment by ACH transfer. If this is not possible for you, we are happy to accept credit card or check payments. Checks should be sent to CoVerified Attn: Brandon Busuito, 50 Causeway St. Suite 3508, Boston MA 02114  
 All sales are final due to the medical nature of antigen test kits.

SUBTOTAL	31,500.00
TAX	0.00
SHIPPING	240.00
TOTAL	31,740.00
<b>BALANCE DUE</b>	<b>\$31,740.00</b>

# Cover Sheet

## Uniform Complaint Procedure (UCP) Policies and Procedures

<b>Section:</b>	IV. Governance
<b>Item:</b>	B. Uniform Complaint Procedure (UCP) Policies and Procedures
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	UCP Packet.pdf



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

January 2022

### **Extera Public School**

1942 E. 2nd Street  
Los Angeles, CA 90033  
323-780-8600

### **Extera Public School No.2**

1015 S. Lorena Street  
Los Angeles, CA 90023  
323-263-3600

### **Extera Public School**

2226 E. 3rd Street  
Los Angeles, CA 90033  
323-780-8300

### **Extera Public School No.2**

4112 E. Olympic Boulevard  
Los Angeles, CA 90023  
323-981-7045

[www.exteraschools.org](http://www.exteraschools.org)

Adopted by our Governing Board on **[Enter Month day, year]**

## **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 Extera Public Schools 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. 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,



## Uniform Complaint Procedures Policies and Procedures

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.

Extera Public Schools developed the Uniform Complaint Procedures (UCP) process with policies and procedures adopted by the board.

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 and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local control and accountability plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement





## Uniform Complaint Procedures Policies and Procedures

- School Safety Plans
- School Site 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) of the California Department of Education (CDE) or designee deems appropriate.

The following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to the 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 Extera Public Schools

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 the 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;



## Uniform Complaint Procedures Policies and Procedures

- a statement that the occupant responsible for processing complaints is knowledgeable about the laws and programs that they are assigned to investigate;

### 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:

*Corri Ravare*

*CEO*

*Extera Home Office*

*3626 E. 5th Street, 2nd Floor, Los Angeles, CA 90063*

*323-261-0059*

*cravare@exteraschools.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



## Uniform Complaint Procedures Policies and Procedures

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 Extera Public Schools 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.



## Uniform Complaint Procedures Policies and Procedures

### 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:

- Extera Public Schools 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.

### 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 299.10-11

California Education Code [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, 32280-32289, 32289, 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, 12960

California Penal Code [PC] Section 422.55, 11166

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



**COMPLAINT CASE LOG FOR UCP COMPLAINTS**

**2020—2021**

**2021—2022**

**Extera Public School**

1942 E. 2nd Street  
 Los Angeles, CA 90033  
 323-780-8600

**Extera Public School No.2**

1015 S. Lorena Street  
 Los Angeles, CA 90023  
 323-263-3600

**Extera Public School**

2226 E. 3rd Street  
 Los Angeles, CA 90033  
 323-780-8300

**Extera Public School No.2**

4112 E. Olympic Boulevard  
 Los Angeles, CA 90023  
 323-981-7045

	Assigned Case Number	Complainant Initials	Complainant Position	Allegation (see below)	School Site Name	Date Received	Date Due	Date Closed	Appealed?
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									



**UCP Allegation Scope:**

- 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 and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local control and accountability plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School Site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

# Cover Sheet

## Williams Complaint Policies and Procedures

<b>Section:</b>	IV. Governance
<b>Item:</b>	C. Williams Complaint Policies and Procedures
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Williams Complaint Packet.pdf



**Williams Complaint Policies and Procedures**  
January 2022

**Extera Public School**

1942 E. 2nd Street  
Los Angeles, CA 90033  
323-780-8600

**Extera Public School No.2**

1015 S. Lorena Street  
Los Angeles, CA 90023  
323-263-3600

**Extera Public School**

2226 E. 3rd Street  
Los Angeles, CA 90033  
323-780-8300

**Extera Public School No.2**

4112 E. Olympic Boulevard  
Los Angeles, CA 90023  
323-981-7045

[www.exteraschools.org](http://www.exteraschools.org)

Adopted by our Governing Board on **[Enter Month day, year]**

**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 Extera Public Schools 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.





## Williams Complaint Procedures Policies and Procedures

### The Responsibility of Extera Public Schools

The Extera Public Schools 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* Section 48985 is applicable and 15 percent or more of the pupils in grades K – 12 enrolled in our district 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 school district official for resolution.

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

The principal, or, where applicable, district 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, district 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 the 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 the district superintendent or his or her designee.

The school district 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 of the school district.

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

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.



## Williams Complaint Procedures Policies and Procedures

### The Williams Complaint Classroom Notice

We make sure that the Williams Complaint Classroom Notice is posted in each classroom in each school in the district 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 school in our district 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 district 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



## Williams Complaint Procedures Policies and Procedures

damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district 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 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 certificate 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).
- 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 Extera Public Schools

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 the district 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 of the school district at a regularly scheduled meeting of the governing board.



## Williams Complaint Procedures Policies and Procedures

A complainant who is then not satisfied with the resolution proffered by the principal, or the district 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 pupil or staff.
- Structural damage creating a hazardous or uninhabitable condition.

In regards to the resolution proffered by the principal, or the district 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 of 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 4600–4694



**Williams Complaint Classroom Notice**  
January 2022

**Extera Public Schools**

**Notice to Parents, Guardians, Pupils, and Teachers**  
**2021-2022**

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means 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 to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site, [www.exteraschools.org](http://www.exteraschools.org).

You may also download a copy of the Sample Williams Complaint Form in English and in other languages from the California Department of Education Web site.



## **Derecho de presentar quejas**

enero 2022

### **Extera Public Schools**

#### **Notificación para padres de familia, tutores legales y maestros 2021-2022**

Según el Código de Educación de California Artículo 35186, se le notifica que:

1. Debe haber suficientes libros y materiales de instrucción. Eso significa que cada alumno, incluyendo a los alumnos que aprenden inglés, debe tener un libro o materiales de instrucción, o ambos, para usar en clase y llevar a casa.
2. Los predios escolares deben estar limpios, seguros, y deben mantenerse en buen estado.
3. No debe haber falta de maestros ni asignaciones incorrectas de maestros. Debe haber un maestro asignado a cada clase y no una serie de suplentes u otros maestros temporales. El maestro debe tener la certificación apropiada para enseñar la clase, incluyendo la certificación requerida para enseñar a alumnos que aprenden inglés, si es que están presentes en la clase.

Falta de maestros significa que existe un puesto al cual no se ha asignado un empleado con certificación al principio del año escolar y por todo un año, o si el puesto es para un curso de un semestre, un puesto al cual no se ha asignado un empleado con certificación al principio de un semestre y por un semestre completo.

Una asignación incorrecta significa que un empleado con certificación es colocado en un puesto de maestro o proveedor de servicios sin tener una certificación o credencial legalmente reconocida, o colocado en un puesto de maestro o proveedor de servicios que el empleado no está legalmente autorizado a ocupar.

4. Se puede obtener un formulario para presentar una queja en la oficina de la escuela, la oficina del distrito, o por medio del sitio Web que se indica a continuación: [www.exteraschools.org](http://www.exteraschools.org). También se puede encontrar una copia del formulario de queja en el sitio web del Departamento de Educación de California.



**For Filing Williams Complaints**

**Extera Public Schools**

California *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 misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.

<b>Is a response requested (circle one): YES or NO</b>	
<b>Name (optional):</b>	
<b>Mailing Address:</b>	
<b>Phone Number:</b>	
<b>Issue of complaint:</b>	

**Textbooks and Instructional Materials**

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-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.

**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



### **For Filing Williams Complaints**

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 the school district 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.

### **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 to 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.





**For Filing Williams Complaints**

<b>Date of Problem:</b>	
<b>Location of problem:</b>	
<b>School site name:</b>	
<b>Address:</b>	
<b>Room number:</b>	
<b>Course or Grade Level and Teacher Name:</b>	
<b>Describe the complaint in detail. You may include as much text as necessary.</b>	
<b>File this complaint with the principal of the school or his/her designee in which the complaint occurred.</b>	
<b>Location:</b>	
<b>Address:</b>	

A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate school district official for resolution.



**For Filing Williams Complaints**

**Extera Public Schools**

**Formulario del proceso Williams para la presentación de quejas**

De acuerdo con el Código de Educación, Artículo 35186, Quejas

El Artículo 35186 del Código de Educación (EC por sus siglas en inglés) creó un proceso para presentar quejas relacionadas con deficiencias en los materiales de instrucción, el estado de los edificios que no se mantienen limpios o seguros o bien reparados, y puestos vacantes o asignación equivocada de maestros. La queja y la respuesta correspondiente son documentos públicos según lo dispone la ley. Las quejas pueden ser presentadas anónimamente. Sin embargo, si usted desea recibir una respuesta a su queja, debe proveer la siguiente información de contacto.

<b>Solicita respuesta (circule la respuesta apropiada): Sí o No</b>	
<b>Nombre: (opcional):</b>	
<b>Dirección postal:</b>	
<b>Numero de teléfono:</b>	
<b>Asunto de la queja:</b>	

**I. Libros de texto y materiales de instrucción (encierra en un círculo todas las opciones relevantes)**

- Un alumno, incluso un estudiante que está aprendiendo inglés, no tiene libros de texto o materiales de instrucción alineados con los estándares o libros de texto adoptados por el estado o por el distrito u otros materiales de instrucción exigidos para usar en clase.
- Un alumno no tiene acceso a libros de texto o materiales de instrucción para usar en la casa o después de la escuela. Esto no requiere contar con dos juegos de libros de texto o materiales de instrucción para cada alumno.
- Los libros de texto o materiales de instrucción están en mal estado o inutilizables, les faltan páginas o son ilegibles a causa de los daños.
- A un alumno se le dieron hojas fotocopiadas de sólo una parte de un libro de texto o materiales de instrucción debido a la escasez de libros de texto o materiales de instrucción.



### For Filing Williams Complaints

## 2. Estado de las instalaciones (encierra en un círculo todas las opciones relevantes)

- Una situación presenta una amenaza inmediata o de emergencia para la salud o la seguridad de los estudiantes o del personal , como por ejemplo: escapes de gas, averías en los sistemas de calefacción, ventilación, aspersores contra incendios o aire acondicionado, cortes en el suministro eléctrico, obstrucciones importantes en los desagües, plagas de insectos nocivos, ventanas rotas o puertas o verjas exteriores que no cierran y que supongan un riesgo para la seguridad, eliminación de materiales peligrosos no descubiertos previamente que supongan una amenaza inmediata para los alumnos o el personal , daños estructurales que creen una situación de peligrosidad o inhabilitabilidad, y cualquier otra situación de emergencia que el distrito escolar juzgue apropiada.
- No se realiza el mantenimiento adecuado de los baños en la escuela, o no se limpian con la frecuencia debida, no están en perfecto funcionamiento o no se ha colocado papel higiénico, jabón o toallas de papel o secadores de mano funcionales.
- La escuela no mantiene todos los baños abiertos durante la jornada escolar mientras los alumnos no están en clase, y no mantiene abierta la suficiente cantidad de baños durante la jornada mientras los alumnos están en clase.

## 3. Puesto vacante o asignación equivocada de maestros (encierra en un círculo todas las opciones relevantes)

- Puesto vacante de maestro(a): Comienza un semestre y hay un puesto de maestro(a) vacante. (Una vacante de maestro(a) es un puesto al cual no se ha asignado un empleado único certificado al comienzo del año y para un año completo, o si el puesto es para un curso de un semestre, un puesto al cual no se ha asignado un empleado único certificado al comienzo del semestre y para un semestre completo.)
- Asignación equivocada de un puesto de maestro(a): Un(a) maestro(a) que no posee credenciales o capacitación para enseñar a estudiantes que están aprendiendo inglés es asignado(a) a una clase con más de un 20 por ciento de estudiantes que están aprendiendo inglés.
- Asignación equivocada de un maestro(a): Un(a) maestro(a) es asignado(a) para enseñar una clase para la cual le falta competencia en la materia.



**extera**  
public schools

**For Filing Williams Complaints**

**Formulario del proceso Williams para la presentación de quejas**

<b>Fecha del problema:</b>	
<b>Lugar donde sucedió el problema:</b>	
<b>Nombre de la escuela:</b>	
<b>Dirección:</b>	
<b>Número del salón de clase:</b>	
<b>Curso o nivel de grado y nombre del maestro:</b>	
<p><b>Describe detalladamente el tema de su queja. Puede añadir páginas adicionales si son necesarias para describir la situación completamente.</b></p>	
<p><b>Presente esta queja con el director de la escuela o su designado en el que ocurrió la queja.</b></p>	
<b>Ubicación:</b>	
<b>Dirección:</b>	

Una queja sobre problemas más allá de la autoridad del director se enviará dentro de los 10 días hábiles al funcionario del distrito escolar apropiado para su resolución.