

San Diego Unified School District  
MIRA MESA HIGH SCHOOL  
School Site Council (SSC) Meeting  
Wednesday, October 13, 2021 // 3:35PM // Zoom

Topic: October SSC Meeting

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## SCHOOL SITE COUNCIL AGENDA

ITEM	PRESENTER(S)	HANDOUT (Digital)	ACTION
1. Call to Order	• Amanda Courtney, CP*	N/A	
2. Public Comment	• Open	N/A	
3. Election Results	• Amanda Courtney, CP	N/A	• Informational
4. Officer Positions	• Amanda Courtney, CP	N/A	• Voting Item
5. Minutes Review – September	• CP	Minutes	• Voting Item
6. MMHS Info Update	• Jeff Sabins, Principal	N/A	• Informational
7. By-Laws	• CP	By-Laws	• Voting Item
8. School-Family Compact Review	• CP	School-Family Compact	• Informational
9. Family Engagement Policy Review	• CP	Family Engagement Policy	• Informational
10. Uniform Complaint Policy Review	• CP	Uniform Complaint Policy	• Informational
11. DAC Report	• Debbie Raynor	N/A	• Informational

**\*Next Meeting: November 10, 2021\***

# MIRA MESA HIGH SCHOOL

## School Site Council

### MINUTES

1. **CALL TO ORDER**— Chairperson Amanda Courtney called the meeting to order on Zoom on September 8, 2021 at 3:35

Staff	Teachers/Staff	Parent/Community	Student
<b><i>PRESENT</i></b>	Amanda Courtney (CP)	Gina Welsh	Noah Alexander
	Caleb Moore	Deborah Raynor	
	Phil Lomax	Shelli Stinson	
	Jeffery Sabins		
<b><i>ABSENT</i></b>	Jennifer Kvalvik		Jordan Del Rio
	Michelle Garcia		Vy Le
<b><i>GUEST</i></b>	Brittani Siracusa		Lanae Burkhart

2. **Public Comment**—None from members
3. **Agenda Additions (6,7,9)**
  - a. Vote to add agenda Items passes unanimously (8-0)
4. **Minutes Review—May and July**
  - a. Jeff Sabins makes a motion to approve the May and July minutes, Phil Lomax Seconds, Motion passes unanimously (8-0)
5. **MMHS Info Update**
  - a. Jeff Sabins provided an update on the opening of MMHS
6. **Family Engagement Policy Review**
  - a. Deborah Raynor makes a motion to approve the family engagement policy as written, Gina Welsh seconds, motion passes unanimously (8-0)
7. **School-family Compact Review**
  - a. Gina Welsh makes a motion to pass School-family compact as written, Phil Lomax seconds, motion passes unanimously (8-0)
8. **Budget Edit Proposal—ESL Asst. Positions**
  - a. Jeff Sabins makes a motion to change the funding allocation to reflect one 5-hour position rather than two 3.5-hour positions, Deborah Raynor seconds, motion passes unanimously (8-0)
    - i. Changes
      - a. Current Salary (for two at 3.5 hours) = \$27,300
      - b. New Salary (for one at 5 hours) = \$19,500
      - c. Current Variable (for two at 3.5 hours) = \$9,347.52
      - d. New Variable (for one at 5 hours) = \$6,677
      - e. New Benefits (for one at 5 hours) = \$19,407
      - f. Current Total (for two at 3.5 hours) = \$36,647.52
      - g. New Total (for one at 5 hours, including benefits) = \$45,584
      - h. Difference of \$8,936.48
    - ii. Move necessary total amount from 1157 to necessary accounts to cover the difference.
9. **Uniform Complaint Policy review**
  - a. Uniform Complain Policy presented by Chairperson Amanda Courtney
10. **DAC Report**

Respectfully Submitted,

Caleb Moore

Amanda Courtney

9/8/2021

Caleb Moore, SSC Recording Secretary

Amanda Courtney, Chairperson

Date

Account	PARA	FTE		FTE		FTE	
	Annual Salary		31,200		31,200		
	Salary	1.000	31,200	0.625	19,500		0
3202	PERS	0.22910	7,148		4,467		0
3302	FICA/OASDI	0.07650	2,387		1,492		0
3702	RETIREE MEDICAL	0.00270	84		53		0
3995	LIFE INSURANCE	0.00150	47		29		0
3502	UNEMPLOYMENT	0.00500	156		98		0
3602	WORKERS' COMP	0.02760	861		538		0
	TOTAL VARIABLE	0.34240	10,683		6,677		0
3431	VISION	96	96		96		0
3451	DENTAL	840	840		840		0
3471	MEDICAL	18,471	18,471		18,471		0
	TOTAL FIXED	19,407	19,407		19,407		0
	TOTAL BENEFITS		30,090		26,084		0
	TOTAL SALARY AND BENEFITS		61,290		45,584		0

**MIRA MESA HIGH SCHOOL**  
**School Site Council**  
**MINUTES**

- 1. CALL TO ORDER**— Chairperson Amanda Courtney called the meeting to order on Zoom on September 30, 2021 at 3:35

<b>Staff</b>	<b>Teachers/Staff</b>	<b>Parent/Community</b>	<b>Student</b>
<b><i>PRESENT</i></b>	Amanda Courtney (CP)	Gina Welsh	
	Caleb Moore	Deborah Raynor	
	Jennifer Kvalvik	Shelli Stinson	
	Jeffery Sabins		
<b><i>ABSENT</i></b>	Phil Lomax		Jordan Del Rio
	Michelle Garcia		Vy Le
			Noah Alexander
<b><i>GUEST</i></b>			

- 2. Public Comment**—None

**3. SPSA Review and Approval**

- a.** Gina Welsh makes a motion to approve the SPSA as presented, Jennifer Kvalvik seconds, motion passes unanimously (7-0)

Respectfully Submitted,

\_\_\_\_\_  
Caleb Moore

Caleb Moore, SSC Recording Secretary

\_\_\_\_\_  
Amanda Courtney

Amanda Courtney, Chairperson

\_\_\_\_\_  
9/30/2021

Date

**MIRA MESA HIGH SCHOOL**  
**School Site Council (SSC)**  
**2020-2021 Approved By-laws**

Updated & Approved 9/30/2020

**Article I:**  
**Duties of the School Site Council**

The school site council of Mira Mesa High School, hereinafter referred to as the council, shall carry out the following duties:

- Review and direct Mira Mesa High's Categorical Budget along with a view of the total budget. This may take the form of the Local Control Funding Formula (LCFF).
- Develop and approve a site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) and related categorical expenditures in accordance with all state and federal laws and district regulations.
- Recommend site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) and categorical expenditures to the SDUSD Board of Education for approval.
- Recommend to the SDUSD Board of Education changes to categorical funds.
- Provide ongoing review of the implementation of site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) with data provided by the school.
- Approve modifications to the site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) whenever the need arises
- Submit the modified site achievement plan in either format: Single Plan for Student Achievement (SPSA) or Local Control Achievement Plan (LCAP) for district approval whenever a material change (as defined in district governing board policy) is made in planned activities or related expenditures.
- Regularly, review the progress made on school and WASC goals to raise the academic achievement of all students.
- May serve as the MMHS English Learner Advisory Committee.
- May provide a representative to the District English Learner Advisory Committee (DELAC), unless there is an independent school ELAC which sends a representative to DELAC meetings.
- Provide a representative to the District Advisory Committee (DAC)
- Carry out all other duties assigned to the council by the SDUSD Board of Education and by California state law.

## **Article II**

### **Members**

#### Section A: Composition

*The council shall be composed of a minimum of 12 members, selected by their peers, as follows:*

- *The Principal*
- *Classroom teachers*
- *Other school staff member*
- *Parents or community staff members (25%)*
- *Students (25%)*

Council members chosen to represent parents may be employees of the school district so long as they are not employed at this school. The principal or a designee shall attend all SSC meetings; however, only the principal may vote on actions. Parents and Community members make up 25% of the membership. Students make up 25 % of the membership. The principal, teachers, and other staff make up 50% of the membership.

#### Section B: Term of Office

Council members shall be elected for 2-year terms.–At the first regular meeting of the council, each member's current term of office shall be recorded in the minutes of the meeting. A service year begins in October and extends through September the following calendar year.

#### Section C: Voting Rights

Each member of the council is entitled to one vote and may cast that vote on any matter submitted to a vote of the council.

#### Section D: Termination of Membership

The council may, by an affirmative vote of two-thirds of all its members, suspend or expel a member.

Any elected member may terminate his or her membership by submitting a written letter of resignation to the council chairperson.

#### Section E: Transfer of Membership

Membership on the council may not be assigned or transferred.

#### Section F: Vacancy

Any vacancy on the council occurring during the term of a duly elected member shall be filled by an appointment affirmed by two thirds of the council for the period of time until the next regular election.

## **Article III**

### **Elections**

#### Section A: Election of Council Members

- The Principal is a standing member of the council.
- Nominations and elections will be conducted by phone, e-mail, in person, and by mail to the designated school staff person.
- Election results are reported in the minutes, which are kept in the SSC binder.
- Nominees receiving the greatest number of votes shall be appointed as members.
- Staff Elections:
  - Certificated staff elections will be held before the first SSC meeting in October. The certificated membership will be elected into positions for two years. Nominations and elections are conducted by the certificated staff.
  - Other staff elections will be held before the first SSC meeting in October. The other membership will be elected into positions for two years. Nominations and elections are conducted by the classified and non-teaching certificated staff.
- Parent Elections:
  - Nominations for parent representatives will commence as the early as the last Wednesday of August and conclude one week prior to Open House. Parents will be notified by phone call out and e-mail that nominations for SSC are open. Parents may nominate themselves or another parent by calling or e-mailing the school.
  - ⊖ Voting will by ballot delivered either in person, by e-mail, or regular mail. Voting opens at Open House. Voting closes two days later.
- Student Elections:
  - Student elections will be held before the first SSC meeting in October. Student members may continue to serve throughout their enrollment at Mira Mesa High School. Nominations and elections will be conducted by the Associated Student Body.

## **Article IV**

### **Officers**

#### Section A: Officers

The officers of the council shall be a chairperson, vice-chairperson, and other officers the council may deem desirable.

The chairperson shall:

- Preside at all meetings of the council.
- Prepare and post the agenda.
- Collaborate with the principal to develop agendas and reviewing minutes prior to posting.
- Provide that minutes of all regular and special meetings of the council are kept, sent to all members, and posted on the school website and public bulletin board.
- Transmit true and correct copies of the minutes of such meetings to members of the council
- Provide all notices in accordance with these bylaws.
- Be custodian of the records of the council
- Provide that a register of the names, addresses, and telephone numbers of each member of the council, the chairpersons of school advisory committees, and others with whom the council has regular dealings, as furnished by those persons, be maintained.
- Sign all letters, reports, and other communications of the council.
- Perform all duties incident to the office of the chairperson.
- Have other such duties as are prescribed by the council.
- Provide that all records of the council are kept and available for public view.

The Vice-chairperson shall:

- Represent the chairperson in assigned duties.
- Substitute for the chairperson in his/her absence.
- Perform other such duties as are assigned by the chairperson or the council.

The secretary shall:

- Keep minutes of all regular and special meetings of the council.
- Transmit true and correct copies of the minutes to chairperson.
- Provide all notices in accordance with these bylaws.
- Perform other such duties as assigned by the chairman or the council.

#### Section B: Election and Terms of Office

The officers shall be elected annually, at the first meeting of the council, and shall serve for one year, or until each successor has been elected.

#### Section C: Removal of Officers

Any officer may be removed from their office by a two-thirds vote of all the members.

#### Section D: Vacancy

A vacancy in any office shall be filled at the earliest opportunity by a special election of the council, for the remaining portion of the term of office.



## **Article V**

### **Committees**

#### Section A: Sub-committees

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member representing teachers and one member representing parents shall make up the sub-committee. No sub-committee may exercise the authority of the council.

#### Section B: Other Standing and Special Committees

The council may establish and abolish standing or special committees with such composition and to perform such duties as shall be prescribed by the council. No such committee may exercise the authority of the council.

#### Section C: Terms of Office

The council shall determine the terms of office for members of a committee.

#### Section D: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the council, or policies of the district governing board.

#### Section E: Quorum

A majority (51% or greater) of the members of the committee shall constitute a quorum, unless otherwise determined by the council. The act of a majority of the members present shall be the act of the committee, provided a quorum is present.

## **Article VI**

### **Meetings of the Council**

#### Section A: Meetings

Ordinarily, the council shall meet on the 2<sup>nd</sup> Wednesday of a school month. The council will hold a minimum of 8 meetings, with the first meeting held in October. Special meetings of the council may be called by the chairperson or by a majority vote of the council.

#### Section B: Place of Meetings

The council shall hold its regular meetings at a facility provided by the school, unless such a facility that is accessible to the public, including handicapped persons, is unavailable. Alternate meeting places may be determined by the chairperson or by majority vote of the council.

#### Section C: Notice of Meetings

Written public notice shall be given of all meetings at least 72 hours in advance of the meeting.

Changes in the established date, time or location shall be given special notice. All meetings shall be publicized in the following venues: e-mail to members, bulletin board, and school website.

All required notices shall be delivered to council and committee members no less than 72 hours, and no more than 7 days in advance of the meeting, either in person, by mail, or by e-mail..

#### Section D: Quorum

The act of the majority of the members present shall be the act of the council, provided a quorum is in attendance, and no decision may otherwise be attributed to the council. A majority of the members of the council (51% or greater) shall constitute a quorum. No actions may be taken unless a quorum has been established.

#### Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance with the rules of order established by

California Education Code Section 35147 (c) and with *Robert's Rules of Order* or an adaptation thereof approved by the council.

#### Section F: Meetings Open to the Public

All meetings of the council, and of committees established by the council, shall be open to the public.

Notice of such meetings shall be provided in accordance with Section C of this article. Only members, and invited guests shall participate in council discussions.

**Article VII**  
**Amendments**

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of the proposed amendment must be submitted to council members at least 14 days prior to the meeting at which the amendment is to be considered for adoption.

By-laws approved

_____	_____	_____	_____
Chair MMHS SSC	Date	Jeff Sabins, Principal	Date



San Diego Unified School District  
**MIRA MESA HIGH SCHOOL**  
**School-Family Compact 2021-2022**

Updated and Approved September 2021

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### **School-Family Compact**

Mira Mesa High School distributes to families of Title I students a school-family compact. The compact, (which has been jointly developed with families, outlines how families, the entire school staff, and students) will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction.
- The ways families will be responsible for supporting their children's learning.
- The importance of ongoing communication between families and teachers through parent-teacher contact; frequent reports on student progress; access to staff; opportunities for families to volunteer and participate in their child's class; and opportunities to observe classroom activities.

This compact is created with families, students, and staff input at SSC meetings.

### **Building Capacity for Engagement**

Mira Mesa High School engages Title I families in meaningful interactions with the school. It supports a partnership among staff, families, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I families with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. Mira Mesa High School holds regular meetings such as Principal Chats, Fall Open House, Dive into High School, 8<sup>th</sup> grade Open House. Information regarding these events are sent home in a variety of avenues and posted to the school website. The school also provides information and data to families via report cards, student handbook, and PowerSchool Parent Portal.
- The school provides Title I families with materials and training to help them work with their children to improve achievement. Mira Mesa provides numerous opportunities for families to get involved and learn about the curriculum, assessments, data, and progress through SGT, SSC, Open House, and Cluster Meetings.
- With the assistance of Title I families, the school educates staff members about the value of family contributions, and in how to work with families as equal partners. Staff at Mira Mesa High School value family engagement and the commitment to their students' education. Staff will make time in their day or after school to meet with a

family to discuss how to best support the needs of their child.

- The school coordinates and integrates the Title I family engagement program with other programs, and conducts other activities, such as family resource centers to encourage and support families in more fully participating in the education of their children. Mira Mesa High School believes in input from all committees and subgroups, such as Principal Chats, School Site Governance, School Site Council, Cluster meetings, and Instructional Leadership Team.
- The school staff distributes information related to school and family programs, meetings, and other activities to Title I families in a format and language that families understand. School personnel is committed to sending messages and written communication in a family's native language.
- The school provides support for family engagement activities requested by Title I families. Mira Mesa High School offers activities such as information nights, College Fairs, 8<sup>th</sup> grade Open House, and award nights.

### **Accessibility**

Mira Mesa High School provides opportunities for participation of all Title I families, including families with limited English proficiency, families with disabilities and families of migratory students. Information and school reports can be provided in a format and language that a family can understand. Translators are provided for parent-teacher-student meetings. The school provides an on-site bilingual staff member who assists with attendance, graduation issues and family conferences.



San Diego Unified School District  
**MIRA MESA HIGH SCHOOL**  
**FAMILY ENGAGEMENT POLICY 2021-2022**

Approved September 2021

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In the fall, an annual meeting will be held to share with parents a description of the Title I program and its requirements.

- **Mira Mesa High School** has developed a written family engagement policy with input from Title I parents during monthly Site Governance Team, SSC meetings and biannual Principal Chats.

The policy is distributed to all parents through the Student Parent Handbook on the MMHS website. Each year, when parents/guardians register students, they sign that they have reviewed the handbook. The policy describes the means for carrying out the following family engagement opportunities.

The policy describes the means for carrying out the following Title I family engagement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

**Engagement of Families in the Program:**

To include families in the Title I program at *Mira Mesa High School*, the following practices have been established:

- The school convenes annual meetings to inform families of Title I students about their rights to be involved in school programs: Freshman and New Student Orientation, Fall Open House, and 8<sup>th</sup> grade Open House.
- The school offers a flexible number of meetings for Title I families, such as meetings in the morning and evening: Principal Chat with the Principal once each semester, annual evening grade level meetings to review diploma requirements, and post-secondary options/financial support.
- The school involves families of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's programs and family engagement policy. Time is set aside each year at the governance, SSC, and Foundation meetings for parents to review and give suggestions regarding programs and family engagement policy.
- The school provides families of Title I students with timely information about programs in the following ways: The MASK (a weekly published parent newsletter), messages posted on the electronic marquee, school messenger, and school website which includes an activities calendar.
- The school provides families of Title I students with an explanation of the curriculum used at the school, assessments used to measure student progress, and

proficiency levels students are expected to meet: Families can access college planning through *Naviance*, student performance through *PowerSchool*, assessment techniques and expected proficiencies through syllabi on school website. Additional information can be found in the Student-Parent Handbook and on the MMHS Website.

- If requested by families of Title I students, the school provides opportunities for families to participate in decisions relating to the education of their child through meetings with the student's counselor or Vice Principal. Families of students receiving special education services can participate in such decisions at IEP meetings.
- If the schoolwide program is not satisfactory to the families of participating children, the school submits any parent comments on the plan when the school makes the plan available to the local educational agency. In the event any Mira Mesa High parent deems the schoolwide program to be unsatisfactory, the principal will contact families to address their concerns. All unsatisfactory comments will also be shared with Mira Mesa's School Site Council.

### **School-Family Compact**

Mira Mesa High School distributes to families of Title I students a school-family compact. The compact, (which has been jointly developed with families, outlines how families, the entire school staff, and students) will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school's responsibility to provide high-quality curriculum and instruction.
- The ways families will be responsible for supporting their children's learning.
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This compact is created with families, students, and staff input at SSC meetings.

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the school website. The school also provides information and data to families via report cards, student handbook, and PowerSchool Parent Portal.

- The school provides Title I families with materials and training to help them work with their children to improve achievement. Mira Mesa provides numerous opportunities for families to get involved and learn about the curriculum, assessments, data, and progress through SGT, SSC, Open House, and Cluster Meetings.
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- The school coordinates and integrates the Title I family engagement program with other programs, and conducts other activities, such as family resource centers to encourage and support families in more fully participating in the education of their children. Mira Mesa High School believes in input from all committees and subgroups, such as Principal Chats, School Site Governance, School Site Council, Cluster meetings, and Instructional Leadership Team.
- The school staff distributes information related to school and family programs, meetings, and other activities to Title I families in a format and language that families understand. School personnel is committed to sending messages and written communication in a family's native language.
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### **Accessibility**

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## UNIFORM COMPLAINT PROCEDURE

The San Diego Unified School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying; and complaints alleging violation of state or federal laws governing educational programs.

San Diego Unified shall investigate and seek to resolve complaints, using policies and procedures known as the Uniform Complaint Procedures ("UCP"), adopted by the Board of Education, of allegations of unlawful discrimination, harassment, intimidation or bullying regarding actual or perceived characteristics such as age, ancestry, color, mental or physical disability, ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information, immigration status, marital or parental status, medical condition, nationality, national origin, actual or perceived sex, sexual orientation, race, religion, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in: Adult Education, After School Education and Safety, Agricultural Career Technical Education, American Indian Education Centers and Early Childhood Education Program Assessments, Bilingual Education, California Peer Assistance and Review Programs for Teachers, Career Technical and Technical Education, Career Technical, Technical Training, Career Technical Education, Child Care and Development, Child Nutrition, Compensatory Education, Consolidated Categorical Aid, Course Periods without Educational Content, Economic Impact Aid, Education of Foster Care Pupils, Education of Homeless Pupils, Education of Former Juvenile Court Pupils now enrolled in a school district, Children in Military Families, Every Student Succeeds Act/No Child Left Behind, Reasonable Accommodations to a Lactating Pupil; Local Control and Accountability Plans (LCAP), Migrant Education, Physical Education Instructional Minutes, Pupil Fees, Regional Occupational Centers and Programs, School Safety Plans, Special Education, State Preschool, Tobacco-Use Prevention Education.

### **Pupil Fee Complaints**

In addition, the UCP may be used to file a complaint alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.

"Educational activity" means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.

"Pupil fee" means a fee, deposit or other charge imposed on pupil, or a pupil's parents or guardians, in violation of Section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers,

as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit;

A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment; and

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

**Statute of Limitations for Pupil Fee Complaints** - A pupil fee complaint shall be filed not later than one year from the date the alleged violation occurred.

**Uniform Complaints must be filed in writing to:**

San Diego Unified School District  
Lynn A. Ryan, Uniform Complaint Compliance Officer  
4100 Normal Street, Room 2129  
San Diego, CA 92103

619-725-7225  
lryan@sandi.net

**Statute of Limitations**

Complaints alleging discrimination, harassment, intimidation or bullying must be filed within six months from the date the alleged discrimination, harassment, intimidation or bullying occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying, unless the time for filing is extended by the Superintendent or his or her designee.

Complaints will be investigated and a written decision or report will be sent to the complainant within 60 calendar days from the receipt of the complaint. This 60-day time period may be extended by written agreement of the complainant. The Local Education Authority (or LEA; in this case the San Diego Unified School District) is responsible for investigating the complaint and shall conduct and complete the investigation in accordance with the California Code of Regulations sections 4630-4631 and 4680-4687 and in accordance with local procedures adopted under section 4621.

**Appeals Process**

The complainant has a right to appeal the District's decision to the California Department of Education by filing a written appeal within 15 days of receiving the decision. The appeal must include a copy of the complaint filed and a copy of the decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to the Education Code section 262.3. A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the San Diego Unified School District's UCP policy and complaint procedures shall be available free of charge.

Refer Administrative Regulation and Board Policy 1312.3 below for full policies and notifications.

Good Morning,

I attended the September 15, 2021 Zoom Meeting for the DAC

Information was shared about the supernatant search.

There are ongoing Town Hall meetings to discuss what is wanted in a new supernatant.

Family Engagement, Paula King.

Spoke about information on the district website about covid testing.

Family Engagement always has so much going on!

Kimberli Banks spoke on the LCAP

Enrique Ruacho, Director of Government Relations

Spoke on "Keeping the DAC Meetings on Zoom"

The SPSA Department Team,

LCFF Forms

Each school needs to push to get them filled out and submitted.

Phase 2 collection, starts in October.

Thank You,

Debbie