

**RESOLUTION AGREEMENT**  
**Universal Institute Charter School**  
*OCR Case No. 03-21-1285*

The Universal Institute Charter School (the School) agrees to fully implement this Resolution Agreement (Agreement) to resolve Office for Civil Rights (OCR) Case No. 03-21-1285. This Agreement does not constitute an admission by the School of a violation of Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II), or any other law enforced by OCR.

**Action Items**

1. The School will ensure its elevator is fully operational and inspected, in compliance with the 1991 Americans with Disabilities Act Accessibility Guidelines.

Reporting Requirement: April 15, 2022, the School will provide documentation to OCR sufficient to show the elevator is operational and inspected.

2. The School will send a memorandum to all employees that states: (i) the School will provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, except when such accommodation would cause an undue hardship, and (ii) contact information for the person(s) in the Human Resources Department whom employees can contact if they need reasonable accommodations.

Reporting Requirement: By April 15, 2022, the School will provide to OCR a copy of the memorandum circulated in compliance with Action Item 2 and a list of all recipients of the memorandum.

3. The School will send a letter and/or email to the Complainant extending an offer for him to resubmit his request for a reasonable accommodation with regard to parking and/or work location in the School. Specifically, the letter and/or email will include:
  - a. The name and contact information for the individual in the Human Resources Department (HR Contact) with whom the Complainant can work directly; andAn explanation of the School's reasonable accommodation process, including a copy of the School's policy for requesting reasonable accommodations.

Reporting Requirements:

- A. By April 15, 2022, the School will provide OCR with a copy of the communication sent to the Complainant described in Action Item 3(a) and 3(b).
- B. By June 15, 2022, the School will provide OCR with documentation of the Complainant's response to the email/letter, a copy (if any) of the documentation he provided to the School, meeting minutes of any meetings between the Complainant and the Human Resources Department contact, any correspondence between him and the School, and the School's determination regarding his request for reasonable accommodations.

The School understands that by signing this Agreement, it agrees to provide data and other information in a timely manner in accordance with the reporting requirements of the resolution agreement. Further, the School understands that during the monitoring of this Agreement, OCR may visit the School, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the School has fulfilled the terms and obligations of this Agreement. Upon the School’s satisfaction of the terms and obligations of the resolution agreement, OCR will close the case.

The School understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement. Before initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10) or judicial proceedings to enforce this Agreement, OCR shall give the School written notice of the alleged breach and a minimum of sixty (60) calendar days to cure the alleged breach.

By:   /s/  \_\_\_\_\_                      Date:   03/23/2022  \_\_\_\_\_  
Dr. Penny Nixon, Superintendent/CEO