

Voluntary Resolution Agreement
Raisin City Elementary School District
OCR Case No. 09-15-1248

In order to resolve the issues identified by the U.S. Department of Education, Office for Civil Rights (OCR), in the above referenced complaint filed pursuant to Title VI of the Civil Rights Act of 1964, the Raisin City Elementary School District (District), without admitting to any violation of the law or the regulations promulgated thereunder, agrees to implement this Voluntary Resolution Agreement.

A. Interpretation and Translation Services at Board of Education Meetings

1. The District will develop a procedure to ensure that limited English proficient (LEP) parents in the District are able to understand and participate effectively in meetings of the District's Board of Education (Board). The procedure will include the following provisions:
 - a. Notices and calendars of the Board meetings will be posted, published, and disseminated in Spanish in the same locations and manner that they are posted, published, and disseminated in English.
 - b. Notices of the Board meetings will include statements in Spanish and English describing how LEP parents can request interpreting services at Board meetings. The Notices will indicate that the request for interpreting services must be made no later than one (1) week preceding the Board meeting.
 - c. The agendas for all Board meetings, or a summary of each topic/subject area to be discussed at the meetings, will be posted in Spanish at the same locations where agendas are posted in English. If an agenda is summarized, it will include a notice in Spanish stating the name, district office location and telephone number of the person who, upon request by LEP parents, will translate the agenda, either orally or in writing. This provision does not require attachments to the Board agendas to be translated into Spanish.
 - d. Minutes of the Board meetings will be posted or disseminated in Spanish. In the alternative, the English minutes may include a notice in Spanish stating the name, district office location and telephone number of the person who, upon request by LEP parents, will provide an oral or written translation of the minutes.
 - e. The procedures will describe how, upon receipt of a timely request prior to a Board meeting, the District will provide or arrange for the provision of interpreters at Board meetings, who satisfy the qualification criteria established by the District, and how interpreters are expected to enable LEP parents who attend to understand the proceedings and/or to make statements or presentations to the Board, including the following:
 - i. That all statements, discussions and presentations made in English to the Board or by Board members will be fully interpreted into Spanish (and/or other languages if applicable);

- ii. That English interpretation will be provided for all statements, discussions and presentations made to or by the Board in languages other than English;
 - iii. That time taken to interpret statements, discussions and presentations made to or by the Board in languages other than English will not be counted against any member of the public's allotted maximum speaking time;
 - iv. This provision will not require written presentations made at Board meetings (e.g., PowerPoint presentations) to be translated into Spanish.
 - v. Consistent with Executive Order 13166 and the U.S. Department of Justice's LEP Guidance, the District's procedure will further address the "reasonable steps" that it will take to provide, or arrange for the provision of, interpretation and translation services at Board meetings under unusual or extenuating circumstances that make it impracticable or impossible to arrange the services of a person who satisfies the District's qualification criteria for such services. Such unusual or extenuating circumstances may include, but are not limited to, the following: special Board meetings, for which a mere twenty-four (24) hours' notice is required pursuant to the Ralph M. Brown Act ("Brown Act"), California Government Code § 54956 and California Education Code § 35144; emergency Board meetings, for which no advance notice is required pursuant to the Brown Act (Government Code § 54956.5); teleconference Board meetings, during which one or more Board members may participate from remote teleconference locations pursuant to the Brown Act (Government Code § 54953; and, requests for interpretation and/or translation services for persons whose primary language is other than English or Spanish.
2. The District will provide OCR with a draft of its procedure by September 1, 2015. OCR will review and approve of the procedure or notify the District of any needed changes. The District will work cooperatively with OCR to address any questions or concerns, and will adopt and fully implement the procedure within 20 business days after OCR's approval.
3. The District will provide OCR with copies of all Board meeting notices, agendas and minutes that are posted and/or disseminated during the first full month after the procedures are adopted. These documents will be provided to OCR within 10 days after the end of the applicable month.
4. The District will describe the procedure during the next Board meeting held after the procedures are adopted, and will provide OCR with copies of the meeting agenda demonstrating that the procedure was described for LEP parents who attended this meeting within 20 days after it is held.

B. General Provisions

1. The District understands that OCR will not close the monitoring of this agreement until OCR determines that the recipient has fulfilled the terms of this agreement and is in compliance with the regulation implementing Title VI, at 34 C.F.R. § 100.3, which was alleged to be at issue in this case.
2. The District 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 this agreement. Further, the District understands that during the monitoring of this agreement, if necessary, OCR may visit the District, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the District has fulfilled the terms of this agreement and is in compliance with the regulation implementing Title VI, at 34 C.F.R. § 100.3, which was alleged to be at issue in this case.
3. The District 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 District written notice of the alleged breach and a minimum of sixty (60) calendar days to cure the alleged breach.

_____/s/_____
Anna Ramirez
Superintendent

_____07/31/2015_____
Date