



TAHOE TRUCKEE
UNIFIED SCHOOL DISTRICT

"Every Student Learning Every Day"

Stephen A. Jennings, Superintendent

January 19, 2011

State Board of Education
California Department of Education
1430 N. Street, Suite #5111,
Sacramento, CA 95814

Dear State Board of Education Members,

On March 10, 2010, the State Board of Education conditionally approved the Consolidated Application for Tahoe Truckee Unified School District (TTUSD) with the following conditions:

- 1) TTUSD must provide a report to the SBE at the next scheduled board meeting
- 2) TTUSD must develop an outreach plan that specifically identifies how the district plans to meaningfully include non-English speaking parents in the education of their children. The outreach plan will include
 - a. A timetable and communication plan to non-English speaking parents
 - b. Implementation of the required actions as set forth in the March 8, 2010 report on the investigation of the appeal against TTUSD developed by the CDE's legal division
- 3) A written report to the SBE and CDE in March 2011 to provide the status of the implementation of conditions of the aforementioned actions.

The conditions stated above highlighted a need for more meaningful participation of parents. The complainants shined a much needed spotlight on this need in our district, and in the past year the district has worked diligently to fulfill its commitment for continual improvement. We have implemented systematic changes, sought assistance and training from the CDE and other agencies, solicited parent input, responded to parent suggestions for improved communication, and provided support to all school sites in the improvement of parent involvement.

This letter and its attachments will serve as the written report for March 2011 on the status of the implementation of the actions outlined above.

In March 2010, TTUSD developed an outreach plan to meaningfully include non-English Speaking parents and concurrently address the required actions as set forth in the March 8 report on the investigation of the appeal against TTUSD¹. The outreach plan (Parent Involvement Action Plan) addresses three sections, ELAC, DELAC and Waivers,

District Office
11603 Donner Pass Rd.
Truckee, CA 96161-4953
(530) 582-2500
Fax: (530) 582-7606

Elementary Schools
Donner Trail Elementary
52755 Donner Pass Rd.
Kingvale, CA 95728
426-3639

Glenshire Elementary
10990 Dorchester Drive
Truckee, CA 96161
582-7675

Kings Beach Elementary
8125 Steelhead Ave.
Kings Beach, CA 96143
546-2605

Tahoe Lake Elementary
375 Grove St.
Tahoe City, CA
583-3010

Truckee Elementary
11911 Donner Pass Rd.
Truckee, CA 96161
582-2650

Intermediate Schools
Alder Creek Middle
10931 Alder Drive
Truckee, CA 96161
582-2750

North Tahoe 4-8
2945 Polaris Rd.
Tahoe City, CA 96145
581-7050

High Schools
Cold Stream Alternative
11661 Donner Pass Rd.
Truckee, CA 96161
582-0157

North Tahoe High
2945 Polaris Rd.
Tahoe City, CA 96145
581-7000

Sierra High
11661 Donner Pass Rd.
Truckee, CA 96161
582-2640

Tahoe Truckee High
11725 Donner Pass Rd.
Truckee, CA 96161
582-2600

Board Of Trustees
Dianna Driller,
Randy Hill,
Gaylan Larson,
Kirsten Livak,
Kim Szczurek

*An Equal Opportunity
Employer*

with 23 specific corrective actions outlined by the CDE, and delineates 66 processes and procedures that specifies TTUSD's commitment to addressing the required actions while involving parents. The plan also includes a timeline, and identifies persons and resources necessary to accomplish the corrective actions. The district submitted a letter to Marsha Bedwell, General Counsel at the CDE, on March 9, 2010 describing how the action plan addressed the meaningful involvement of parents².

On April 13, 2010, the CDE met with the district and complainants to review the outreach plan and to seek input from the complainants on the plan. After the district presented each of the three sections of the plan, parents were invited to provide suggestions for improving the plan³. The district reviewed all the suggestions, and took one of three actions with each suggestion: Suggestions were either immediately incorporated in the plan, identified as already in place or in process of implementation, or tagged as requiring further discussion and/or legal review. An essential suggestion that the district immediately began to address identified the need for a clearer "Feedback Loop." The parents outlined a sequential process, including translation of documents, training and education on specific topics, opportunities for parent input and advice, and finally feedback from the district on how their advice was taken under consideration and/or acted upon. At the TTUSD Board of Trustees meeting the following night, April 14, 2010, Director of Educational Services David Curry presented the Action Plan amended to include several of the parent suggestions, as well as a report on all of the parent suggestions to the board. The board unanimously approved the Parent Involvement Action Plan⁴.

As the complainants are active members of the Truckee Elementary ELAC, Truckee Elementary invited TTUSD's English Learner Programs Coordinator, Nicole Sayegh, to the April 27, 2010 ELAC meeting to summarize the April 13, 2010 meeting with the CDE and share the Action Plan and parent suggestions⁵. Additionally, Nicole Sayegh reported to the DELAC committee on May 12, 2010 on the implementation of the "Feedback Loop" as a critical component of ensuring meaningful participation of parents on the advisory committee,⁶ and has actively implemented this Feedback Loop model with all DELAC training since March 2010.

On May 5, 2010, TTUSD Superintendent Stephen Jennings presented to the State Board of Education on the development of the outreach plan for meaningful inclusion of non-English Speaking parents⁷. He reviewed the creation of the Parent Involvement Action Plan. Mr. Jennings summarized the April 13, 2010 Parent Involvement Action Plan Review Meeting with the CDE, the district and the complainants in which the plan was reviewed and parent suggestions were taken on how to improve the plan, and

then stated that some suggestions were immediately included in the plan, while others would require planning and/or legal support from the CDE before implementation.

As specified in the March 8, 2010 report on the investigation of the appeal against TTUSD, the district submitted biannual reports to the Categorical Programs Complaints Management (CPCM) Unit of the CDE on the implementation of the required actions on October 22, 2010 and May 28, 2010. These reports address the required actions as set forth in the March 8 report on the investigation of the appeal against TTUSD. Both reports have been reviewed by the CPCM which has determined that the documentation submitted in both reports "provides evidence that the District is satisfactorily progressing towards meeting the legal requirements in the areas of ELAC, DELAC and Waivers, as set forth in the corrective actions of the March 8, 2010 report.⁸" Further, the December 8, 2010 letter from the CPCM states that the district has "met the legal requirements in the areas of ELAC, DELAC and Waivers for the period reviewed." The district will submit the next report on the required actions to the CDE on May 31, 2011.

The district continues to address the corrective actions in the Parent Involvement Action Plan. All 8 ELACs and the DELAC continue to provide parents opportunities for meaningful participation as they advise on the programs and services for English Learners and fulfill their other advisory roles. Truckee Elementary developed, with consultation of their ELAC committee, an alternative program that was approved by our board. The school is staffed with a bilingual teacher at every grade level, and is prepared and ready to implement the alternative program as soon as there are 20 waivers at a grade level. All submitted waivers have been approved.⁹ Additionally, the English Learner Programs Coordinator has reported weekly since April 2010 to the Superintendent on the implementation of the Parent Involvement Action Plan, and the Superintendent communicates these reports to the TTUSD Board of Trustees¹⁰. In order to provide the SBE the most current update of the implementation of the Action Plan, the district has added an "Update" column to describe how the district is progressing on the 66 processes and procedures¹.

As the district reviews the parent suggestions from the April 13, 2010 meeting in January 2011, we are encouraged that we are implementing many more of the suggestions than we originally officially incorporated in the Parent Involvement Action Plan¹¹. Cooperation and collaboration with the district and the complainants through ELAC, DELAC, and continued meetings with the superintendent have contributed to the progress made in involving all parents in the education of their children. Throughout all district efforts to more meaningfully involve parents, we have tried to rebuild our relationship with the complainants. We recognize that even with our

ongoing efforts to address the corrective actions identified by the complainants, we still have work to do to repair relationships with these individuals, and continue to seek support from the CDE in this ongoing process. The district, in collaboration with parents, will continue to refine parent involvement opportunities such as ELAC and DELAC to better meet the needs of all English Learners and their families, and the district will continue efforts to rebuild trust with the complainants. TTUSD appreciates the continued assistance and support provided by the CDE staff.

Respectfully,



Stephen Jennings, Superintendent
Tahoe Truckee Unified School District

Cc: Categorical Programs Complaints Management Office, CDE

Attachments:

¹TTUSD Parent Involvement Action Plan Appeal # 688

²March 9, 2010 letter to Marsha Bedwell

³Comments and Suggestions from Parent Involvement Action Plan Review Meeting

⁴TTUSD School Board Agenda Item 19.2 Parent Involvement Action Plan for Appeal 688 and minutes

⁵Truckee Elementary ELAC minutes, April 27, 2010

⁶TTUSD DELAC minutes, May 12, 2010

⁷SBE minutes, Item #8, May 5, 2010

⁸August 3, 2010 and December 8, 2010 letters from CDE to TTUSD re: Investigation of appeal against the Tahoe Truckee Joint Unified School District, Santiago Avila-Gomez, Appellant

⁹Waiver report

¹⁰Weekly e-mails on Implementation of Action Plan from EL Programs Coordinator to Superintendent

¹¹Comments and Suggestions from Parent Involvement Action Plan Review Meeting updated to reflect current implementation of suggestions