

**JLPAA  
Governing Board Meeting  
Minutes  
30 September 2018**

Robin Wayland, Jennifer Oglesby, Edwin Rodriguez, Kim Scott

**1.0 General Session**

- a. Call to order at 8:00am (with legal counsel; Hansberger and Klein in
- b. Quorum established (Oglesby, Wayland, Scott, and Rodriguez are present
- c. Approval of agenda; Motion by Wayland, Second by Scott all in favor by; Oglesby, Wayland, Rodriguez, Scott
- d. **Public Comments:** by KoKo Judge (no comment card collected) KoKo commented on personnel concerns and wanted it to be known that everyone was working hard to get things completed.

**Second comment** by Markeisha Hall (no comment card collected) Markeisha stated that the team is working hard for the students to be successful.

**2.0 The Board convened to Closed Session at 810am to discuss the following**

**2.1 Personnel**

- a. PUBLIC EMPLOYEE EVALUATION – EXECUTIVE DIRECTOR
- b. PUBLIC EMPLOYEE EVALUATION – DIRECTOR OF FINANCES AND OPERATIONS
- c. PUBLIC EMPLOYEE EVALUATION – PRINCIPAL
- d. PUBLIC EMPLOYEE EVALUATION – IT AND FACILITIES MANAGER

Closed session adjourned at 11:15am with no action taken.

Open Session reconvened at 1120am, no action taken at this time. The Board will continue discussion at future board meetings on 2.1 employee evaluation and employment status personnel a through d.

No public comments

**3.0 Discussion**

**3.1 RCOE Letter of Concern oral discussion, no action taken**

**3.2 New Methods of Board Governance, Documentation, Operations and Compliance procedures, no action taken**

**4.0 Action Items**

**4.1 Annual AB1575 Uniform Complaint Notice and Form (Fees)**

Motion made by Wayland to adopt Annual AB1575 Uniform Complaint Notice and Form (Fees) Second by Rodriguez. Motion approved by Oglesby, Wayland, Rodriguez, and Scott. Motion approved

Item Passes: Vote:   4   Item Does Not Passes: Vote:   0  

**4.2 Uniform Complaint Policy and Procedures (Discrimination)**

Motion made by Wayland to adopt Uniform Complaint Policy and Procedures (Discrimination) Second by Scott. Motion approved by Oglesby, Wayland, Rodriguez, and Scott. Motion approved

Item Passes: Vote:   4   Item Does Not Passes: Vote:   0  

**4.3 Title IX Notice and Complaint Form**

**Motion made by Rodriguez to adopt Title IX Notice and Complaint Form Second by Wayland. Motion approved by Oglesby, Wayland, Rodriguez, and Scott. Motion approved**

**Item Passes: Vote: \_\_4\_\_ Item Does Not Passes: Vote: \_\_0\_\_**

**4.4 Resolution of the Board to Establish State Disability Insurance.**

**Motion made by Rodriguez to adopt Resolution to establish state disability insurance Second by Scott. Motion approved by Oglesby, Wayland, Rodriguez, and Scott.**

**Item Passes: Vote: \_\_4\_\_ Item Does Not Passes: Vote: \_\_0\_\_**

**5.0 Board Comments, President thanked everyone for attending the meeting**

**6.0 Adjournment**

**Motion made by Wayland to adjourn the meeting, second by Rodriguez, all in favor; Oglesby, Wayland, Rodriguez, and Scott. Motion approved**

**Meeting Adjourned at 1145am**

**Minutes respectfully submitted**

**30 September 2018**

Jennifer Oglesby

President

RESOLUTION No. 09-30-2018-01

**RESOLUTION OF THE BOARD OF DIRECTORS  
TO ESTABLISH STATE DISABILITY INSURANCE**

THE BOARD OF DIRECTORS OF JULIA LEE PERFORMING ARTS ACADEMY CHARTER SCHOOL HEREBY FIND, RESOLVE, AND ORDER AS FOLLOWS:

The undersigned, on behalf of Julia Lee Performing Arts Academy, a nonprofit public benefit corporation (the "Company"), operating Julia Lee Performing Arts Academy, a California public charter school (the "School"), hereby certifies that the resolution(s) set forth below were adopted by the Board of Directors (the "Board") of the Company, in accordance with Section 5211(a) of the California Nonprofit Corporation Law and related Article and Section of the Corporation's Bylaws, at a duly noticed meeting held on September 30, 2018 at 8:00 a.m. Pacific Standard Time at 1970 Grand Avenue, Lake Elsinore, CA 92530. A quorum of the Board was present at the meeting.

**WHEREAS**, the Board operates Julia Lee Performing Arts Academy (the "School") a California public charter school located in Lake Elsinore, CA and authorized by the Riverside County Office of Education; and

**WHEREAS**, the Board of Directors has approved the filing of an application for elective coverage under Section 702.6, 710.4, 710.5, 710.6 or 710.9 of the Unemployment Insurance Code (CUIC);

**NOW, THEREFORE, BE IT RESOLVED**, by the Board, as follows:

1. The foregoing recitals are true and correct.
2. That the Charter School Board hereby adopts the foregoing resolution giving permission for staff to apply for California State Disability Insurance (SDI).
3. That the President of the Board hereby is authorized to certify this resolution.

The undersigned certifies further that the foregoing resolutions have not been modified, amended or rescinded and are in full force and effect as of the date hereof.

JULIA LEE PERFORMING ARTS ACADEMY

By: 

(Signature)

Title: Board President

Date: 9/30/2018

Julia Lee Performing Arts Academy  
19740 Grand  
Lake Elsinore, CA 92530  
Phone: 951-595-4500

DATE PUBLISHED

ANNUAL NOTICE REGARDING PUPIL FEES  
AS REQUIRED BY ASSEMBLY BILL 1575 (CHAPTERED SEPTEMBER 29, 2012)

OVERVIEW

In 2012, the Governor of California signed into law Assembly Bill 1575 ("AB 1575"), which amended certain provisions of the Education Code and Government Code. One of those amendments requires JLPAA to publish an annual notice to pupils, parents and guardians, employees and other interested parties regarding the requirements of AB 1575 (see Cal.Ed.Code section 49013(e)).

In compliance with Cal.Ed.Code section 49013(e), on an annual basis, Julia Lee Performing Arts Academy ("JLPAA") provides this notice to all required parties.

PROHIBITED FEES

JLPAA does not ask parents to pay fees such as:

- A fee charged to a pupil as a condition for registering for JLPAA 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;
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.

Nor does JLPAA ask parents for fees in relation to participation in an educational activity, as follows:

- All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge;
- A fee waiver policy shall not make a pupil fee permissible;
- JLPAA shall not establish a two-tier educational system by requiring a minimal educational standard and also offering a second, higher educational standard that pupils may only obtain through payment of a fee or purchase of additional supplies that the JLPAA district or JLPAA does not provide; and

- JLPAA shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil's parents or guardians, and a JLPAA district or JLPAA shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil or the pupil's parents or guardians did not or will not provide money or donations of goods or services to the JLPAA district or JLPAA

#### PERMISSIBLE FEES

JLPAA may require parents and guardians to pay fees specifically authorized by statute such as:

- Fees related to field trips under Education Code section 35330,
- Fees for the direct costs of projects that students fabricate and take home as their own property in certain classes under Education Code section 17551,
- Fees for transporting students to and from JLPAA under Education Code section 39807.5; or
- Fees for lost or damaged JLPAA property under Education Code section 48904

#### FUNDRAISING

JLPAA will continue its ongoing revenue raising efforts through established fundraising entities/procedures to assist with JLPAA activities and opportunities available to students and their families. JLPAA receives voluntary donations and pupils and parents may voluntarily participate in fundraising activities. JLPAA also may occasionally offer prizes to pupils for recognition of their fundraising efforts.

#### UNIFORM COMPLAINT PROCESS

AB 1575 allows parents and guardians and others to submit a complaint to JLPAA that an illegal fee is being charged by JLPAA. Complaints must be filed not later than one year from the date the alleged violation occurred. Complaints may be submitted anonymously. If JLPAA finds the complaint has merit, or if the California Department of Education makes such a finding on appeal, JLPAA shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the JLPAA to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

Those believing they have been charged an illegal fee or have been required to purchase materials that should have been provided by JLPAA may file a complaint with the Principal of JLPAA. Complaint forms with instructions for submitting a complaint are available at the Administrative Offices of JLPAA upon request during normal business hours. Anyone submitting such a complaint must use the JLPAA-prepared form, as it is required by law.

Complaints may be filed anonymously, but JLPAA will not be able to contact the complainant to ask follow-up questions or to request additional information, so complainants must be certain complaints contain all of the information necessary to prove that JLPAA charged an illegal fee.

Within 60 days from the date the Principal receives the complaint, JLPAA will investigate and send the complainant a written response. The response will include the facts (based on evidence gathered during the investigation), the legal conclusion reached by JLPAA, the reasoning for the decision, corrective actions taken, if any, and information about how to appeal. Please note that complainant will not receive a written report if complainant filed the complaint anonymously.

Within 15 days of receiving the decision, the complainant may send a written appeal to the California Department of Education (CDE). CDE decisions regarding appeals are required to be issued within 60 days of the Department receiving the appeal.

**Description of the payment:** include (1) the class or extracurricular activity, (2) details regarding how the security deposit or other payment requirement was communicated, (3) the item of equipment or material for which a deposit or payment was required, and (4) the total amount of the deposit or payment. \_\_\_\_\_ (cont. on next page)

(cont. from page 1) \_\_\_\_\_  
\_\_\_\_\_

**III. Required Purchases for Educational Activities:**

A purchase was required to obtain materials, supplies, equipment or uniforms associated with an educational activity.

**Description of the required purchase:** include (1) the class or extracurricular activity, (2) details regarding how the requirement to purchase the materials, supplies, equipment or uniform was communicated, (3) the item required to be purchased, and (4) the total cost of the purchase.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Miscellaneous/Other Fees or Charges:**

The school is violating the requirements Article 5.5 (commencing with Section 49010) of Ch. 6 of Part 27 of Div. 4 of Title 2 of the California Education Code, regarding prohibition of pupil fees for participation in educational activities.

**Description with as much detail as possible:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

► **IMPORTANT:** I am mailing / hand-delivering (circle one) this form on \_\_\_\_\_ (date)  
to Principal \_\_\_\_\_ (name) at \_\_\_\_\_ (school name & address).

**Please make and keep a copy of this completed form for your records.**

## AB 1575 COMPLAINT FORM

(Uniform Complaint Procedures for complaints filed under California Education Code Section 49013)

Anyone may use this form to file a complaint regarding a "pupil fee" that is required for participation in an educational activity offered by a California public school, as defined in California Education Code Section 49010. After completing this form, file it with the Principal. If the Principal does not have sufficient authority to fix the problem, he or she will forward this form to the governing board for resolution.

► **Do you want to receive a copy of the written response to your complaint?**

Yes, I request a copy of the written response to my complaint.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_ Phone Number (optional): \_\_\_\_\_

No, I do not request a copy of the written response. I am filing this complaint anonymously.

► **I request immediate action to address the imposition of the following pupil fees:** *Please check all that apply and provide supporting details (attach additional pages if needed).*

(Please note that the remedy must be provided to all affected pupils, parents, and guardians per California Education Code Section 49013.)

**I. Fees Charged for Registration or Participation:**

- A fee was charged as a condition for registration for school or classes
- A fee was charged as a condition for participation in a class or extracurricular activity (whether or not the activity or class is compulsory, elective, or for course credit)

**Description of the fee:** include (1) the school, class or extracurricular activity for which the registration or participation fee was charged, (2) details regarding how the fee requirement was communicated, and (3) the total amount of the fee. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**II. Security Deposits or Other Payments for Materials or Equipment:**

- A security deposit or other payment was required to obtain materials or equipment, including, but not limited to, a lock, locker, book, class apparatus, musical instrument, uniform, etc.



# Uniform Complaint Procedures

## COMPLAINT FORM

### I. Contact Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

### II. Complainant

You are filing this complaint on behalf of:

Parent/Guardian     Pupil     Witness to the Incident     Other

### III. School Information

School Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Principal: \_\_\_\_\_

### IV. Basis of Complaint (check any boxes that apply)

District violation of state or federal law or regulations governing:

- |  |   |
|--|---|
| <input type="checkbox"/> Special Education                     | <input type="checkbox"/> Child Care & Development Programs                |
| <input type="checkbox"/> Title II                              | <input type="checkbox"/> Migrant Education                                |
| <input type="checkbox"/> Section 504 of the Rehabilitation Act | <input type="checkbox"/> Child Nutrition Program                          |
| <input type="checkbox"/> Local Control Accountability Plan     | <input type="checkbox"/> Career and Technical Education Training Programs |
| <input type="checkbox"/> Consolidated Categorical Aid          |   |

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, based on actual or perceived characteristics of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Marital or Parental Status  |
| <input type="checkbox"/> Ancestry                      | <input type="checkbox"/> Sex   |
| <input type="checkbox"/> Color                         | <input type="checkbox"/> Sexual Orientation  |
| <input type="checkbox"/> Physical or Mental Disability | <input type="checkbox"/> Race  |
| <input type="checkbox"/> Ethnic Group Identification   | <input type="checkbox"/> National Origin   |
| <input type="checkbox"/> Gender Expression             | <input type="checkbox"/> Religion  |
| <input type="checkbox"/> Gender Identity               | <input type="checkbox"/> Sexual Harassment (Title IX)                                      |
| <input type="checkbox"/> Gender                        | <input type="checkbox"/> Association with any of these actual or perceived characteristics |
| <input type="checkbox"/> Genetic Information           |  |

Allegations of noncompliance of the following:

- Retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to the uniform complaint procedures

**V. Details of Complaint**

Please answer the following questions to the best of your ability. Attach additional sheets of paper if you need more space.

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Please **describe** the type of incident(s) you experienced that led to this complaint, in as much detail as possible, including all dates and times when the incident(s) occurred or when the allege acts first came to your attention and location(s) where the incident(s) occurred:

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List the **individuals** involved in the incident(s) complaint of:

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List any **witnesses** to the incident(s):

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**What steps**, if any, have you taken to resolve this issue before filing a complaint?

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\_\_\_\_\_  
**Signature of Person Filing Complaint**

\_\_\_\_\_  
**Date**

Please submit this complaint to:

JLPAA  
BUSINESS OFFICE  
19740 GRAND  
LAKE ELSINORE, 92530  
jlpaa.tanya@gmail.com

# Title IX Contact Information

Name: Tanya Taylor

Phone: (951) 595-4500

Mailing Address: 19740 Grand Avenue, Lake Elsinore, CA 92530

## Title IX Overview

Each student and employee has a right to learn and work in an environment that is free from unlawful discrimination. No Julia Lee Performing Arts Academy ("JLPAA") student or employee shall be excluded from participation in, be denied the benefits of, or be subject to discrimination on the basis of actual or perceived sex, sexual orientation, gender, or gender identity or expression.

Title IX of the Educational Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in education. Title IX prohibits discrimination, harassment, exclusion, denial, limitation or separation based on sex or gender. Title IX applies to both male and female students in any educational institution receiving federal funding.

California Education Code Sections 200 through 282 and JLPAA Policy prohibit discrimination on the basis of sex, sexual orientation or gender. Title IX requires that every school JLPAA or institution have a Title IX Bullying Complaint Manager to whom concerns or complaints regarding sex discrimination can be made.

### Complaint Process

- Students or parents/guardians should report their verbal or written Title IX complaint to the school administrator or Title IX Complaint Manager within six months from the date the incident occurred. This will begin the informal investigation process which must be completed within 60 days. Complainants have a right to a timely and informal resolution at the school site.
- If the complainant is dissatisfied with the school decision, an appeal of the findings may be made to the California Department of Education - Office of Equal Opportunity.

### Where Can Students/Parents Obtain Further Information or Assistance?

- At Your School: Speak to the Administration or Title IX Complaint Manager using the contact information shown above.

## JLPAA

### SEXUAL HARASSMENT POLICY

The Julia Lee Performing Arts Academy (JLPAA) is committed to providing a working and learning environment free from sexual harassment. JLPAA prohibits sexual harassment of or by employees, students, or persons doing business with or for JLPAA on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. Failure to follow this policy is a violation of state and federal law.

Sexual harassment is defined by California Education Code § 212.5 as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Upon witnessing an act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Reporting such conduct to an administrator or Title IX Complaint Manager can be an appropriate intervention. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred. School personnel are to take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created, and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action. This policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of JLPAA.

Any student or employee of JLPAA who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of the school-site

administrator or the school's Title IX Complaint Manager so that appropriate action may be taken to resolve the problem. JLPAA prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints must be promptly investigated in a way that respects the privacy of the parties concerned.

For inquiries about JLPAA policies and procedures related to sexual harassment, including how to file a sexual harassment complaint contact:

Name: Tanya Taylor  
Phone: (951) 595-4500  
Mailing Address: 19740 Grand Avenue, Lake Elsinore, CA 92530  
Email: [jlpaatanya@gmail.com](mailto:jlpaatanya@gmail.com)

For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination or harassment, contact:

Name: Tanya Taylor  
Phone: (951) 595-4500  
Mailing Address: 19740 Grand Avenue, Lake Elsinore, CA 92530  
Email: [jlpaatanya@gmail.com](mailto:jlpaatanya@gmail.com)

## NONDISCRIMINATION STATEMENT

The Julia Lee Performing Arts Academy (JLPAA) is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. JLPAA prohibits discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code § 422.5, Education Code § 220 and actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, 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 it conducts or to which it provides significant assistance.

Discrimination is different treatment on the basis of a protected category in the context of an educational program or activity without a legitimate nondiscriminatory reason and interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by JLPAA.

Harassment occurs when: (1) the target is subjected to unwelcome conduct related to a protected category; (2) the harassment is both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics under the same circumstances; and (3) the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by JLPAA.

Upon witnessing an act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred and take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action.

This nondiscrimination policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of JLPAA.

For inquiries or complaints related to discrimination, harassment, intimidation and bullying of students based on the actual or perceived characteristics listed above, contact your school's administrator or the school's Title IX Complaint Manager:

Name: Tanya Taylor  
Phone: (951) 595-4500  
Mailing Address: 19740 Grand Avenue, Lake Elsinore, CA 92530  
Email: jlpaa.tanya@gmail.com

For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination, harassment, or intimidation, contact your school administrator or the school's Title IX Complaint Manager:

Name: Tanya Taylor  
Phone: (951) 595-4500  
Mailing Address: 19740 Grand Avenue, Lake Elsinore, CA 92530  
Email: jlpaa.tanya@gmail.com

## **JLPAA BOARD POLICY GOVERNING UNIFORM COMPLAINT PROCEDURES**

The Julie Lee Performing Arts Academy ("JLPAA") complies with applicable federal and state laws and regulations. JLPAA is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints regarding "pupil fees," including any fee, deposit or other charge that a pupil or a pupil's parent or guardian are required to pay or any "fee waiver";
- (2) Complaints of discrimination against any protected group including actual or perceived, including discrimination on the basis of age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, 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 Charter School program or activity; and
- (3) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: special education, Title II, Section 504 of the Rehabilitation Act, consolidated categorical aid, No Child Left Behind, migrant education, career technical and technical education training programs, child care and development programs, child nutrition program

JLPAA acknowledges and respects every individual's rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Principal or Designee on a case-by-case basis.

JLPAA prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

### Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Tanya Taylor, \_\_\_\_\_  
19740 Grand  
Lake Elsinore, CA 92530  
951-595-4500



The Principal or Designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Principal or Designee.

#### Notifications

The Principal or Designee shall annually provide written notification of the Charter School's uniform complaint procedures to students, employees, parents/guardians, the Board of Trustees, appropriate private officials or representatives, and other interested parties.

The Principal or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take the complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies.
4. Include statements that:
  - a. The Charter School is primarily responsible for compliance with state and federal laws and regulations;
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline;
  - c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination;
  - d. The complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within 15 days of receiving the Charter School's decision; and

- e. The appeal to the CDE must include a copy of the complaint filed with the Charter School and a copy of the Charter School's decision.

# Title IX Discrimination Complaint Form

(including gender equity/sexual harassment/sexual violence)

JULIA LEE PERFORMING ARTS ACADEMY  
19740 GRAND  
LAKE ELSINORE, CA 92530  
PHONE: 951-595-4500

To file a complaint with the school, please complete and mail, email or bring this form to the office designated above. Or, you may call the office to make arrangements for a representative to meet with you there or at another location. If you are unable for any reason to complete this form and would like to make a verbal complaint, please call the office above to schedule an appointment.

Although the school cannot commit to keeping a complaint of discrimination confidential because of the school's obligation to investigate the complaint, the university will use its best efforts not to disseminate information concerning the complaint beyond those who have a need to know.

Please feel free to contact the office designated above if you have any questions regarding the process for filing or investigating complaints of discrimination (including sexual harassment).

*Note: A victim of discrimination or harassment is encouraged to use the school's internal complaint process. Persons believing they have been discriminated against or harassed may seek assistance from government agencies such as the federal Equal Employment Opportunity Commission, the federal Department of Labor, or Office of Civil Rights.*

# CONFIDENTIAL TITLE IX DISCRIMINATION COMPLAINT FORM

## AFFILIATION

- Certificated employee
- Classified employee
- Administration
- Employment Applicant
- Student
- Parent/Guardian
- Other. Please explain your affiliation:

## COMPLAINANT:

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

MI

\_\_\_\_\_

Address

\_\_\_\_\_

Work Telephone

\_\_\_\_\_

Home Telephone

## NATURE OF COMPLAINT: (Check one or more)

- Sexual Orientation
- Sexual Harassment/Workplace Violence
- Gender/Sex
- Other. Please explain:

## PERSON WHO DISCRIMINATED AGAINST YOU:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Department

**DESCRIPTION OF COMPLAINT:** Describe your complaint and why you believe this person discriminated/retaliated against you. Explain why you have contact with this individual, e.g. supervisor, co-worker, faculty, customer, etc. Give date(s), time(s), place(s) the discrimination/retaliation occurred. (Attach additional pages as necessary.) **ATTACHMENT:**

**PREVIOUS ACTION:** Have you brought this matter to the attention of any other department(s) at the school? If so, please list the name(s) and department(s) of all other persons with whom you have discussed this matter. **ATTACHMENT:**

**COMPLAINT DOCUMENTATION:** Explain any documentation supporting your complaint. **ATTACHMENT:**

**CORRECTIVE ACTION SOUGHT:** (Attach additional pages as necessary.) **ATTACHMENT:**

**WITNESSES:** (Relationship= co-worker, supervisor, customer, faculty, etc.)

\_\_\_\_\_  
Name Title/Relationship Telephone

\_\_\_\_\_  
Name Title/Relationship Telephone

\_\_\_\_\_  
Name Title/Relationship Telephone

**DECLARATION:**

*I declare under penalty of perjury that the foregoing is true and correct. Your email address in lieu of your signature if this complaint is filed via email.*

\_\_\_\_\_  
Signature Print Name Date

## **Uniform Complaint Policy Procedures**

### Procedures

The following procedures shall be used to address all complaints which allege that JLPAA has committed a violation of a law or regulation specified in Board Policy 1008. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

- **Step 1: Filing of Complaint**

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by JLPAA.

A complaint alleging unlawful discrimination or harassment shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, JLPAA staff shall assist him/her in the filing of the complaint.

- **Step 2: Mediation**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend JLPAA's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide JLPAA's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

JLPAA's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement 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.

- **Step 4: Response**

OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of JLPAA's investigation and decision, as described in Step #5 below, within 60 days of JLPAA's receipt of the complaint.

OPTION 2:

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of JLPAA's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of JLPAA's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant.

- **Step 5: Final Written Decision**

JLPAA's decision shall be in writing and sent to the complainant. JLPAA's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal JLPAA's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For discrimination complaints arising under state law, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For discrimination complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of JLPAA's expectations. The report shall not give any further information as to the nature of the disciplinary action.

#### Appeals to the California Department of Education

If dissatisfied with JLPAA's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving JLPAA's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect, and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of JLPAA's decision.



Upon notification by the CDE that the complainant has appealed JLPAA's decision, the Principal or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by JLPAA, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of JLPAA's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by JLPAA when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 5 CCR 4650 exists, including cases in which JLPAA has not taken action within 60 days of the date the complaint was filed with JLPAA.

#### Civil Law Remedies

A complainant may pursue available civil law remedies outside of JLPAA'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. For discrimination complaints arising under state law, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if JLPAA has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

## **JLPAA BOARD POLICY GOVERNING UNIFORM COMPLAINT PROCEDURES**

The Julie Lee Performing Arts Academy ("JLPAA") complies with applicable federal and state laws and regulations. JLPAA is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints regarding "pupil fees," including any fee, deposit or other charge that a pupil or a pupil's parent or guardian are required to pay or any "fee waiver";
- (2) Complaints of discrimination against any protected group including actual or perceived, including discrimination on the basis of age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, 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 Charter School program or activity; and
- (3) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: special education, Title II, Section 504 of the Rehabilitation Act, consolidated categorical aid, No Child Left Behind, migrant education, career technical and technical education training programs, child care and development programs, child nutrition program

JLPAA acknowledges and respects every individual's rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Principal or Designee on a case-by-case basis.

JLPAA prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

### Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Tanya Taylor, \_\_\_\_\_  
19740 Grand  
Lake Elsinore, CA 92530  
951-595-4500

The Principal or Designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Principal or Designee.

### Notifications

The Principal or Designee shall annually provide written notification of the Charter School's uniform complaint procedures to students, employees, parents/guardians, the Board of Trustees, appropriate private officials or representatives, and other interested parties.

The Principal or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.
3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take the complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies.
4. Include statements that:
  - a. The Charter School is primarily responsible for compliance with state and federal laws and regulations;
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline;
  - c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination;
  - d. The complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within 15 days of receiving the Charter School's decision; and

- e. The appeal to the CDE must include a copy of the complaint filed with the Charter School and a copy of the Charter School's decision.