

SAMPLE AGENDA

Follow up Meeting with School District Officials on *Williams* Complaints

Note: This sample agenda is not intended to be an exact template for how to run your meeting. It is just one example of how to lead an effective follow-up meeting with district officials to ensure your complaints are addressed. The issues you will want to cover and the tone you want to set in the meeting may differ depending on individual circumstances in your district, the district's response/non-response to your complaints, and your organization's prior relationship with district officials.

1. Introductions
 - a. Parent introductions: introduction to the group of parents, the reasons why this group of parents have come together to file these complaints and work to improve schools in [district]. We are all working towards a common goal: ensure all students get a high quality education and equal access to educational resources in [district].
 - b. Introductions of district officials: name and role/responsibility within the district

2. *Grassroots Member #1*: Thank you to District, Establish Purpose of Meeting
 - a. For meeting with us
 - b. For your timely responses to the complaints we filed
 - c. For the many fixes that were made (*e.g.*, ordering textbooks, fixing drinking fountain at [school], instituting new bathroom cleaning schedule)
 - d. For your willingness to work cooperatively with us to ensure that these complaints are resolved and that students in [district] have access to clean safe facilities, sufficient textbooks, and qualified teachers
 - e. We've asked for this meeting to discuss complaints that we made that we feel were not satisfactorily resolved, and to see whether we can come to an agreement about how these will be addressed in the near future.

3. *Grassroots Member #2*: Lack of Responses in Spanish
 - a. Complaints that were filed in Spanish did not receive responses in Spanish. Explain why it is important that district provide responses in Spanish and that it is legally required under California Education Code § 35186(a)(1). Request that District provide these responses in Spanish within 1 week.

4. *Grassroots Member #3*: Follow Up on Specific Facilities Complaints

- a. No response to complaints at [school] regarding rats, missing stall door in girls bathroom
- b. Explain our concern regarding lack of responses and why it is so important that parents receive a response to any complaint filed. This is an issue of respect, too.
- c. Thank district for agreeing to repair uneven concrete at [school] this summer. However, *Williams* requires that principal/district investigate and fix any problem raised in the complaint within 30 working days. Because we filed complaints late in the school year, it is okay to be fixing the problems over the summer. But we want to clarify that, when complaints are filed earlier in the school year, the district cannot wait until summer to fix the problem—they must do so within 30 working days.

5. *Grassroots Member #4*: Follow up on Specific Teacher Misassignment Complaints

- a. Discuss why it is important that English Learners have access to properly credentialed teachers.
- b. The law requires teacher be authorized to teach ELs if there is even 1 EL in the class.
- c. Discuss individual complaints where response was unsatisfactory. District needs to show evidence that the teacher has completed training to teach ELs and obtained EL authorization.
 1. Ms. Lee
 2. Mr. Smith

6. *Grassroots Member #1*: Next Steps

- a. What steps can district take to ensure that issues like this will be addressed as part of routine systems next year, so that parents do not need to file complaints?
- b. Next steps: If necessary, request meeting with other district officials not present.
- c. Thank the district for taking time for this meeting. Hope we can work cooperatively to make sure that all of the issues raised in our complaints get fixed, so that all kids in [district] have access to clean, safe, school facilities that are good learning environments.
- d. Anything else?