



VIA ELECTRONIC AND U.S. MAIL

August 29, 2018

Jon Ray, Superintendent
Klamath-Trinity Joint Unified School District
11800 State Hwy 96
Hoopa, CA 95546
jray@ktjUSD.k12.ca.us

Dear Superintendent Ray,

Thank you for meeting with us on August 20th, 2018 to discuss the Klamath-Trinity Joint Unified School District's (KTJUSD or the District) Local Control Accountability Plan (LCAP), the urgent need for tribal consultation, and opportunities for stakeholder engagement and collaboration. We appreciate your willingness to hear some of the community's concerns. We remain committed to collaborating with you and your staff to ensure all students in KTJUSD receive the high-quality education they deserve in a supportive and welcoming environment.

During our meeting, we reached a number of agreements:

1. We will schedule a follow-up meeting to continue the conversation about tribal consultation and Local Control Funding Formula (LCFF) stakeholder engagement, to which you will invite other district representatives as you see appropriate and necessary to advance the conversation;
2. The Hoopa Valley Tribe Education Association, the Yurok Tribe, and the ACLU Foundation of California will submit additional evidence for your ongoing investigation of our June 26, 2018 UCP complaint;
3. The District will conclude its investigation of the UCP complaint by September 7, 2018; and
4. The District will make publicly available and send via email its amended LCAP no later than September 8, 2018 and will discuss the amended LCAP at the KTJUSD School Board meeting scheduled for September 11, 2018.

We write to confirm and follow up on these agreements. Please let us know if you would like to add any agreements. Additionally, should you have any clarification or follow-up questions from our letter or conversation, please do not hesitate to contact us.

In addition to the evidence submitted with our June 25, 2018 joint letter to the District about its LCAP, along with the text of the LCAP approved by the KTJUSD School Board on June 27, 2018 and the District's adopted 2017-2018 LCAP and 2016-17 Annual Update, we respectfully request that you consider the following information with the timeframe of the 2017-18 academic year in your investigation:

American Civil Liberties Union of Northern California

EXECUTIVE DIRECTOR Abdi Soltani • BOARD CHAIR Magan Pritam Ray

SAN FRANCISCO OFFICE: 39 Drumm St. San Francisco, CA 94111 • FRESNO OFFICE: PO Box 188 Fresno, CA 93707
TEL (415) 621-2493 • FAX (415) 255-1478 • TTY (415) 863-7832 • WWW.ACLUNC.ORG

1. Any materials used to promote, publicize, advertise, inform of, or notify about School Site Council (SSC) meetings, events, public hearings, and opportunities for participation in SSCs;
2. Meeting agendas, minutes, sign-in sheets, presentations, packets, meeting schedules, such as a yearly meeting calendar, and other relevant materials from SSCs at each of Klamath Trinity's school sites;
3. School site plans, including drafts of these plans, plans submitted to the School Board, and Board-approved site plans;
4. Any materials used to promote, publicize, advertise, inform or notify parents and guardians about Parent Advisory Council (PAC) meetings, events, public hearings, and opportunities for participation in the PAC;
5. Meeting agendas, minutes, sign-in sheets, presentations, packets, handouts, and other relevant materials from PAC meetings or sessions;
6. All drafts of the District's LCAP dating back to September 2017;
7. KTJUSD Board of Trustees Board Packets and Agendas, all correspondence with the Board of Trustees regarding school site plans and LCAP, correspondence between the Board of Trustees and the District regarding school site plans and the LCAP, and Board of Trustee minutes
8. Any materials used to notify students, employees, parents or guardians, community members, school advisory committees, and other stakeholders of opportunities to provide input and feedback on the LCAP, including efforts to promote, publicize, advertise or inform regarding public LCAP input sessions;
9. Meeting agendas, minutes, sign-in sheets, email correspondence regarding, and other documents related to meetings with the tribes and tribal representatives, including but not limited to Indian Policy and Procedure (IPP) meetings;
10. Correspondence with the Humboldt County Office of Education regarding the formulation of and amendments to the LCAP;
11. All documents related to or demonstrating that maintenance, operations and transportation; IT services; library and media technicians; instructional aides; outreach consultants; after school activities; and other actions and services as outlined in our June 25, 2018 letter are principally directed towards and effective in supporting high need students

In addition to requesting that you consider the aforementioned information in your investigation, the ACLU Union of Northern and Southern California are also submitting this request pursuant to the California Public Records Act (Govt. Code §§ 6250 *et seq.*) for copies of all such records in the possession, custody, or control of KTJUSD. Our records request includes, but is not limited to, physical and electronic documents¹ such as: policies, procedures, trainings or training manuals, guidelines, memoranda, written complaints, internal and external correspondence, directives,

¹ The term "document" as used in this request has the same broad definition as is given the term "writing" in Section 6252(g) of the Government Code: "Any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored."

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instructions, orders, notices, bulletins, pamphlets or brochures, handouts, curricula, data, evaluations, reports, summaries, writings, or other written or electronic records.

We request copies of the aforementioned documents either in electronic form or on paper, whichever is less expensive. The California Public Records Act requires within ten days either production of the requested documents and/or notice of the specific reasons the materials requested or portions of the materials requested are exempt from disclosure. We request that you waive any copying fees because the ACLU Union of Northern and Southern California are non-profit organizations and the information requested will be used in the public interest to further the public's understanding of KTJUSD's LCAP and stakeholder engagement processes. No part of the information obtained will be sold or distributed for profit. If you are unable to waive the copying fees, please inform us of any potential duplication costs exceeding \$50.00 prior to copying. To minimize copying costs, please provide records in an electronic form when possible pursuant to section 6253.9 of the Government Code.

At this time, this request does not require production of personally identifiable information of any pupil that may be protected by state or federal confidentiality laws. Accordingly, please redact any such information from the documents that you provide us under this request. In addition, we request that if there are documents responsive to this request that you contend may or need not be produced pursuant to applicable law, you provide a log of those documents that includes a description of the nature of the documents, communications, or things not produced, without revealing information itself privileged or protected, that will enable us to assess the applicability of the privilege.

Finally, we would like to schedule a follow up meeting to discuss the amended LCAP draft and further the conversation regarding opportunities and proposals for stakeholder engagement. We would like to meet as soon as possible after the public LCAP hearing, and therefore propose the afternoon of Wednesday, September 12. We are also available to meet on September 13.

We look forward to seeking a collaborative resolution that will best serve the District's students and families. Please feel free to contact us at tsimon@aclunc.org, hoopa.ed.director@gmail.com, and jmcquillen@yuroktribe.nsn.us.

Sincerely,

Sylvia Torres-Guillén, ACLU of California
Victor Leung, ACLU of Southern California
Theodora Simon, ACLU of Northern California

Jim McQuillen,
Education Director, Yurok Tribe

Erika Tracy
Executive Director, Hoopa Tribal Education Association

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