

Resolution Agreement  
Twin Rivers Unified School District  
OCR Case No. 09-15-1168

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 Twin Rivers Unified School District ("District"), without admitting to any violation of the law, agrees to implement this Resolution Agreement.

**A. Interpretation and Translation Services at Board of Trustee 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 Trustees ("Board"). The procedure will include the following provisions:
  - a. Notices and calendars of the Board meetings will be published in Spanish and posted and disseminated in the same manner they are posted and published and disseminated in English. Upon request by LEP parents, the District will publish notices and calendars of the Board meetings in Russian and Hmong. Agendas of the Board meetings will include a statement in Spanish, Russian, and Hmong describing how LEP parents can request interpreting services at Board meetings. The statement will include 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.
  - b. Upon request, from a LEP parent, the agendas for Board meetings, or a summary of each topic/subject area to be discussed at the meetings, will be published, to the extent practicable, in a language that the parent can understand. Minutes of the Board meetings will include a notice in Spanish, Russian, and Hmong 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.
  - c. The District will publish in its annual Parent Handbook a statement in Spanish, Russian, and Hmong describing how LEP parents can request interpreting services at Board meetings. The statement will include 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. The procedures will describe how the District will provide qualified interpreters at Board meetings, 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 the home languages;

- ii. That English interpretation will be provided for all statements, discussions and presentations made to or by the Board in languages other than English if interpreters are requested timely as provided above; and
  - iii. That time taken to interpret statements, discussions, and presentations made to or by the Board in languages other than English will not impose a time limit restriction.
2. As new translation technology is developed and adopted by the District, the District may revise the procedure identified in paragraph A.1.
3. The District will provide OCR with a draft of its procedure by December 23, 2015. The District will work cooperatively with OCR to address any questions or concerns, and will adopt and fully implement the procedure within forty-five (45) days after OCR's approval.
4. The District will provide OCR with copies of all Board meeting notices, agendas, and minutes that are posted and/or disseminated in English and any version translated upon request during the first full month after the procedures are adopted. These documents will be provided to OCR within ten (10) days after the end of the applicable month.
5. The District will describe the procedure during the next District-level English learner parent advisory committee meeting, to take place on or about February 4, 2016, and will provide OCR with copies of the meeting agenda demonstrating that the procedure was described for needing attendees by February 17, 2016. After the District-level English learner advisory parent committee meeting, the District will prepare a handout describing the procedure for principals to distribute at sites where there is an English learner parent advisory committee. On or before April 30, 2016, the District will provide OCR with a copy of the handout and confirmation that the handout was provided by principals for distribution at sites where there is an English learner parent advisory committee.

**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. § 104.3, which was 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. § 104.3, which was 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 sixty (60) calendar days to cure the alleged breach.

\_\_\_\_\_/s/\_\_\_\_\_  
Superintendent

\_\_\_\_\_11/03/2015\_\_\_\_\_  
Date