SVCS BOARD
IMPLEMENTATION OF MEASURES TO RESOLVE COMPLAINTS
September 13, 2026

1. **Student Discipline SPED/ OR other Violations**

    a) Create an Inventory of Student Discipline/SPED/or other violations in all Grades. (Note: Partial Assessment already done by SPED Staff)

    b) Prepare IEPs', address IEP and discipline initial needs.

    c) Develop SPED and Discipline Programs and implement

    d) Program responsibility (Principal/Vice Principal)

2. **Hiring Process**

    a) Keep continuous update on Finger Print Verifications

    b) Hire credentialed staff and avoid using substitute teachers with credentials except in unavoidable situations where credentialed staff is not available.

    c) Program Responsibility (Principal/Human Resources)

3. **Staff Evaluations**

    a) Follow Established Evaluation Procedures.

    b) Provide opportunity to employees to express their self assessment.

    c) Remove misunderstandings and provide environment and opportunity for improvement.

    d) Program Responsibility (Principal)

4. **Communication and Lack of Trust Leadership Problems**

    a) Provide opportunity to employees to share job related problems.

    b) Resolve issues through meaningful discussions and mutual understanding.

c) Program Responsibility (Supervisors/Administrators)

5. Overlapping Functions

a) Encourage staff to work in their Specialized Area and reduce frequent overlapping of duties.

b) Provide organizational Charts and Roles and Responsibilities to SVCS Employees which show clear lines of responsibility and communication.

c) Program Responsibility (Principal/Administrators)

6. Staff Overwork Impacts

a) Conduct assessments of overwork situations.

b) Higher staff to eliminate staff burnouts.

c) Program Responsibility (Principal/Human Resources)

SVCS BOARD

COMMUNICATION PLAN IN COMPLIANCE WITH EDUCATION CODE 47604.3

September 13, 2026

1. Review WUSD Information Request and categorize as to nature of request i.e., confidential, general or human resources etc.

2. Assign responsibility for response to SVCS Board Members or school staff.

3. Assess information required for response and time required for preparation.

4. Acknowledge receipt of Request Information to WUSD and convey expected time frame for response.

5. Perform investigation, collect response material and prepare draft response.

6. Submit for SVCS Board Approval.

7. Covey information request response to WUSD.