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**Chico**

October 24, 2017

**VIA U.S. MAIL**

Barbara Bass  
P.O. Box 352  
Hamilton City, CA 95951

Re: Hamilton Unified School District  
Our file 3407.10416

Dear Mrs. Bass:

We write on behalf of the Hamilton Unified School District ("District") in regards to your September 29, 2017 request for records under the California Public Records Act ("CPRA"). We understand the District responded to this request on October 3, stating that it needed additional time to make the determination required by the CPRA. The District further indicated it would respond to your request on November 1. This letter is the District's full response to your September 29, 2017 CPRA request.

The request for records sought "copies of all letters of recommendations on Hamilton Unified School District letterhead for former HUSD Principal Darcy Pollak." It also "request[ed] all letters of recommendations signed by HUSD Superintendent Charles Tracy using his title as HUSD Superintendent for former HUSD Principal Darcy Pollak."

Based upon your request, as noted above, the District does not possess any records which are fully responsive to your request. That is, the District only has a "draft" version of the letter of recommendation for Ms. Pollak, and does not have a copy on District letterhead, nor a copy of a signed final version of the letter of recommendation for Ms. Pollak. However, the District has authorized us to provide you with a copy of the "draft" and unsigned letter of recommendation for Ms. Pollak, authored by Superintendent Tracy (please see attached "draft" letter of recommendation).

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Barbara Bass  
October 24, 2017  
Page 2

Please contact me if you have any questions.

Very truly yours,

DANNIS WOLIVER KELLEY

A handwritten signature in blue ink that reads "Matthew P. Juhl-Darlington". The signature is written in a cursive style with a large initial "M" and a circled "D" at the end.

Matthew P. Juhl-Darlington

Enclosure  
MJD:ah

cc: Charles Tracy, Superintendent, Hamilton Unified school District

# Hamilton Unified School District

620 Canal Street  
P.O. Box 488  
Hamilton City, CA 95951

Charles Tracy, Superintendent

(530) 826-3261  
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[www.husdschools.org](http://www.husdschools.org)

## DRAFT

To whom it may concern,

I am writing to you in support of Ms. Darcy Pollak. As District Superintendent of Hamilton Unified School District I have supervised Ms. Pollak for the last five years while she has served as Principal of Hamilton Elementary School. She has been an amazing leader and the change agent that this school has needed for years. She has also been the key component in making Hamilton Elementary School a wonderful place for children learn and grow.

Hamilton Unified School District was formed in 2009 from the former Hamilton Union High School District and Hamilton Union Elementary School District. At unification, the elementary school was near financial collapse and was entering into its sixth year of program improvement. The school suffered a loss of a site superintendent/principal about every 18 months on average for the previous 20 years. Moral was low along with academic growth; professional development was nonexistent and the buildings and grounds were in dire need of repair.

Ms. Pollak was hired in 2012 and has been a champion for her school site, continuously helping to navigate the needs of the school site. Ms. Pollak was instrumental in building a Professional Learning Communities (PLC) philosophy and practice at Hamilton Elementary School. She instituted a pod system of work groups among grade levels to allow articulation, classroom instruction, and assessment to become the driving forces behind school improvement. She was instrumental in helping the District build a quality English Language Development (ELD) program, especially strong at the elementary school. Over the past two years, the District has been able to redesignate 40 or more students annually from the elementary school. Our school has become a model for other school districts in the area of ELD.

For years, Hamilton Elementary School practiced the push out model for special education students. The identification rate for students at Hamilton Elementary School was in excess of 25% of the students when Ms. Pollak became principal. She worked with our site special education teachers and site leadership as well as our Governing School Board to change the practice of over identification and to bring to each classroom the training in Nurtured Heart and Response to Intervention strategies for general education teachers. Ms. Pollak regularly attends IEP's for students and finds way to have these students included in the general education classroom thus reducing their time away from their peers and placements into our special education learning center.

Ms. Pollak worked with the Glenn County Office of Education to help develop a model summer school program known as "Success for All Summer Camp." Students assigned to this program were the students who had the most academic needs. Math and English was the primary focus in the camp as well as enrichment opportunities. The Success for All Summer Camp has been copied throughout the county as the program model.

Ms. Pollak understands the needs of parents and works with them to build consensus on the needs of the student. She has worked with her staff to build a cohesive school site council, a parent

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booster's group, and has formed a monthly parent luncheon where parents receive trainings on how to help their children, serves as the site English Language Advisory Committee (ELAC) and also to provide needed information to parents on school matters. She has done home visits in the summer to each of her students and personally delivered their registration packets and conversed with parents about the needs of the school.

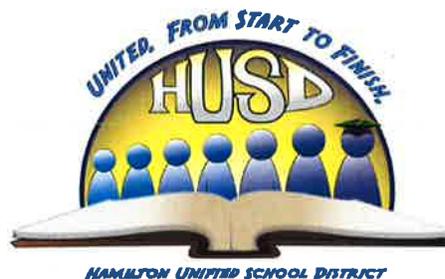
As part of the District's Administrative Mandates for Professional Development, Ms. Pollak has attended the ACSA Principal's Institute at UCLA, Personnel Academy, Curriculum Academy, and is currently attending the Special Education Academy. She has attended the Professional Learning Communities Conference and had been a district leader in curriculum and instruction. She has served on the District negotiations team for the classified unit and has acted as an advisor on the District negotiations team for the certificated unit. She has also served as a District leader in my absence.

In closing, the information contained in this letter does not begin to describe the overwhelming evidence of positive influence that Ms. Pollak has provided as the Principal of Hamilton Elementary School. She understands the concept of the PLC Servant Leader as she builds capacity of her staff to support students at the correct level. Her leadership and the staff PLC work have demonstrated significant improvement in the schools state testing scores. Our CAASPP Scores have improved significantly over last year and proves that our school is finally moving out of jeopardy of academic deficiency. I give Ms. Pollak the credit for leading this school to the success they are enjoying.

My only regret in writing this letter is that Darcy will likely not be our principal. However, as one of her mentors I am proud to have been one of the people to help her achieve this professional milestone in her career and I know she will be an asset to your organization.

Sincerely,

Charles Tracy, District Superintendent  
Hamilton Unified School District



*The Hamilton Unified School District will provide a safe, rigorous, and engaging educational experience that promotes student academic success, respect, and citizenship in a caring environment.*