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MICHELLE HUTCHINS
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Williams Quarterly Report – 4th Quarter 2018-2019

September 17, 2019

Debra Kubin, Superintendent
Ukiah Unified School District
511 S. Orchard Avenue
Ukiah, CA 95482

Dear Debra:

I am providing, for submission to your governing board at a regularly scheduled meeting, the fourth quarterly report for fiscal year 2018-2019, which outlines the results of my visits and reviews at Calpella, Eagle Peak, Grace Hudson, Nokomis, Oak Manor and Pomolita Elementary Schools for the period of April through June of 2019.

Requirements found in California *Education Code* Section 1240(c)(2)(G) pursuant to the Williams Settlement, requires that the County Superintendent of Schools or designee(s), visit all decile 1-3 schools in Mendocino County and review information in the areas noted below, and report the results of the visit(s) and review(s) on a quarterly basis.

The purpose of my visit(s) as specified in California Education Code 1240 was to:

1. Determine if students have "sufficient" standards-aligned instructional materials in four core subject areas (English language arts, mathematics, history/social science and science), including science laboratory equipment in grades 9-12, and, as appropriate, in foreign languages, and health;
2. Determine if there is any facility condition that "poses an emergency or urgent threat to the health or safety of pupils or staff"; and
3. Determine if the school has provided accurate data on the annual school accountability report card (SARC) related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including "good repair."

The law further requires that the county superintendent or designee (s):

1. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2012 Base API); and
2. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, emergency or urgent facilities issues and CAHSEE Intensive Instruction & Services under the Uniform Complaint Procedure.

Before proceeding with the report, let me define some basic terms:

- "Sufficient textbooks or instructional materials", means each pupil, including English language learners, has a standards-aligned textbook, or instructional materials, or both, to use in class and to take home.
- A school facility condition that poses an "emergency or urgent threat" is a "condition that poses a threat to the health or safety of pupils or staff while at school."
- "Good Repair" means the school facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument (FIT Form) developed by the Office of Public School Construction. Each school district that receives state funding for facilities maintenance is required to establish a facilities inspection system to ensure that each of its schools is maintained in "good repair."

Please Note- During the facilities site inspection, the school facilities were rated on a set of 15 categories as determined on the FIT form which determined an overall facilities rating for the school (exemplary, good, fair, poor). Schools that receive an overall facilities rating of fair or poor will receive a follow up letter from the County Superintendent and another inspection will be scheduled.

The specific findings are outlined on the attached quarterly report. Please extend to your governing board, administration and site staff my appreciation for their professionalism in addressing the compliance requirements for the Williams Settlement Legislation.

Sincerely,
Michelle Hutchins, County Superintendent of Schools



MH/dm

Attachment: Williams Quarterly Report, 4th Quarter 2018-2019

2018-2019 YEAR

4th Quarter April – June 2018-2019 school year.

INSTRUCTIONAL MATERIALS: *No review conducted during this quarter*

Schools were reviewed for sufficient textbooks and instructional materials** as noted below:

[illegible]

* Unannounced school(s)

***Sufficient textbooks and instructional materials” means each pupil, including English Language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home in the four core areas (including science laboratory equipment in grades 9–12) as well as, for middle and high school, in foreign language and health.

SCHOOL FACILITIES: *No review conducted during this quarter*

Schools were reviewed for condition of facilities, whether they were in "good repair"* or pose an "emergency"** as noted below:

*"Good repair" means the facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria.

**** “Emergency condition” means a facility condition that poses a threat to the health or safety of pupils or staff while at school.**

School	Review Date	Room/ Area	Facility Deficiencies Identified	Emergency	Correction/ Action Taken	Corrected On	Overall Facilities Score

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SCHOOL ACCOUNTABILITY REPORT CARD (SARC): *No review conducted during this quarter*

The School Accountability Report Cards (SARC) for the following schools were reviewed to determine the accuracy of the information reported for sufficiency of textbooks and instructional materials and safety, cleanliness, and adequacy of school facilities, including "good repair":

Schools	SARC Review Date	Instructional Materials Discrepancies	Facility Conditions Discrepancies

TEACHER MISASSIGNMENTS AND TEACHER VACANCIES:

The results of teacher misassignments* and teacher vacancy** reviews for the following schools were:

Schools	Calpella	Eagle Peak	Grace Hudson	Nokomis	Oak Manor	Pomolita
Number of misassignments for the 2018-2019	0	0	0	0	0	0
Number of misassignments that were corrected within 30 calendar days	n/a	n/a	n/a	n/a	n/a	n/a
Number of classes in which the teacher was lacking the appropriate authorization and training to teach English Language Learners and 20% or more of students were English Language Learners	0	0	0	0	0	0
Number of Teacher Vacancies for the 2018-2019	0	1	1	0	0	1
Number of Teacher Vacancies filled in 2018-2019	n/a	0	0	n/a	n/a	0

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2018-2019 YEAR

UNIFORM COMPLAINTS:

The number of complaints filed within the district during the 4th Quarter 2018-2019, their nature, and resolution are noted below:

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0	0	0
Teacher Misassignments or Vacancies	0	0	0
Facilities Conditions	0	0	0
CAHSEE Intensive Instruction & Services	0	0	0
TOTALS	0	0	0