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August 14, 2020

Via Electronic Mail

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Beth Albiani, President
Board of Education
Elk Grove Unified School District
9510 Elk Grove-Florin Road
Elk Grove, CA 95624

Re: *Williams* Review Annual Report for 2019-2020
Elk Grove Unified School District

Dear Chair Serna, President Ahola, and President Albiani:

As a result of the *Williams* Settlement, Education Code section 1240 requires that county offices of education visit certain schools identified in their county, review information in the areas noted below, and report to you the results of the visits and reviews. To conduct these reviews, during Fiscal Year (FY) 2019-2020, my staff visited 106 schools in 9 school districts within Sacramento County that ranked in deciles 1 to 3 of the 2012 Base Academic Performance Index (API) (*Williams* schools). The results are being provided in 9 individual school district reports to the Sacramento County Board of Supervisors, the Sacramento County Board of Education, and the governing boards of the respective school districts.

During the 2019-2020 school year, school districts throughout Sacramento County faced the extraordinary responsibility of educating pupils during the midst of a pandemic. Faced with school closures, Districts were forced to adapt and provide remote access to instructional materials for all their pupils, including those in their *Williams* schools.

Mindful of these challenges, I provide the annual report for FY 2019-2020 as required by Education Code section 1240(c)(2)(B) to the Elk Grove Unified School District (District) for submission to the District's governing board at a regularly scheduled November meeting. This report also serves as the statutorily required 2019-2020 quarterly report for the fourth quarter.

As specified in Education Code section 1240, the purpose of the Sacramento County Office of Education's (SCOE) visits to the District *Williams* schools is to:

1. Determine if pupils have "sufficient" 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 applicable, in foreign language 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."
3. Determine if the school has provided accurate data on the annual school accountability report card 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:

1. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1 to 3 (2012 Base API).
2. Receive quarterly reports on complaints filed within the school district under the Uniform Complaint Procedure concerning insufficient instructional materials, teacher misassignments and vacancies, and emergency or urgent facilities issues. (Ed. Code § 35186(d).)

Some terms applicable to the *Williams* reviews are defined below:

- **"Sufficient instructional materials"** means every pupil, including English 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 lab equipment in grades 9-12) as well as in foreign language and health when applicable.
- **"Emergency or urgent threat"** is defined as a school facility "condition that poses a threat to the health or safety of pupils or staff while at school."
- **"Good repair"** is defined as maintaining schools that are clean, safe, and functional. "Good repair" is determined through the use of the Facilities Inspection Tool developed by the State Office of Public School Construction. School districts utilize a facilities inspection system to ensure that each of its schools is maintained in "good repair."
- **"Teacher vacancy"** is defined by Education Code section 33126(b)(5)(A) as "...a position to which a single-designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position of which a single-designated certificated employee has not been assigned at the beginning of a semester for an entire semester."
- **"Beginning of the year or semester"** is defined by Title 5 of the California Code of Regulations section 4600(b) as "...the first day classes necessary to serve all the pupils enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day pupils attend classes for that semester."

- ***“Teacher misassignment”*** is defined by Education Code section 33126(b)(5)(B) as “...placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.”

The enclosed Exhibit A chart provides a breakdown of the information in this report for each school reviewed in the District. A summary of that information is provided below.

Instructional Materials and Facilities

In the District, *Williams* on-site reviews were conducted in 13 schools. In each of these schools, SCOE teams checked for the sufficiency of instructional materials and for the good repair of the school facilities. All schools reviewed in the District were found to have sufficient instructional materials and were found to be in exemplary condition.

SCOE has been in regular contact with the California Department of Education (CDE) regarding the impact the pandemic will have on the monitoring of facilities and instructional materials during the FY 2020-2021 school year. We will update you once we receive definitive guidance from CDE.

School Accountability Report Card

School districts are required to publish and post on their websites the annual School Accountability Report Card (SARC) by February 1. The SARC is published each year to provide parents and community members with specific information about each school so they can compare schools.

SCOE examined the SARCs for District *Williams* schools after the reports were published in 2020. Each SARC was reviewed for accurate data relevant to facilities maintenance and sufficiency of instructional materials, as required by Education Code section 1240(c)(2)(l). The information contained in the schools' SARCs was clear, current, and accurate.

Teacher Misassignments and Vacancies

Legislation enacted in 2019 amended the monitoring requirements for teacher vacancies and misassignments. (Education Code section 44258.9) The Commission on Teacher Credentialing is in the process of developing a new monitoring system (CalSAAS) which is not yet fully operational. SCOE anticipates that it will not be able to begin the process for monitoring for FY 2019-2020 until at least September 2020.

Uniform Complaint Procedure

Finally, according to the District's report to SCOE, there was one complaint filed in the District under the Uniform Complaint Procedure during the third quarter ending March 31, 2020. The complaint alleged that the video production teacher at Toby Johnson Middle School (TJMS) was misassigned to teach band and lacked an appropriate credential to do so. The District investigated and reported that TJMS had converted Band I into a hybrid elective class (Band and Video Production) to accommodate the large number of students who had selected Band I as an elective. Both teachers were properly credentialed to teach their respective portions of

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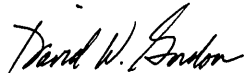
the class. The District reported that it has taken measures to ensure that the elective class will not be a hybrid next year. There were no other complaints filed in the District for the 2019-2020 school year.

Conclusion

We are looking forward to working with school districts in the 2020-2021 school year to continue to improve educational opportunities for all pupils in Sacramento County.

I appreciate the District's efforts to provide services to all pupils during the pandemic and especially those in your *Williams* schools. If you have any questions or would like to discuss this report in more detail, please call me at (916) 228-2410.

Sincerely,



David W. Gordon
Sacramento County Superintendent of Schools

DWG/EL/rb

Attachment: Exhibit A (Annual *Williams* Report for Elk Grove Unified School District)

cc: Members, Sacramento County Board of Supervisors
Members, Sacramento County Board of Education
Members, Elk Grove Unified School Board
Christopher R. Hoffman, Superintendent, Elk Grove Unified School District

EXHIBIT A
Sacramento County Superintendent of Schools
WILLIAMS SETTLEMENT LEGISLATION
ANNUAL REPORT FOR ELK GROVE UNIFIED SCHOOL DISTRICT
2019-2020 FISCAL YEAR

This report summarizes the results of the 2019-2020 *Williams* site visits and documentation reviews at decile 1, 2, and 3 schools (2012 Base Academic Performance Index) conducted in July-September 2019.

INSTRUCTIONAL MATERIALS:

Schools were reviewed for sufficient textbooks and instructional materials. “Sufficient textbooks and instructional materials” means each pupil, including English 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 Name	Review Date	# of Classrooms Visited	Subject/Course	Textbook/Instructional Materials Needed
* Anna Kirchgater Elementary School	8/26/2019	9	N/A	Sufficient
Charles E. Mack Elementary School	8/22/2019	12	N/A	Sufficient
David Reese Elementary School (Track A)	8/28/2019	7	N/A	Sufficient
David Reese Elementary School (Track B-D)	7/26/2019	7	N/A	Sufficient
* Florin Elementary School	9/4/2019	11	N/A	Sufficient
Herman Leimbach Elementary School	8/26/2019	9	N/A	Sufficient
Isabelle Jackson Elementary School (Track A)	8/28/2019	7	N/A	Sufficient
Isabelle Jackson Elementary School (Track B-D)	7/26/2019	8	N/A	Sufficient
James Rutter Middle School	8/29/2019	24	N/A	Sufficient
John Reith Elementary School	8/21/2019	9	N/A	Sufficient
Las Flores High School	8/27/2019	3	N/A	Sufficient

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School Name	Review Date	# of Classrooms Visited	Subject/Course	Textbook/Instructional Materials Needed
Samuel Jackman Middle School	9/5/2019	38	N/A	Sufficient
Samuel Kennedy Elementary School	8/22/2019	15	N/A	Sufficient
* Sierra Enterprise Elementary School	8/23/2019	9	N/A	Sufficient
Union House Elementary School	8/21/2019	10	N/A	Sufficient

* Unannounced visit(s)

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SCHOOL FACILITIES:

The schools were reviewed for the condition of their facilities, whether they were in “good repair” or posed an “emergency.” “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. An “extreme deficiency” requires immediate attention and, if left unmitigated, could cause severe and immediate injury, illness or death of the occupants. “Emergency condition” means a facility condition that poses a threat to the health or safety of pupils or staff while at school. An extreme deficiency may constitute an emergency condition. This chart includes facility deficiencies not corrected within 30 days of the original inspection.

School	Review Date	Room / Area	Facility Deficiencies Identified	Extreme Deficiency	Emergency
Anna Kirchgater Elementary School	8/26/2019	N/A		NO	NO
Charles E. Mack Elementary School	8/28/2019	N/A		NO	NO
David Reese Elementary School	7/26/2019	N/A		NO	NO
Florin Elementary School	9/4/2019	N/A		NO	NO
Herman Leimbach Elementary School	8/28/2019	N/A		NO	NO
Isabelle Jackson Elementary School	7/26/2019	N/A		NO	NO
James Rutter Middle School	8/30/2019	N/A		NO	NO
John Reith Elementary School	8/21/2019	N/A		NO	NO
Las Flores High School	8/26/2019	N/A		NO	NO
Samuel Jackman Middle School	9/6/2019	N/A		NO	NO
Samuel Kennedy Elementary School	8/23/2019	Multipurpose Room, Room H	There is a large hole on the back portion of the building caused by dry rot and water damage.	NO	NO

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School	Review Date	Room / Area	Facility Deficiencies Identified	Extreme Deficiency	Emergency
Sierra Enterprise Elementary School	8/23/2019	Room 15	Cleaning supplies labeled "keep out of reach of children" were found unsecured under the sink on the first and subsequent follow-up inspections.	NO	NO
Union House Elementary School	8/21/2019	N/A		NO	NO

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SCHOOL ACCOUNTABILITY REPORT CARD:

School districts are required to publish and post on their website the annual School Accountability Report Card (SARC) by February 1 of each year. We reviewed the following schools' published SARCs to determine the accuracy of the information reported regarding the sufficiency of textbooks and instructional materials, and the safety, cleanliness, and adequacy of school facilities, including "good repair." In order to assist the District with future SARCs, we provide the following comments:

School	SARC Review Date		Instructional Materials		Facility Conditions	
All Schools	April 2020		<ul style="list-style-type: none"> The District SARCs did a good job covering all the required elements in the instructional materials section. 		<ul style="list-style-type: none"> The information concerning good repair was accurate and based upon the most current Facility Inspection Tool (FIT) reports. This year, staff should be commended for covering nearly all elements, from the California Department of Education's SARC Data Element Definitions and Sources. 	
Anna Kirchgater ES	4/7/2020		SEE ABOVE FOR ALL SCHOOLS		SEE ABOVE FOR ALL SCHOOLS	
Charles Mack ES	4/7/2020		SEE ABOVE FOR ALL SCHOOLS		SEE ABOVE FOR ALL SCHOOLS	
David Reese ES	4/7/2020		SEE ABOVE FOR ALL SCHOOLS		SEE ABOVE FOR ALL SCHOOLS	
Florin ES	4/7/2020		SEE ABOVE FOR ALL SCHOOLS		SEE ABOVE FOR ALL SCHOOLS	
Herman Leimbach ES	4/7/2020		SEE ABOVE FOR ALL SCHOOLS		SEE ABOVE FOR ALL SCHOOLS	
Isabelle Jackson ES	4/7/2020		SEE ABOVE FOR ALL SCHOOLS		SEE ABOVE FOR ALL SCHOOLS	
James Rutter MS	4/7/2020		SEE ABOVE FOR ALL SCHOOLS		SEE ABOVE FOR ALL SCHOOLS	
John Reith ES	4/7/2020		SEE ABOVE FOR ALL SCHOOLS		SEE ABOVE FOR ALL SCHOOLS	
Las Flores HS	4/7/2020		SEE ABOVE FOR ALL SCHOOLS		SEE ABOVE FOR ALL SCHOOLS	
Samuel Jackman MS	4/7/2020		SEE ABOVE FOR ALL SCHOOLS		SEE ABOVE FOR ALL SCHOOLS	
Samuel Kennedy ES	4/7/2020		SEE ABOVE FOR ALL SCHOOLS		SEE ABOVE FOR ALL SCHOOLS	
Sierra Enterprise ES	4/7/2020		SEE ABOVE FOR ALL SCHOOLS		SEE ABOVE FOR ALL SCHOOLS	
Union House ES	4/7/2020		SEE ABOVE FOR ALL SCHOOLS		SEE ABOVE FOR ALL SCHOOLS	

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UNIFORM COMPLAINTS:

The number of complaints the District reported for the 2019-2020 school year, their nature, and resolution are noted below:

Date Submitted	1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
	COMPLAINTS	RESOLVED	UNRESOLVED	COMPLAINTS	RESOLVED	UNRESOLVED	COMPLAINTS	RESOLVED	UNRESOLVED	COMPLAINTS	RESOLVED	UNRESOLVED
Textbooks and Instructional Materials	0	0	0	0	0	0	0	0	0	0	0	0
Facilities Conditions	0	0	0	0	0	0	0	0	0	0	0	0
Teacher Misassignments or Vacancies	0	0	0	0	0	0	1	1	0	0	0	0