

## Work Associated with *Deciles 1-3* Schools

| Timeline  | County Superintendent  | District   |
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| <p>Beginning in 2005-06 and annually thereafter</p> <ul style="list-style-type: none"> <li>Completed by the 4<sup>th</sup> week of the school year (except for counties with 200 or more schools)</li> </ul> <p>[E.C. § 1240(i)(3)]</p> <p><i>Note:</i> Suggest county superintendent review of SARCs published in 2005-06 (based on data collected in 2004-05 or earlier) occur in Spring 2006 to determine accuracy of data based on visits conducted in Fall 2005.</p> | <p><input type="checkbox"/> <b><u>Visit schools in Deciles 1-3 on the 2003 API</u></b> that are not currently under state or federal review to determine:</p> <ul style="list-style-type: none"> <li>Sufficiency of instructional materials;</li> <li>Condition of facility that poses an emergency or urgent threat to health and safety; and</li> <li>Accuracy of data reported on the school accountability report card (SARC) related to sufficiency of materials and the condition of facilities. [E.C. § 1240(c)(2)(E)]</li> </ul> <p><input type="checkbox"/> Alpine, Amador, Del Norte, Mariposa, Plumas, Sierra, San Francisco Counties shall <b><u>contract with another county office of education or an independent auditor</u></b> to conduct the required visits and make all reports required under <i>Williams</i> legislation. E.C. § 1240(c)(2)(B)]</p> <p><input type="checkbox"/> County offices of education shall contract with another county office or independent auditor to conduct the required visits for schools in Deciles 1-3 operated by that county office. [SB 550, Chap. 900, Statutes of 2004]</p> <p><input type="checkbox"/> At least <b><u>25% of the visits are to be unannounced.</u></b> [E.C. § 1240(c)(2)(D)(iii)]</p> | <p><input type="checkbox"/> Ensure students have sufficient instructional materials. Instructional Materials Survey forms are available at <a href="http://www.cde.ca.gov/ci/cr/cf/imsurveyfrms.asp">http://www.cde.ca.gov/ci/cr/cf/imsurveyfrms.asp</a></p> <p><input type="checkbox"/> Ensure school facilities pose no emergency or urgent threat to health and safety.</p> <p><input type="checkbox"/> Ensure accuracy of data reported on SARC related to sufficient materials and the condition of facilities.</p> |
| <p>Within 5 days of site visit</p>  | <p><input type="checkbox"/> <b><u>Prepare a report of any deficiencies in instructional materials</u></b> discovered during site visits. [E.C. § 1240(i)(4)(A)]</p> <p><input type="checkbox"/> <b><u>Submit report to school district and SPI.</u></b> [E.C. § 1240(i)(4)(B)]</p>   |  |

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| 2 <sup>nd</sup> month of the school year  | <input type="checkbox"/> Provide the school district with an opportunity to remedy the deficiency in instructional materials, but <b><u>ensure that the deficiency is corrected</u></b> no later than the second month of the school year. [E.C. § 1240(i)(4)(C)]<br><input type="checkbox"/> If the deficiency is not corrected by the second month, <b><u>request that the SPI, with the approval of the State Board of Education, purchase the necessary textbooks</u></b> on behalf of the school district and deduct those costs from funds that would otherwise be allocated to the district. [E.C. § 1240(i)(4)(D)] | <input type="checkbox"/> <b><u>Remedy any deficiencies in instructional materials.</u></b>  |
| Quarterly <ul style="list-style-type: none"> <li>October 2005</li> <li>January 2006</li> <li>April 2006</li> <li>July 2006</li> </ul> | <input type="checkbox"/> <b><u>Report results of county office visits of Deciles 1-3 schools to district board.</u></b> [E.C. § 1240(c)(2)(C)]   |   |
| By January 1, 2006  |  | <input type="checkbox"/> <b><u>Conduct one-time comprehensive needs assessment</u></b> of school facilities to ensure each school is maintained in “good repair” and <b><u>submit results to OPSC.</u></b> [E.C. § 17592.70(d)] |
| Annually <ul style="list-style-type: none"> <li>December/January</li> </ul>   | <input type="checkbox"/> <b><u>Present a report on the state of the schools in Deciles 1-3</u></b> of the 2003 API to the district board, county board of education, and county board of supervisors. [E.C. § 1240(c)(2)(A)]   |   |

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| <p>Annually</p> <p><i>Note:</i> If upon review, no teacher misassignments or vacancies are present, future reviews may be conducted on the typical 4-year cycle provided that the school is not likely to have problems with teacher misassignments or vacancies based on past experience. [E.C. § 44258.9(b)(1)(B)]</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Monitor and review school district certificated employee assignments for Decile 1-3 schools</u></b> on the 2003 API, not currently under review through a state or federal intervention program. [E.C. § 44258.9(b)(1)]</li> <li><input type="checkbox"/> <b><u>Submit a report to the CTC and CDE</u></b> on the certificated employee assignment practices to ensure that teachers are qualified to teach English learners. [E.C. § 44258.9(c)(4)]</li> </ul> |  |
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