



**Lisette Estrella-Henderson, Superintendent of Schools**  
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October 22, 2019

Melissa Maseda, President  
Luke Foster, Vice President  
John Gabby, Member  
Jewel Fink, Member  
Caitlin O'Halloran, Member  
Dixon Unified School District Board of Education  
180 South First Street  
Dixon, CA 95620

Dear Board Members:

In order to comply with the Williams Settlement, current law (Section 1240 of California Education Code) requires the County Superintendent, or his/her designee, to report on schools ranked in deciles 1-3 on the 2012 Academic Performance Index (API).

The purpose of the report as specified in California Education Code (EC) Section 1240 is to describe the State of the Schools related to:

1. students having access to “sufficient instructional materials in four core subject areas (English/Language Arts, Mathematics, History/Social Science, Science) and as appropriate, science laboratory equipment, Foreign Languages, and Health”;
2. compliance with facilities maintenance to determine the condition of a facility that “poses an emergency or urgent threat to the health or safety of pupils or staff”; and
3. the school providing accurate data for the annual School Accountability Report Card (SARC) related to sufficiency of instructional materials and the condition of facilities.

The law further requires that the County Superintendent annually monitor and review:

1. teacher misassignments and teacher vacancies in deciles 1-3 schools; and
2. quarterly reports on complaints filed with the school district concerning insufficient instructional materials, teacher vacancies and misassignment, and emergency or urgent facilities issues under the Uniform Complaint Procedure.

In addition, the County Superintendent is required to determine the condition of school facilities.

Basic terms defined:

- "Good repair" means the facility is maintained in a manner that assures that it is clean, safe, and functional as determined pursuant to an interim evaluation instrument developed by the Office of Public School Construction. The instrument shall not require capital enhancements beyond the standards to which the facility was designed and constructed.
- "Misassignment" means the 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.
- "Vacant teacher position" means 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 to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
- "Sufficient textbooks or instructional materials" means that each pupil, including English learners, has a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments. It does not require two sets of textbooks or instructional materials for each pupil. It does not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage.

The findings are based on an audit of 25% of classrooms in each of the schools visited as well as other facilities as outlined in the Facility Inspection Tool (FIT) including, but not limited to, multi-purpose rooms, restrooms, and playground/school grounds.

Findings:

**Instructional Materials:**

By either visiting classrooms or reviewing documentation, we have determined that all of the schools listed as Williams class schools have sufficient instructional materials in English/Language Arts, Mathematics, History/Social Science, and Science. While there may have been insufficiencies noted on the day of the visits, those insufficiencies have all been corrected in the timeframe allotted.

**School Facilities:**

The purpose of the site visit is to determine if the condition of a facility poses an emergency or urgent threat to the health or safety of pupils or staff as defined in EC 17592.72. Using the Facility Inspection Tool as a guide provided by the Office of Public School Construction, the site review found that there were no emergency or urgent threats present in the classrooms, restrooms and auxiliary rooms visited. While there may have been areas of insufficiencies, work orders or documentation of work in progress have been submitted.

**School Accountability Report Card (SARC):**

The information presented in the SARC was up to date and accurate at all schools visited.

In reference to the annual review of **Teacher Assignment/Misassignment**, in classrooms that had 20% or more English Language Learners, 100% of the classes had teachers with appropriate credentials, as indicated by the June 2019 audit.

In reference to the **Uniform Complaint** information, the quarterly complaint report from the Dixon Unified School District provides the following information: There have been no unresolved complaints to the district as of October 17, 2019.

In conclusion, the Solano County Office of Education is available to support any actions that need to be taken to address the needs identified in the report.

Sincerely,



Lisette Estrella-Henderson  
Solano County Superintendent of Schools

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Enclosures:

Chart A: Williams Lawsuit Schools – Dixon USD

Chart B: District Compilation of Results – Dixon USD

Chart C: Results by School – Dixon USD