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November 2, 2020

Luke Foster, President
Caitlin O'Halloran, Vice President
Jewel Fink, Clerk
Lloyd McCabe, Member
Melissa Maseda, 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, World 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 all 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 50 percent of classroom spaces 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.

During school closures due to COVID-19, Senate Bill 820 has authorized the following guidelines for the 2020-21 school year:

1. The existing authorization for the Los Angeles County Office of Education to use a combination of visits and written surveys of teachers for the purpose of determining sufficiency of textbooks and instructional materials is extended to every County Superintendent of Schools.
2. For purposes of the annual report, a County Superintendent of Schools may rely on information obtained through means other than a physical visit to the school site, including school administrator or teacher surveys. The County Superintendent of Schools shall provide an updated report before July 1, 2021.
3. The requirement that the County Superintendent of Schools annually conduct a visit of schools is waived for any school that does not offer in-person instruction from March 2020 to June 2021, inclusive. This waiver applies only for the time during which the school does not provide in-person instruction, and the County Superintendent of Schools shall make a plan to visit all necessary school sites as soon as possible.
4. The requirement that 25 percent of the visits be unannounced is waived. However, an unannounced visit may be undertaken at the discretion of the County Superintendent of Schools in compliance with any orders or guidance issued by any local or state public health official.

Findings:

Instructional Materials:

By 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 and as appropriate, science laboratory equipment, World Languages, and Health.

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 Uniform Complaint information, the quarterly complaint report from the Dixon Unified School District provides the following information: There have been no unresolved complaints in the district for the 2019-20 school year.

Follow up:

Solano County Office of Education will report to the board again in June, 2021, regarding on-site inspection of instructional materials, if applicable, and the annual review of teacher assignment/misassignment and vacancies for all sites as required by the changes in Ed Code.

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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Enclosure:
Results by School – Dixon USD