

## **WILLIAMS REQUIREMENTS TIMELINE (Revised 5/7/07)**

### *Work Associated with All Schools*

| Timeline  | County Superintendent   | District   |
|---|---|--|
| <p>Beginning 2007-08 and annually thereafter</p> <ul style="list-style-type: none"> <li>▪ Within first 8 weeks of the school year</li> </ul> <p>[E.C. § 60119(a)(1)(B)]</p> | <p>For all COE-operated instructional programs:</p> <p><input type="checkbox"/> <b><u>Hold a public hearing</u></b> in the evening for all <u>county office operated schools</u> to determine whether each pupil has sufficient standards-aligned textbooks or instructional materials in the following areas:</p> <ul style="list-style-type: none"> <li>• Core areas: reading/language arts, math, science, and history/social science [E.C. § 60119(a)(1)(A)]</li> <li>• Foreign language and health; and</li> <li>• Science laboratory equipment for grades 9-12, as appropriate [E.C. § 60119 (a)(1)(C)].</li> </ul> <p><i>Note:</i> Governing boards that declare an insufficiency must <b><u>specify the percentage of students</u></b> who lack sufficient standards-aligned textbooks or instructional materials in each subject area for each school in which an insufficiency exists and the reasons for the insufficiency <u>in the public resolution</u> and take action to ensure that each pupil has sufficient textbooks or instructional materials within two months of the beginning of the school year. [E.C. § 60119(a)(2)(A)].</p> | <p><input type="checkbox"/> <b><u>Hold a public hearing</u></b> in the evening after school adjourns to determine whether each pupil has sufficient standards-aligned textbooks or instructional materials in the following areas:</p> <ul style="list-style-type: none"> <li>• Core areas: reading/language arts, math, science, and history/social science [E.C. § 60119(a)(1)(A)];</li> <li>• Foreign language and health; and</li> <li>• Science laboratory equipment for grades 9-12, as appropriate.[E.C.§ 60119(a)(1)(C)].</li> </ul> <p><i>Note:</i> Governing boards that declare an insufficiency must <b><u>specify the percentage of students</u></b> who lack sufficient standards-aligned textbooks or instructional materials in each subject area for each school in which an insufficiency exists and the reasons for the insufficiency <u>in the public resolution</u> and take action to ensure that each pupil has sufficient textbooks or instructional materials within two months of the beginning of the school year. [E.C. § 60119(a)(2)(A)].</p> |
| <p>For 2007-08 and annually thereafter</p>  | <p><input type="checkbox"/> <b><u>Use revised policy adopted for a Uniform Complaint Procedure</u></b> to identify and resolve complaints related to deficiencies in:</p> <ul style="list-style-type: none"> <li>• Instructional materials;</li> <li>• Emergency or urgent facility conditions; and</li> <li>• Teacher vacancies and misassignments. [E.C. § 35186(a)]</li> </ul>   | <p><input type="checkbox"/> <b><u>Use revised policy for a Uniform Complaint Procedure</u></b> to identify and resolve complaints related to deficiencies in:</p> <ul style="list-style-type: none"> <li>• Instructional materials;</li> <li>• Emergency or urgent facility conditions; and</li> <li>• Teacher vacancies and misassignments. [E.C. § 35186(a)]</li> </ul>  |

**Work Associated with All Schools (cont'd.)**

| Timeline   | County Superintendent   | District  |
|--|---|---|
| As soon as possible  | <input type="checkbox"/> <b><u>Post a revised notice in each classroom</u></b> notifying parents/guardians/pupils/teachers: <ul style="list-style-type: none"> <li>• That there should be sufficient textbooks and instructional materials for each student to use in class and to take home;</li> <li>• That school facilities must be clean, safe, and maintained in good repair;</li> <li>• That there should be no teacher vacancies or misassignments; and</li> <li>• How to obtain complaint forms [E.C. § 35186(f)]</li> </ul> | <input type="checkbox"/> <b><u>Post a revised notice in each classroom</u></b> notifying parents/guardians/pupils/teachers: <ul style="list-style-type: none"> <li>• That there should be sufficient textbooks and instructional materials for each student to use in class and to take home;</li> <li>• That school facilities must be clean, safe, and maintained in good repair;</li> <li>• That there should be no teacher vacancies or misassignments; and</li> <li>• How to obtain complaint forms [E.C. § 35186(f)]</li> </ul> |
| Quarterly <ul style="list-style-type: none"> <li>▪ October</li> <li>▪ January</li> <li>▪ April</li> <li>▪ July</li> </ul>  | <input type="checkbox"/> <b><u>Report quarterly to local district governing board</u></b> describing results of visits/reviews during previous quarter. <ul style="list-style-type: none"> <li>• If no visits conducted, report must so indicate.</li> </ul>  | <input type="checkbox"/> <b><u>Prepare and submit a report of summarized data on the nature and resolution of all complaints</u></b> to the district board and county superintendent. [E.C. § 35186(d)]   |
| Annually   | <input type="checkbox"/> <b><u>Prepare School Accountability Report Card</u></b> template, or report data in a manner consistent with the definitions, adopted by the State Board of Education in May 2005 [E.C. §§ 33126, 33126.1, 35256]  | <input type="checkbox"/> <b><u>Prepare School Accountability Report Card</u></b> template, or report data in a manner consistent with the definitions, adopted by the State Board of Education in May 2005. [E.C. §§ 33126, 33126.1, 35256]   |
| Beginning July 1, 2007   | <input type="checkbox"/> <b><u>Utilize the new school facility inspection and evaluation instrument</u></b> in determining condition of school facilities. [E.C. § 17002(d)]  | <input type="checkbox"/> <b><u>Utilize the new school facility inspection and evaluation instrument</u></b> in determining condition of school facilities. [E.C. § 17002(d)]  |
| Annually<br><br><i>Note: Audits completed by December, following close of fiscal year, review occurs following spring.</i> | <input type="checkbox"/> <b><u>Include in the review of audit exceptions</u></b> additional exceptions related to use of instructional materials program funds, teacher misassignments, information reported on the SARC and <b><u>determine whether the exceptions are either corrected or an acceptable plan of correction has been developed.</u></b> [E.C. § 41020(i)(2)]   | <input type="checkbox"/> Be subject to the <b><u>review of additional audit exceptions</u></b> by the County Superintendent related to use of instructional materials program funds, teacher misassignments, and information reported on the SARC and develop a plan of correction. [E.C. § 41020(i)(2)]  |

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

*\*Beginning in 2007-08, visit schools ranked in deciles 1-3 on the 2006 API; the list will be updated every three years to reflect the most recent base API.*

| Timeline   | County Superintendent   | District  |
|--|---|---|
| <p>Beginning in 2007-08 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> <li>• <i>Note: List of Williams schools will be updated every three years.</i></li> </ul> <p>[E.C. § 1240(i)(3)]</p> <p><i>Note: Suggest county superintendent review of <u>SARCs</u> published in 2007-08 (based on data collected in 2006-07 or earlier) occur in Spring 2008 to determine accuracy of data based on visits conducted in Fall 2007.</i></p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Visit schools in Deciles 1-3</u></b> that are not currently under state or federal review to determine: <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)(iii)]</li> </ul> </li> <li><input type="checkbox"/> County office of education-operated special education schools/programs are excluded from <i>Williams</i> visits. [E.C. § 17592.70(b)(3)-(4)]</li> <li><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)(F)]</li> <li><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]</li> <li><input type="checkbox"/> At least <b><u>25% of the visits are to be unannounced.</u></b>[E.C. § 1240(c)(2)(H)(iii)]</li> <li><input type="checkbox"/> Conduct single or multiple visits based on consideration of factors such as: cost-effectiveness; disruptions to the school site; deadlines; and availability of qualified reviewers. [E.C. § 1240(c)(2)(J)]</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure students have sufficient instructional materials.</li> <li><input type="checkbox"/> Ensure school facilities pose no emergency or urgent threat to health and safety.</li> <li><input type="checkbox"/> Ensure accuracy of data reported on SARC related to sufficient materials and the condition of facilities.</li> </ul> |
| <p>Within 5 days of site visit</p> <p><i>Note: Within 10 days of site visit for counties with 200 or more schools, if discovered through a teacher survey.</i></p>   | <ul style="list-style-type: none"> <li><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)]</li> <li><input type="checkbox"/> <b><u>Submit report to school district.</u></b> [E.C. § 1240(i)(4)(B)]</li> </ul>   |   |

***Work Associated with Deciles 1-3 Schools (cont'd.)***

| Timeline  | County Superintendent   | District  |
|---|---|---|
| 2 <sup>nd</sup> month of the school year  | <ul style="list-style-type: none"> <li><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)]</li> <li><input type="checkbox"/> If the deficiency is not corrected by the second month, <b><u>request that the California Department of Education immediately 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)]</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Remedy any deficiencies in instructional materials</u></b>, as soon as possible, but no later than the second month of the school year.</li> </ul>  |
| At any time after site visit identifying emergency repairs  | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>May return to the school to verify emergency facility repairs.</u></b></li> <li><input type="checkbox"/> <b><u>May prepare a report within 30 days of visit</u></b> documenting instances of emergency facility non-compliance if district does not provide evidence of successful repairs and may provide it to the district governing board. The county superintendent <b><u>shall</u></b> post the report on its web site. [E.C. § 1240(c)(2)(K)]</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Provide evidence</u></b> of successful facility emergency repairs</li> <li><input type="checkbox"/> <b><u>Present county superintendent's report of non-compliance at regularly scheduled board meeting.</u></b></li> </ul> |
| Quarterly <ul style="list-style-type: none"> <li>▪ October</li> <li>▪ January</li> <li>▪ April</li> <li>▪ July</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Report results of county office visits of Deciles 1-3 schools and review of teacher misassignment and vacancies to district board at a regularly scheduled meeting.</u></b> If no visits or reviews are conducted in a quarter, the quarterly report must report that fact. [E.C. § 1240(c)(2)(G)]</li> </ul>   |   |
| Annually <ul style="list-style-type: none"> <li>▪ November</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Present a report on the state of the schools in Deciles 1-3,</u></b> at a regularly scheduled board meeting in November, to the district board, county board of education, and county board of supervisors using a standardized template unless the county superintendent already uses a template that includes the required details for each school visited and reviewed. [E.C. § 1240(c)(2)(A)]</li> </ul>  |   |

| Timeline   | County Superintendent   | District |
|--|---|----------|
| <p>Annually</p> <p><i>Note: If upon review, no teacher misassignments or vacancies are present for two consecutive years, 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)]</i></p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Monitor and review school district certificated employee assignments in Decile 1-3 schools</u></b> 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> |          |