

## **WILLIAMS IMPLEMENTATION TIMELINE**

### *Work Associated with All Schools*

<b>Timeline</b>	<b>County Superintendent</b>	<b>District</b>
Annually  2004-05 <ul style="list-style-type: none"> <li>• Diligent effort to hold hearing on or before December 1, 2004</li> </ul> 2005-06 and thereafter <ul style="list-style-type: none"> <li>• Within first 8 weeks of the school year</li> </ul>	<input type="checkbox"/> <b><u>Hold a public hearing</u></b> for county office operated schools to determine whether each pupil has sufficient textbooks or instructional materials in the following areas: <ul style="list-style-type: none"> <li>• Core areas: reading/language arts, math, science, and history/social science;</li> <li>• Foreign language and health; and</li> <li>• Science laboratory equipment for grades 9-12, as appropriate. [E.C. § 60119]</li> </ul>	<input type="checkbox"/> <b><u>Hold a public hearing</u></b> to determine whether each pupil has sufficient textbooks or instructional materials in the following areas: <ul style="list-style-type: none"> <li>• Core areas: reading/language arts, math, science, and history/social science;</li> <li>• Foreign language and health; and</li> <li>• Science laboratory equipment for grades 9-12, as appropriate. [E.C. § 60119]</li> </ul>
By January 1, 2005	<input type="checkbox"/> <b><u>Adopt a policy for a modified Uniform Complaint Procedure</u></b> to identify and resolve complaints related to deficiencies in: <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(g)]</li> </ul>	<input type="checkbox"/> <b><u>Adopt a policy for a modified Uniform Complaint Procedure</u></b> to identify and resolve complaints related to deficiencies in: <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(g)]</li> </ul>

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

<b>Timeline</b>	<b>County Superintendent</b>	<b>District</b>
By January 1, 2005	<input type="checkbox"/> <b><u>Post a notice in each classroom</u></b> notifying parents/guardians: <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>• How to obtain complaint forms [E.C. § 35186(g)]</li> </ul>	<input type="checkbox"/> <b><u>Post a notice in each classroom</u></b> notifying parents/guardians: <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>• How to obtain complaint forms [E.C. § 35186(g)]</li> </ul>
Quarterly		<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>Use an amended School Accountability Report Card</u></b> adopted by the State Board of Education in January 2005. [E.C. § 33126.1]	<input type="checkbox"/> <b><u>Use an amended School Accountability Report Card</u></b> adopted by the State Board of Education in January 2005. [E.C. § 33126.1]
By July 1, 2005	<input type="checkbox"/> <b><u>Establish a facilities inspection system</u></b> to ensure that all schools are maintained in “good repair.” [E.C. § 17070.75(e)]	<input type="checkbox"/> <b><u>Establish a facilities inspection system</u></b> to ensure that all schools are maintained in “good repair.” [E.C. § 17070.75(e)]
Annually	<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. [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. [E.C. § 41020(i)(2)]

*Work Associated with Deciles 1-3 Schools*

Timeline	County Superintendent	District
<p>Annually</p> <p>2004-05</p> <ul style="list-style-type: none"> <li>• Within 120 days from receipt of funds</li> </ul> <p>2005-06 and thereafter</p> <ul style="list-style-type: none"> <li>• Within first 4 weeks of the school year</li> </ul> <p>[E.C. § 1240(i)(3)]</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Visit schools</b> in Deciles 1-3 on the 2003 API 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 SARC related to sufficient materials and the condition of facilities. [E.C. § 1240(c)(2)(E)]</li> </ul> </li> <li><input type="checkbox"/> Alpine, Amador, Del Norte, Mariposa, Plumas, Sierra, San Francisco Counties shall <b>contract with another county office of education or an independent auditor</b> to conduct the required visits and make all reports required under <i>Williams</i> legislation. [E.C. § 1240(c)(2)(B)]</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>25% of the visits are to be unannounced</b>. [E.C. § 1240(c)(2)(D)(iii)]</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>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Prepare a report of any deficiencies in instructional materials</b> discovered during site visits to the district governing board and the Superintendent of Public Instruction. [E.C. § 1240(i)(4)(A)]</li> <li><input type="checkbox"/> <b>Submit report to school district and SPI</b>. [E.C. § 1240(i)(4)(B)]</li> </ul>	

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

<b>Timeline</b>	<b>County Superintendent</b>	<b>District</b>
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 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)]</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Remedy any deficiencies in instructional materials.</u></b></li> </ul>
Quarterly	<ul style="list-style-type: none"> <li><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)]</li> </ul>	
By January 1, 2006		<ul style="list-style-type: none"> <li><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)(1)]</li> </ul>
Annually	<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> of the 2003 API to the district board, county board of education, and county board of supervisors. [E.C. § 1240(c)(2)(A)]</li> </ul>	
Annually	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Give priority to schools ranked in Deciles 1-3</u></b> of the 2003 API in the exercise of current law to monitor school district certificated employee assignments. [E.C. § 44258.9(b)(1)(A)]</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>	