

San Francisco Unified School District
OFFICE OF EQUITY

555 Franklin Street, 3rd Floor, San Francisco, CA 94102
Telephone (415) 355-7334

Dr. Matt Wayne
Superintendent

Keasara Williams
Executive Director,
Office of Equity
williamsk3@sfusd.edu

DATE: November 15, 2022

TO: President and Members of the San Francisco Board of Education
President and Members of the County Board of Supervisors

CC: Dr. Matt Wayne, Superintendent of Schools
Danielle Houck, Head General Counsel
Nicole Priestly, Head of Academics, Curriculum & Instruction
Dawn Kamalanathan, Head of Facilities

FROM: Keasara Williams, Executive Director, Office of Equity

SUBJECT: Annual *Williams* Report

As required by Education Code section 1240(c)(2)(A)(i), the San Francisco Unified School District submits this annual report describing the state of the schools identified for *Williams* monitoring by the California Department of Education. This report is submitted at a regularly scheduled November board meeting to the Board and the Board of Supervisors.

Williams monitoring, which includes on-site inspections and subsequent reports of certain school sites, takes place during the first four weeks of the school year. The purpose of the inspections, as specified in California Education Code 1240, is to:

1. Determine if students have “sufficient” standards-aligned instructional materials in four core subject areas (English/language arts, mathematics, history/social science, and science, including science laboratory equipment in grades 9-12), and, as appropriate, in foreign languages and health;
2. Determine if there is any facility condition that “poses an emergency or urgent threat to the health or safety of pupils or staff;” and
3. Determine the accuracy of the data on the Annual School Accountability Report Card (SARC) related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including “good repair.”

Typically, *Williams* monitoring is a county office of education function. However, for a small number of counties, like San Francisco, where the county office of education and the district are the same entity, the district must contract with another county office of education or an independent auditor to conduct the required *Williams* monitoring. Cal. Educ. Code sec. 1240(c)(2)(B). To meet this monitoring mandate in a fiscally responsible manner, the District requested proposals and contracted with two independent auditors for the 2022-2023 school year.

This year brought much-needed updates to the *Williams* inspection process. First, AB 599 updated how school sites are selected for *Williams* monitoring to align with California’s Local Control Funding Formula. Cal. Educ. Code sec. 1240(c)(2)(A)(i). The following schools, including charter schools, were selected for monitoring because they are (1) eligible for Comprehensive Support and Improvement (CSI) and Additional Targeted Support and Improvement (ATSI) pursuant to the Every Student Succeeds Act, and/or (2) identified as “low performing” pursuant to the Elementary and Secondary Education Act, and/or (3) found to have 15 percent or more of the school’s teachers without a valid and clear teaching credential or preliminary teaching credential:

Chavez (Cesar) Elementary	Carmichael (Bessie)/FEC (TK-8)
Cleveland Elementary	KIPP San Francisco Bay Academy (5-8) *
Cobb (William L.) Elementary	Mission Preparatory (TK-8)*
Drew (Charles) College Preparatory Academy	Thomas Edison Charter Academy (TK-8)*
Glen Park Elementary	San Francisco Community Alternative (K-8)
Guadalupe Elementary	Revere (Paul) Elementary (TK-8)
Harte (Bret) Elementary	Rooftop Elementary (TK-8)
Hillcrest Elementary	
KIPP Bayview Elementary *	Aptos Middle
Malcolm X Academy	Brown Jr. (Willie L) Middle
Marshall Elementary	Denman (James) Middle
McKinley Elementary	Everett Middle
Milk (Harvey) Civil Rights Elementary	King Jr. (Martin Luther) Academic Middle
Miraloma Elementary	Lick (James) Middle
Mission Education Center	Roosevelt Middle
Muir (John) Elementary	Visitacion Valley Middle
Parks (Rosa) Elementary	
Redding Elementary	City Arts & Leadership Academy *
Spring Valley Elementary	KIPP San Francisco College Preparatory *
Taylor (Edward R.) Elementary	Independence High
Visitacion Valley Elementary	Marshall (Thurgood) High
Webster (Daniel) Elementary	* Charter Schools

CDE identified forty-two schools in San Francisco for monitoring, but just forty-one (41) schools were inspected because two of the identified charter schools, City Arts and Tech and Leadership High School, merged. Additionally, the Office of Public School Construction updated the Facilities Inspection Tool (FIT), which is used to inspect the school site facilities during *Williams* inspections and helps inspectors to determine whether school facilities are in “good repair.” Updates include optional data collection such as comments from the school site and custodial staffing levels. The FIT was last updated in 2009.¹

SFUSD School Sites (Non-Charter)

The Textbooks and Instructional Materials Report, Attachment 1, stated that, as of October 24, 2022, all District elementary schools, middle schools and high schools had sufficient textbooks and instructional materials in all of the core academic areas at all grade levels. Therefore, as 100% of the schools have “sufficient instructional materials,” the District is in compliance with this requirement.

In addition to evaluating all 41 schools identified for monitoring for sufficiency of textbooks and instructional materials, the auditor inspected classrooms and common areas at the 35 SFUSD schools identified for monitoring for the "Williams Classroom Notices" with Valenzuela provisions posted in Chinese, English, and Spanish. The majority of the sites were compliant with this posting requirement. And those sites that were not compliant at the start of the inspection posted the required notices by time the auditor left the school site. So, 100% of the inspected school sites have all notices posted within the first four weeks of school.

The Facilities Inspection Report, Attachment 2, stated that 5 schools were rated “Exemplary,” 30 schools were rated “Good,” and no schools received “fair” or “poor” ratings. Schools who rate “good” are “maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.”

Lastly, both auditors verified the accuracy of the District’s SARC reports for facilities and instructional materials.

¹ The Office of Public School Construction told schools and county offices that they can continue to “use last year’s FIT form (Revised in 2009), but noted that this would prevent users from reporting the optional data identified in the updated FIT (custodian staffing levels, square footage, etc.)” *Williams Inspections: Which Version of the Facilities Inspection Tool (FIT) Should I Use?* California’s Coalition for Adequate School Housing (September 6, 2022) <https://cashnet.org/news/615987/Williams-Inspections-Which-Version-of-the-Facilities-Inspection-Tool-FIT-Should-I-Use.htm>. The Independent Auditors did not have the updated FIT available at the time of their inspections this year. SFUSD plans to require the use of the 2022 Revised FIT in its request for proposals for the *Williams* inspections during the 2023-2024 school year.

San Francisco Charter Schools

The Textbooks and Instructional Materials Report stated that 100% of the charter schools had sufficient textbooks and instructional materials in all of the core academic areas at all grade levels at the time of inspection. Therefore, 100% of the charter schools have “sufficient instructional materials.”

"Williams Classroom Notices" with Valenzuela provisions posted in Chinese, English, and Spanish are not required for charter schools.

The Facilities Inspection Report stated that 1 charter school was rated “Exemplary,” 5 charter schools were rated “Good,” and no charter schools received “fair” or “poor” ratings.

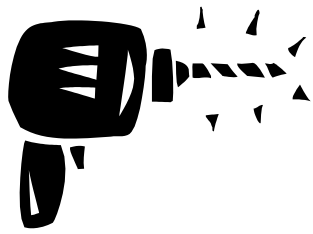
Lastly, both inspectors verified the accuracy of the charter school’s SARC reports for facilities and instructional materials.

Williams Complaints

As stated above, the independent *Williams* monitoring/inspections occur at the beginning of the school year and only for a select number of schools. School facilities or textbook availability may change or be impacted at any time during the school year for any one of the District’s many school sites. Staff, students, and guardians are informed of the complaint procedures for *Williams* issues through the *Williams* notices, the student handbook, and on the District website. Students, staff, and guardians are encouraged to use this complaint process should they wish to raise a *Williams* concern.

Conclusion

The San Francisco Unified School District and San Francisco charter schools identified for monitoring for the 2022-2023 school year have fulfilled their obligations under the *Williams* mandate to ensure that each pupil, including English language learners, have standards-aligned textbooks, or instructional materials, or both to use in class and to take home. Moreover, the school facilities are in good repair, which means that they are clean, safe, and functional. The inspectors’ reports are attached. Copies of these reports, along with the detailed inspection records, are available for inspection at the Office of Equity.



Date: October 26, 2022

To: Members of the San Francisco Board of Education
Dr. Matt Wayne, Superintendent, San Francisco Unified School District
Keasara Williams, Executive Director, Office of Equity

CC: Dawn Kamalanathan, Chief Facilities Officer
Karen Sullivan, Executive Director of Facilities
Kevin Connolly, Director, Building and Grounds

From: George Kalligeros, Facilities Inspector of Record

Re: *2022-2023 Williams Facilities Inspection Report*

As detailed in the California Education Code, I have conducted site visits of San Francisco schools identified in the San Francisco Unified School District's Facilities Inspections in Accordance with Williams Act Request For Proposals. We conducted site visits to the SFUSD Schools listed in CDE's 2021-2022 Schools Identified For Monitoring. There are thirty-five (35) SFUSD schools, and six (6) Charter School locations inspected separately.¹

We shall inspect and monitor the following conditions:

- (1) Presence of any conditions that pose an emergency or urgent threat to the health or safety of pupils or staff as defined as required by Sections 17014, 17032.5, 17070.75, and 17089.
- (2) The accuracy of the data reported on the School Accountability Report Card (SARC) with respect to the safety, cleanliness and adequacy of school facilities, including good repair.

The visits were conducted between August 17, 2022 and October 2, 2022 with more than 60% of the visits of schools being unannounced. The visits were completed within four weeks from the first day of school as required by Ed Code Section 1240.

¹ SFUSD's Request For Proposals included 43 school sites for inspection, based on the previous version of CDE's list of San Francisco schools identified for monitoring. CDE removed John O'Connell High School from the list of identified schools on June 2, 2022. Additionally, CDE included 7 charter schools for inspection, including Leadership High School and City, Arts, and Tech. However, Leadership High School and City, Arts, and Tech combined prior to the start of the 2022-2023 school year.

During this time, 35 SFUSD schools and 6 charter schools were inspected. In order to monitor the adequacy of facilities, all classrooms, as well as the cafeteria, gymnasium, auditorium, playground, library, administrative offices, ancillary support areas, all restrooms, and teacher’s lounges were inspected. Storage rooms, custodian’s closet, or areas that were under construction were not inspected.

Inspection Instrument

For our inspection, the Facilities Inspection Tool (FIT), revised as of July 1, 2022, that was developed by the Office of Public School Construction was used to determine if a school facility is in “good repair” as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 1700(d)(2). Each room or area in the school was inspected for these 15 components. Elmast Inspections had not received an updated 2022 FIT form by the time of our inspections. We recorded our inspections on the 2009 form and made additional comments as appropriate.

Criteria for Scoring

Good Repair Standard outlines the school facility systems and components, as specified in EC Section 17002(d)(1) that should be considered in the inspection of a school facility to ensure it is maintained in a manner that assures it is clean, safe, and functional. Each of the 15 sections in the Good Repair Standard provides a description of a minimum standard of good repair for various school facility categories. The 15 sections are:

Section		Section	
1	Gas Leaks	9	Sinks/Fountains
2	Heating, vent. air condit (HVAC)	10	Fire Safety
3	Sewer	11	Hazardous Material
4	Interior Surfaces	12	Structural Damage
5	Overall Cleanliness	13	Roofs
6	Pest/Vermin Infestation	14	Playground/School Grounds
7	Electrical	15	Windows/Doors/Gates/Fence
8	Restrooms		

When we evaluated a room or area in the school using these good repair standards, we marked “√” for no deficiency, a “D” for some deficiency, an “X” for extreme deficiency, and “NA” for non-applicable. Each school received a “percent of System in Good Repair” for each section: number of “√”s divided by (total Areas minus “NA”s.) The 15 sections were further grouped into 8 categories:

- Systems: gas leaks, HVAC, sewers
- Interior: interior surfaces
- Cleanliness: over all cleanliness, pest/vermin infestation
- Electrical: electrical
- Restrms/fountains: restrooms, sinks/fountains
- Safety: fire safety, hazardous materials
- Structural: structural damage, roofs
- External: playgrounds/school grounds, windows/doors/gate/fences

The average score of the 8 categories determined the school score and school rating.

Listed below is a table that shows the percentage, description, and rating scale:

Percentage	Description	Rating
99.00%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	Exemplary
90.00% - 98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and /or resulting from minor wear and tear, and/or in the process of being mitigated.	Good
75.00%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas in the school site.	Fair
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout campus.	Poor

Ratings for the SFUSD Schools

The average score for the 35 schools was 96.8 % and a ranking of “Good.”

The distribution of ratings is:

Number of schools	Rating
5	Exemplary
30	Good
0	Fair
0	Poor

Compared to 2021-2022, no SFUSD schools retained the same score. All 21 of the 35 SFUSD schools that had previously been inspected under the Williams Act in 2021 went down in score this year. The 14 other schools have been logged as first year data.

See Appendix A for specific scores and ratings.

Ratings for Charter Schools

The 6 charter schools had the following ranking

CHARTER SCHOOL	SCORE	RATING
KIPP Bayview ES	97.4	Good
KIPP San Francisco Bay Academy	93.7	Good
KIPP San Francisco College Preparatory	97.1	Good
City Arts and Leadership	99.1	Exemplary
Mission Preparatory	97.6	Good
Thomas Edison Charter Academy	97.9	Good

This was the first year that charter schools were eligible for Williams monitoring. These 6 charter schools have been logged as first year date.

See Appendix A for specific scores and ratings.

Extreme Deficiencies in the Good Repair Standard

Some of the conditions cited in the Good Repair Standard represent items that are critical to the health and safety of pupils and staff. Any deficiencies in these items require immediate attention and left unmitigated could cause severe and immediate injury, illness or death of the occupants. These critical conditions are identified with underlined text followed by an (X) on the Good Repair Standard. There were no “Extreme Deficiencies” noted in any of the 35 SFUSD and 6 Charter schools visited.

Category	# of Rooms	Examples of Extreme Deficiencies
NONE		

There were no Schools with a Rating of “Poor”

Accuracy of the School Accountability Report Cards

We reviewed the School Accountability Report Cards and found them to be in 100% compliance. School sites whose ratings have changed pursuant to my investigation this year should update their School Accountability Report cards accordingly.

Summary:

1. 100% of the SFUSD school facilities are either “good” or “exemplary.” None of the SFUSD school facilities inspected posed any extreme deficiency.
2. The 6 Charter School campuses were rated separately from the SFUSD schools, were also 100% “good” or “exemplary” with none of the facilities posing any extreme deficiency.

All results are in the following Appendix

We thank the school staffs for welcoming us to their schools at the beginning of the school year in August. A complete binder of the individual school inspections is with Keasara Williams, Office of Equity and another one with Kevin Connolly at Buildings and Grounds.

	SCHOOL	SCORE	2022 RATING		2021 RATING
1	Aptos MS	92.4	Good		
2	Carmichael, Bessie FEC	96.3	Good		
3	Chavez, Cesar ES	98.6	Good		100
4	Cleveland ES	98	Good		99.3
5	Cobb, Williams ES	96.8	Good		99.4
6	Denman, James MS	94.8	Good		96.4
7	Drew, Charles ES	99.6	Exemplary		100
8	Everett MS	93.6	Good		98
9	Glen Park ES	98.8	Good		99.8
10	Gudalaupe ES	91.9	Good		
11	Harte, Bret ES	96.3	Good		98.6
12	Hillcrest ES	99.3	Exemplary		100
13	Independence HS	95.6	Good		
14	King Jr, Martin Luther, MS	97.7	Good		99.2
15	Lick, James MS	91.3	Good		99.1
16	Malcolm X Academy ES	97.4	Good		99.5
17	Marshall ES	93.8	Good		99.8
18	Marshall, Thurgood HS	99.4	Exemplary		100
19	McKinley ES	91.5	Good		
20	Milk, Harvey ES	99.5	Exemplary		
21	Miraloma ES	99.3	Exemplary		99.7
22	Mission Education Center	97.5	Good		
23	Muir, John ES	97.9	Good		99.5
24	Parks, Rosa ES	98	Good		98.7
25	Redding Elementary	98.9	Good		
26	Revere, Paul ES	98.8	Good		99.2
27	Rooftop ES	98.7	Good		
28	Roosevelt MS	96.8	Good		
29	San Francisco Community Alternative	93	Good		99.6
30	Spring Valley ES	97.2	Good		
31	Taylor, Edward R. ES	98.2	Good		
32	Visitacion Valley ES	97.8	Good		
33	Visitacion Valley MS	97.6	Good		99
34	Webster, Daniel ES	98.1	Good		99.8
35	Willie Brown MS	98.6	Good		
	Average of 35 Schools	96.8286	Good		99.2
	CHARTER SCHOOL	SCORE	RATING		
	KIPP Bayview ES	97.4	Good		
	KIPP San Francisco Bay Academy	93.7	Good		
	KIPP San Francisco College Preparatory	97.1	Good		
	City Arts and Leadership	99.1	Exemplary		
	Mission Preparatory	97.6	Good		
	Thomas Edison Charter Academy	97.9	Good		

MEMORANDUM

October 24, 2022

TO: Members of the Board of Education
Matt Wayne, Superintendent, San Francisco Unified School District
Board of Supervisors, County of San Francisco

FROM: Richard Curci, Independent Contractor/Inspector

SUBJECT: 2022-23 *Williams* Textbook Inspection Report

CC: Danielle M. Houck, Chief General Counsel
Keasara Williams, Executive Director, Office of Equity and Employee Relations
Nicole Priestly, Head of Curriculum and Instruction

***Williams* Textbooks and Instructional Material Inspection**

As part of the *Williams v. California* Settlement California Education Code § 1240 requires monitoring for sufficiency of textbook and instructional materials in schools.

The California Department of Education(CDE) identifies schools for inspection. including charter schools but excluding alternative schools, using three criteria:

- Schools identified for comprehensive support and additional targeted support and improvement (Every Student Succeeds Act (Public Law 114-95)),
AND/OR
- Schools identified as low performing (Elementary and Secondary Education Act of 1965 (Public Law 89-10)),
AND/OR
- Schools where 15% or more of the teachers are holders of a permit or certificate that is a lesser certification than a preliminary or clear California teaching credential. For example: waivers, intern credentials, or temporary, short-term, or substitute permits.

CDE issued an updated list of schools for the 2022-2023. This year there are 41 San Francisco schools on the list, including 6 charter schools.

The purpose of my visit to the 41 schools, that included 21 elementary schools, 4 K-8 schools, 8 middle schools, 2 high schools and 6 charter schools, was to ensure that students have access to “sufficient” standards-aligned textbooks and instructional materials in four core subject areas: mathematics, science, history/social science and English Language Arts which included the English Language Development component of the adopted program.

“Sufficient instructional materials” means every pupil, including English language learners, has standards-aligned textbooks or instructional materials, or both to use in class and to take home. This definition does not require two sets of textbooks or instructional materials for each pupil.

TEXTBOOKS

The District is piloting a new middle school language arts curriculum and selected middle school teachers received EL Education Curriculum and Trade Books. There are three elementary schools piloting Japan Math. This review included those texts. The District continues to roll out the new science curriculum, Amplify, for all K-5 sites, and the District developed Science Curriculum materials for grades 6-12.

Each school was visited at least once before the end of the first four weeks of school between August 20, 2022 and September 14, 2022. Moreover 85% of all my visits were unannounced, or a surprise to the site, well above the number required by the law.

At the time of my on-site inspections, 95% of elementary schools, 100% of middle schools, 100% of the K-8 Schools, 100% of high schools and 100% of the charter schools had sufficient textbooks in all of the core academic areas at all grade levels. This was an overall District average of 98.8%, with a 98% total average for District schools site(minus charters) and 100% total average for charter school sites(minus District schools sites). By the end of the sixth week of school, the 7 school sites who did not have sufficient materials at the time of my on-site visit either found the materials on site, obtained those materials from the District's Curriculum Resources, Library, and Media Services Department, or placed orders with that department for the missing materials, therefore bringing the District in compliance with 100% of the schools providing students with "sufficient instructional materials." On October 24, I confirmed that all of the elementary schools did receive the textbooks they ordered, making elementary schools 100% in compliance. Therefore, the District, is in compliance with 100% of the schools providing students with "sufficient instructional materials."

SUPPLIES and MATERIALS

In addition to checking for "sufficient instructional materials" I found that there were sufficient support materials such as laptops, iPads, maps, globes, board games, computer generated learning materials/games, consumable workbooks, activity kits, and manipulatives to reinforce the core curriculum. For the sites that had e-materials/curriculum, each student had a 1:1 chrome book.

The District provides for its administrators "Guidelines and Procedures" on its website for textbook management. In addition to that, the District's Curriculum Resources, Libraries, and Media Services Department conducts an "Instructional Materials Survey: at the beginning of the school year for each school site in the District. That Department also requires sites to order missing materials no later than September 6, 2022 for this school year.

The District continues to improve processes to ensure that all students receive sufficient textbooks and materials. Under the leadership of Nicole Priestly, Head of Curriculum and Instruction, the Curriculum Resources, Libraries and Media Services Department work diligently with schools to order replacement books in a timely manner as well as providing newly adopted texts/materials. Kue Choi, the Administrative Analysis, was instrumental in reaching out to the principals in getting the needed materials ordered.

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

As the independent contractor and inspector, I was required to review schools' Accountability Report Cards (SARCs) to verify whether the schools provided accurate data relevant to textbook sufficiency in their reports published in the prior school year. The schools sites complied with this requirement.

CHARTER SCHOOL INSPECTION

This year, for the first time, the Williams Act inspection included 6 Charter Schools. Prior to the inspection, each school sent a list of classes by grade level and included the state standards aligned curriculum they were using. Some of the curriculum was on-line and teachers were using Google Classroom and Google Docs. In the classrooms with e-materials, every student had a 1:1 device. I verified the on-line curriculum by having students in each class share with me the on-line materials.

CLASSROOM NOTICES

While visiting the 41 schools for sufficiency of textbooks and instructional materials, classrooms and common areas were also reviewed for the "*Williams Classroom Notices*" with Valenzuela provisions posted in Chinese, English and Spanish. The majority of the sites were compliant, and those that were not were remedied before I left the site or shortly thereafter. The appendix of this report shows the result of the textbook inspections by site by division. Individual school inspection reports are available for review at the Office of Equity.

If you need further information or have questions, please contact the Office of Equity of the San Francisco Unified School District.