



MENDOCINO COUNTY OFFICE OF EDUCATION

PAUL A. TICHININ, SUPERINTENDENT OF SCHOOLS

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May 14, 2010

Jack O'Connell, State Superintendent of Public Instruction
California Department of Education
1430 N Street
Sacramento, CA 95814

Theresa Garcia, Executive Director
State Board of Education
1430 N Street, Suite #5111
Sacramento, CA 95814

Dear Jack & Theresa,

As you are aware, during the State Board of Education meeting on March 10 & 11, 2010, the board assigned the Mendocino County Superintendent of Schools as trustee of Round Valley Unified School District (RVUSD) effective July 1, 2010; and was charged with identifying a DAIT team to contract with the school district.

The following information is designed as an initial report to the one that I will present to the State Board of Education later this summer or fall. The following updates have occurred over the past six weeks and this report will be updated again over the summer months.

Personnel

- MCOE HR staff are currently coordinating the District Superintendent search for Round Valley Unified School District (closing June 4, 2010). The district board rejected every candidate from their independent first round of interviews which were held in mid-April.
- MCOE staff are requesting a "short term staff permit" which would keep a high school special education teacher in the classroom for an additional 30 days.
- As a result of staff turnover, MCOE HR staff are currently recruiting/advertising for 5 certificated positions that must be filled for the 2010-11 school year. (counselor, 2 resource specialist teachers, physical education teacher, math teacher)

Facilities

- MCOE staff have worked directly with RVUSD district staff to ensure that a facilities project classified as an "emergency" under the Williams Settlement be remedied immediately. Additionally, this project directly affects the district's "overall facilities score" which is a determining category under the QEIA funding. If the repair is not completed, the district will no longer be eligible for their QEIA funding.

Specifically, our staff created a list of tasks and a timeline for completion, composed and published the legal notice of bid, created the bid contract and forwarded it to the architect and RVUSD. Plans and specs are available for local bidders to pick up at MCOE and follow up with the architect, superintendent, staff and board will occur later in the month.

Management Structure

As you are aware, Mr. Dennis Ivey (MCOE Associate Superintendent) is assigned as the "Recovery Specialist/Superintendent" in Round Valley for the last two years. Due to an emergency medical condition, Mr. Ivey has been out of the area receiving treatment; whereby creating the need to immediately find administrative level staff to oversee the day to day functions of the district (Lund, Sexton, Hubbell assignments).

Additionally, the long term Administrative Secretary in the district office has accepted a transfer to become the coordinator of a safety and truancy grant (Bronco) leaving vacant a critical position that reports to the superintendent and board.

- MCOE has hired a highly respected and experienced retired district superintendent from Mendocino County to act as the interim district superintendent two days per week (Mr. Steve Lund).
- MCOE recently hired a "site administrator" to be on hand for the other three days per week to ensure continuity of administration and services (Mr. Porter Sexton).
- MCOE has assigned a high level "executive assistant" from MCOE to RVUSD three days per week to ensure timely board agenda's, packets, and other time sensitive reporting requirements (Ms. Ruth Hubbell).
- Mr. Lund reports that a comprehensive "to do list" with critical timelines has been created with the assistance of the County Superintendent's Office and staff.

Fiscal Operations

- The MCOE assigned business manager (Debi Vau) has assembled a budget review committee which is comprised of district office staff and community members. The intent of this committee is designed to educate and inform staff and community of the standard operating procedures, rules and regulations that are necessary for "sound" fiscal operations.
- The business manager is holding weekly staff meetings with both fiscal and administrative support staff to ensure that there is regular and up-to-date flow of information.
- Board members are receiving budget training by the business manager on a regular basis to ensure that they understand their fiduciary responsibilities as board members.

Governance

- Two RVUSD Board Members have attended a CSBA workshop on board evaluations
- The RVUSD Board has agreed to a comprehensive on-site board governance training
- The RVUSD Board has drafted a board philosophy and behavior handbook
- The RVUSD Board with the trustee's concurrence designated and contracted with R1ART as their DAIT provider
- The MOU between MCOE and RVUSD for the trusteeship is currently being developed

Attached to this letter are progress reports of activities that the Region 1 District Assistance and Intervention Team (DAIT) have undertaken.

This letter and the attached report will provide you with an overview of what we have been able to accomplish over the last six weeks. Please note that this does not take into consideration the thousands of hours that MCOE staff has previously worked in a variety of roles.

While I am pleased with the progress my staff has made, they continue to face barrier after barrier. There are long standing beliefs, alliances and an inability to sustain a functional school environment. These barriers prevent my staff from seeing and experiencing real and lasting change in the day to day operations of the district.

I look forward to providing you both with a full report, however, with my trusteeship only taking effect in July and hopefully with a new district superintendent being selected, I would like to request that my full report to the State Board be scheduled for September. In addition to having a new superintendent on board, I would be able to provide a more comprehensive update including the full DAIT LEA Plan adopted by the school district with trustee approval, and CDE acceptance.

Please let me know what you decide and if you have any questions or comments, please do not hesitate to contact me at (707) 467-5001.

sincerely,

Paul A. Tichinin, County Superintendent

cc: Laura Wagner, California Department of Education
Gavin Payne, California Department of Education

Update re: Progress of R1ART
DAIT for Round Valley Unified

Region 1 Achievement Response Team has been hired by the Round Valley Unified School District as the District Assistance and Intervention Team (DAIT) to conduct a thorough review of the current status of the district; determine Recommendations for actions that are to be incorporated into a re-written LEA Plan in each of the seven district areas; and assist with the writing of the new LEA Plan.

To date (May 13, 2010) the team has completed the review of the data; has determined *Performance Problems* for each of the seven district areas; developed a *Context for Improvement* statement for each area; and compiled Recommendations to be used as the basis for the re-write of the LEA Plan. Next steps in the process include: bringing the Recommendations to the District School Liaison Team for discussion and review; presenting the Recommendations to the Round Valley Board of Trustees for their approval (May 24, 2010); assisting the district with the re-write of the LEA Plan; submitting the new LEA Plan to the Round Valley Board of Trustees for their approval (early June); and submitting the revised LEA Plan to CDE by the due date of June 18, 2010.

We anticipate that this deadline will be met, and that the re-written LEA Plan for Round Valley Unified School District will satisfy the requirements of Sanction 6 as defined by the State Board of Education.

Submitted by: Mickey Porter/ R1ART Lead
May 13, 2010

Curriculum and Instruction Support for Round Valley: March 2010 – June 2010

The Curriculum and Instruction Department has provided the following services and supports to the Round Valley USD.

| Service | Description | Frequency/duration |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Instructional Coaching | Curricular coaching focused on the continuous improvement of instruction | Ongoing throughout the 2009-2010 school-year |
| WASC accreditation process support | MCOE staff worked with the high school principal to analyze survey data and link it to the WASC areas of focus | Five days of collaboration with the principal (February-April, 2010) |
| Single Plan Facilitation | Facilitated the alignment of the WASC process with the elements of the high school's Single Plan for Student Achievement | Three days of collaborative support with the principal (February-April, 2010) |
| Federal Library Grant Evaluation | Review of implementation of grant goals including the purchase of equipment, books and a process for book discard | Four days: May –July 2010 |
| Student Achievement Data system support | Ongoing support with implementation and use of the student achievement data system (DataDirector). Support for the alignment between the achievement data system and the AERIES student information system | Ongoing 2009-10 school year |
| Administrator Training | Module II (Human Resources, fiscal and data systems) Module III – Technology as it applies to instructional leadership | Each module is 3 days in length; occurred January through April 2010 |
| Review of English Language Learner Program - R1ART/DAIT | Examines the district's instructional program for English Learner students | Two days of program review in collaboration with district personnel |
| Administered District Assistance Survey (DAS)- R1ART/DAIT | Survey was given to district administrators and business manager | One day of data collection with district |

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| | to help guide the district and their technical assistance providers in assessing the nature and alignment of district operations and the district's capacity to support a rigorous and multi-tiered instructional system at all schools and for all students. | personnel |
| Conducted Review of Special Education Program - R1ART/DAIT | Review and alignment of special education services and strategies to address the needs of students with disabilities | Two days of data collection with special education staff and administration |
| Administered Academic Program Survey (APS) - R1ART/DAIT | Survey was given to all district teachers to help each school analyze the extent to which it is providing a coherent instructional program to support improved student achievement | A four-day data collection process with face-to-face contact with each teacher |
| Conducted Classroom Instructional walkthroughs at the elementary and high school - R1ART/DAIT | Review of classroom instruction district-wide to collect evidence of effective instruction and help focus future professional development | Four people conducted the walkthroughs over a period of two days |
| Conducted community meetings focused on school improvement - R1ART/DAIT | Met with groups of community members to ascertain their perspectives on what's working in their schools and what barriers exist between the school and community that most greatly impact student learning | Two meetings held on April 29 |
| Conducted a district school leadership team meeting to gather information regarding student improvement- R1ART/DAIT | In the initial meeting we went over the process of data collection and determined what's working and the barriers to sustained improvement | April 29 and a second meeting is scheduled for May 19 |