

**Categorical Program Monitoring  
Notification of Findings**

County/District Code: 37684520000000	LEA Name: Vista Unified
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County: San Diego	Review Dates: 04/25/2011 - 04/29/2011	
CPM Region: Region 09	Migrant Education Region:	
CPM Coordinator: Betsy Jenner	Telephone: 760-726-2170 Ext. 2375	Email: <a href="mailto:bjenner@vusd.k12.ca.us">bjenner@vusd.k12.ca.us</a>
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Program Reviewed	Program Reviewer
English Learner (EL)	Amalia Chamorro Shireen Miles
Migrant Education (ME)	Maricela Ramirez
Career Technical Education (CTE)	Geoff Belleau
Education Jobs Fund (EJF)	Oluwole Olukoya
Compensatory Education (CE)	Stephanie Smith
Fiscal Monitoring (FM)	Oluwole Olukoya
Physical Education (PE)	Doug Jann
Uniform Complaints Procedures (UCP)	Sally Lewis Shirley Sekeres
Before and After School Programs (BASP)	Joshua Brady
State Fiscal Stabilization Fund (SFSF)	Oluwole Olukoya

This is the official report of findings of the monitoring visit conducted by the California Department of Education (CDE). Because the methodology of the review involves sampling, it is not an assessment of all legal requirements. Nevertheless, the LEA is responsible for operating its categorical programs in compliance with all applicable laws and regulations.

The LEA is required to resolve each Categorical Program Monitoring (CPM) finding within 45 calendar days which ends: 06/13/2011. When a CPM finding cannot be resolved within this 45 calendar day period, the LEA must submit a proposed compliance agreement using the "Proposed Resolution of Findings" process via CAIS.

**NOTE:** Copies of this report were distributed to the Local Educational Agency. This is a public report and must be made available upon request. (California Public Records Act, Government Code section 6250)

FOR OFFICIAL CDE USE ONLY:

LEA Name: Vista Unified

The means by which a finding is resolved is the responsibility of the LEA unless specified in law. Authorized LEA staff may request suggestions from CDE staff on the resolution of findings.

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County/District Code: 37684520000000			LEA Name: Vista Unified	
Program	Item Identifier	Item Title	Item Findings	Due Date
Career Technical Education (CTE)	I-CTE 01	CTE Advisory Committee	<p>Status: Not In Compliance</p> <p>The governing board of each school district participating in a career technical education program shall appoint a career technical education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers.</p> <p>During review of the documents submitted in CAIS, the board policies on the district's website and interviews with staff, it was determined that there was not a district level advisory committee.</p> <p>To resolve the issue the LEA may contact the assigned consultant* after the CPM on-site visit in the Program and administrative support office (PASO) to receive technical assistance on how to adopt Board policy and administrative regulations that contain all language and components of required elements.</p> <p>All documents will be checked on CAIS before final resolution is made.</p> <p>*PASO Consultant: Geoff Belleau 916-323-5042 .</p>	06/13/2011

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County/District Code: 37684520000000			LEA Name: Vista Unified	
Program	Item Identifier	Item Title	Item Findings	Due Date
Career Technical Education (CTE)	II-CTE 03	CTE Inventory	<p>Status: Not In Compliance</p> <p>The governing board of each LEA, shall establish and maintain a historical inventory, or an audit trace inventory system, or any other inventory system authorized by the State Board of Education updated at least bi-annually, which shall contain the description, name, identification numbers, and original cost of all items of equipment acquired by it whose current market value exceeds five hundred dollars (\$500) per item, the date of the acquisition, the location of use, current condition of property and the time and mode of disposal a reasonable estimate of the original cost may be used if the actual original cost is unknown. (Educ. Code § 35168) (34 CFR 80.32).</p> <p>During review of the inventory documents and interviews with administrative staff, it was determined by CTE, EL, CE and ME that all elements required on the inventory records were not included. Specifically, the CTE program was not able to determine from documents the elements of the district's control system. The specific location and condition of inventory items was not recorded in the districts control system. It could not be determined as to the date of when inventory surveys were completed by the LEA.</p> <p>CTE program staff provided a printout of their program inventory and it was not clear if this same updated information was in the District's Control system.</p> <p>To resolve this item, the LEA must submit evidence to CDE of a central inventory system as indicated by inventory records containing all elements for equipment purchased with all categorical funds including Perkins IV, EL, CE and ME. The LEA should work with the assigned consultant* in the Program and Administrative Support Office (PASO) after the CPM-on-site visit. Resolution of this item for CTE will resolve the findings in EL, CE and ME. Upon submission of evidence of compliance, the CTE consultant will work collaboratively with other program consultants to resolve the items in this area.</p> <p>All documents will be checked on CAIS before final resolution.</p> <p>*PASO Consultant: Geoff Belleau 916-323-5042.</p>	06/13/2011

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County/District Code: 37684520000000				LEA Name: Vista Unified
Program	Item Identifier	Item Title	Item Findings	Due Date
Compensatory Education (CE)	I-CE 01	CE LEA Parent Involvement Policy	<p>Status: Not In Compliance</p> <p>CE item 1 requires the local governing board to adopt and implement a policy on parent involvement. The LEA receiving Title I, Part A funding has developed jointly with, agreed to, and distributed to parents a written parental involvement policy.</p> <p>The documentation provided in CAIS as well as interviews with administration and staff provide sufficient evidence that the LEA is currently completing the process of updating the policy to meet current legal requirements. The first reading of the board policy and administrative regulations was completed at the April 21, 2011 local board meeting. After completing the adoption of the board policy and administrative regulations, timely distribution of the policy to parents/guardians will be completed.</p> <p>To resolve this item Vista Unified School District (VUSD) must submit the approved policy and administrative regulations, the local board agenda and minutes and a narrative description of the distribution process to the California Department of Education (CDE).</p>	06/13/2011

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County/District Code: 37684520000000			LEA Name: Vista Unified	
Program	Item Identifier	Item Title	Item Findings	Due Date
Compensatory Education (CE)	III-CE 18	CE LEA disburses funds consistent with ConApp	<p>Status: Not In Compliance</p> <p>CE item 18 requires the LEA to disburse Title I, Part A and EIA/SCE funds in accordance with the approved Consolidated Application (ConApp). For programs funded by Title I, Part A and EIA/SCE, the LEA must use no less than 85 percent of those apportionments at school sites for direct services to students. The LEA expends Title I, Part A funds reserved in the ConApp for the stated and approved purpose of the reservation.</p> <p>A review of fiscal documentation, SPSAs, and interviews with school and district staff and administration; excessive amounts of carryover are being allocated to sites too late in the school year to allow for data driven decision-making aligned with the approved SPSAs and LEA plan. Further, incidents of supplanting were documented.</p> <p>To resolve this item, VUSD must submit to CDE the development and implementation of a comprehensive process including timelines for the allocation of funds to sites. Further, this process must include a program monitoring component to maintain that expenditures meet the program requirements.</p>	06/13/2011

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Program	Item Identifier	Item Title	Item Findings	Due Date
Compensatory Education (CE)	III-CE 19	CE Supplement not supplant with CE \$	<p>Status: Not In Compliance</p> <p>CE item 19 requires the LEA using Title I, Part A and EIA/SCE funds only to supplement, and not supplant, local funds.</p> <p>CDE's review of the VUSD's general ledger, invoices, purchase orders, payroll records, time accounting records, personnel activity reports, single plans for student achievement and interviews conducted with the the staff and administration of Washington Middle School, VUSD's Assistant Superintendent of Business Services, Director of Fiscal Services and Accountant, revealed that VUSD is not properly utilizing Title I to supplement state and local funds.</p> <p>The VUSD used Title I and EIA/SCE funds to supplant a total of \$51,918 in non-federal funds by charging portion of two Washington Middle School teachers' salaries and benefits to this fund.</p> <p>To resolve these items, first, VUSD must reverse all costs related to the teachers' salaries and benefits that were charged to Title I and EIA funds. VUSD agreed with this finding and made all necessary journal adjusting entries to reverse the charges, and provided us a copy of the adjusting entries for Washington Middle School. Secondly, VUSD must review and adjust for any similiar supplanting issues throughout the LEA.</p>	06/13/2011

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County/District Code: 37684520000000			LEA Name: Vista Unified	
Program	Item Identifier	Item Title	Item Findings	Due Date
Compensatory Education (CE)	III-CE 21	CE LEA equipment inventory	<p>Status: Not In Compliance</p> <p>For all categorical programs, the LEA maintains an inventory record for each piece of equipment with an acquisition cost of \$500 or more per unit that is purchased with state and/or federal funds.</p> <p>During review of the inventory documents and interviews with administrative staff, it was determined by CTE, EL, Migrant and CE that all elements required on the inventory records were not included. Specifically, the specific location and condition of inventory items was not recorded in the districts control system. It could not be determined as to the date of when inventory surveys were completed by the LEA.</p> <p>To resolve this item, VUSD must submit inventory records to CDE containing all items for equipment purchased with Perkins IV funds to the assigned consultant* after the CPM – On-site Visit in the Program and administrative support office (PASO) . The CTE consultant will collaborate with the CE consultant to clear this item.</p>	06/13/2011
Compensatory Education (CE)	VI-CE 34	CE Objective criteria identifying students	<p>Status: Not In Compliance</p> <p>CE item 34 requires TAS and private schools to implement the local governing board policy established and the schools are using multiple, educationally related, and objective criteria to identify students eligible for services.</p> <p>A review of the SPSAs and staff and administrative interviews revealed that the Title I policy including objective criteria is currently under revision.</p> <p>To resolve this item VUSD must complete current review and adoption process for the Title I policy and submit the final version including the local board agenda to the CDE program office.</p>	06/13/2011



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Program	Item Identifier	Item Title	Item Findings	Due Date
Compensatory Education (CE)	VII-CE 37	CE All students meet State proficiency levels	<p>Status: Not In Compliance</p> <p>CE item 37 requires schools that receive Title I, Part A and/or EIA/SCE funds implement activities, instructional strategies, and accelerated curriculum described in the SPSA that enable all children identified by the school as failing, or most at-risk of failing, to meet the state's proficient and advanced levels of academic achievement.</p> <p>A review of SPSAs, interviews with staff and administration, but more importantly, classroom observations provide sufficient evidence that high-quality, researched based instructional practices are not being fully implemented in all classrooms.</p> <p>To resolve this item VUSD must continue and extend existing professional development practices, monitor classroom implementation and collect and analyze data to determine instructional implementation and student outcomes. This documentation must be submitted to CDE in CAIS.</p>	06/13/2011
Education Jobs Fund (EJF)			No findings during this review.	

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Program	Item Identifier	Item Title	Item Findings	Due Date
English Learner (EL)	I-EL 02	ELAC	<p>Status: Not In Compliance</p> <p>I-EL 2 - ELAC Schools that have 21 or more English learners are required to have a functioning English Learner Advisory Committee (ELAC) that meets legal requirements.</p> <p>A review of ELAC minutes, agendas and meeting notifications, as well as interviews with site staff, representatives of ELAC, and the School Site Council (SSC) revealed that the ELACs at Maryland and Bobier Elementary, Washington Middle and Vista High School did not have the opportunity to fulfill all of their responsibilities, including the requirement to advise the SSC on the development of the Single Plan for Student Achievement (SPSA) and advise the principal and school site staff on the school's program for English learners.</p> <p>To resolve this finding, the district must submit evidence to the CDE that it has developed training for ELAC members and site leadership, including the SSC, in order to provide support for each ELAC in fulfilling the responsibility to advise site leadership on the development of the SPSA and the school's program for English learners.</p>	06/13/2011

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Program	Item Identifier	Item Title	Item Findings	Due Date
English Learner (EL)	I-EL 03	DELAC	<p>Status: Not In Compliance</p> <p>I-EL 3 - DELAC An LEA with 51 or more English learners must have a functioning DELAC or a subcommittee of an existing district committee in which at least 51 percent of the members are parents (not employed by the district) of English learners, and which meets legal requirements. The DELAC must receive training, planned in full consultation with committee members, and have the opportunity to advise the school governing board on all of the following tasks: 1. Development of a district master plan for educational programs and services for English learners that takes into consideration the Single Plan for Student Achievement. 2. Conducting of a district-wide needs assessment on a school-by-school basis. 3. Establishment of district program goals and objectives for programs and services for English learners. 4. Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements. 5. Administration of the annual Language Census Report. 6. Review and comment on the school district's reclassification procedures. 7. Review and comment on the written notifications required to be sent to parents and guardians.</p> <p>A review of DELAC minutes and agendas, training materials, Board meeting minutes, and interviews with the DELAC executive committee and district administrative staff demonstrated that this advisory body did not have the opportunity to fulfill its role in all the required areas. To resolve this item, the district must submit documentation to the CDE that the LEA has developed and implemented a process to insure that the DELAC executive committee has been consulted on meeting agendas and the training which is provided to DELAC members to enable the committee to fulfill its legal responsibilities, including the responsibility to assist in the establishment of district goals and objectives for programs and services for English learners, and to advise the governing board of the LEA in the required areas related to the program for English learners.</p>	06/13/2011
English Learner (EL)	II-EL 05	Identification, Assessment, and Notification	<p>Status: Not In Compliance</p> <p>II-EL 5 - IDENTIFICATION, ASSESSMENT, AND ANNUAL NOTIFICATION</p>	06/13/2011

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			<p>The LEA properly identifies, assesses, and reports all students who have a primary language other than English.</p> <p>5.3 Parents/guardians of English learners are notified of their child's initial English language proficiency assessment results. Parents/guardians of initial fluent English-proficient students are notified of their child's English language proficiency assessment results.</p> <p>5.4 For school districts receiving Title III funds, within 30 days after the beginning of the school year (or during the school year, within two weeks of child being placed in program), parents/guardians of English learners are notified of their child's initial English language proficiency level, how such level was assessed, their child's language designation, descriptions of program options, educational strategies, and educational materials to be used in different options, program placement, exit criteria, the expected rate of graduation from secondary school if funds under this part are used for children in secondary school, and for English learners with a disability [with an Individualized Education Program (IEP)], how such program will meet the objectives of the IEP.</p> <p>5.5 For school districts receiving Title III funds, parents/guardians of English learners are informed annually, not later than 30 days after the beginning of the school year, of their child's English language proficiency level, how such level was assessed, the status of the child's academic achievement, their child's language designation, descriptions of program options, educational strategies, and educational materials to be used in different options, program placement, exit criteria, the expected rate of graduation from secondary school if funds under this part are used for children in secondary school, and for English learners with a disability [with an Individualized Education Program (IEP)], how such program will meet the objectives of the IEP. A review of district policies/procedures and an examination of notifications to parents and student records, along with interviews with district and site administrators indicate that the district has not provided initial and annual notifications to parents and guardians which meet all legal requirements, including the requirement to notify parents of the expected rate of graduation from secondary school, and for English learners with a disability, how such program will meet the objectives of the IEP.</p> <p>To resolve this item, the district must submit to the CDE revised initial and annual notifications to be sent to parents or guardians which meet all legal requirements.</p>	

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Program	Item Identifier	Item Title	Item Findings	Due Date
English Learner (EL)	III-EL 09	Equipment Inventory	<p>Status: Not In Compliance</p> <p><b>II-EL 9. EQUIPMENT INVENTORY</b> This is a common finding with Career and Technical Education. Follow-up and resolution for EL 9 will be handled by CTE in collaboration with EL.</p>	06/13/2011
English Learner (EL)	V-EL 16	Professional Development	<p>Status: Not In Compliance</p> <p><b>V-EL 16 – PROFESSIONAL DEVELOPMENT</b> The LEA must provide high-quality professional development to classroom teachers, principals, administrators and other school or community-based personnel that is designed to enhance the teacher's ability to understand and use curricula, assessment measures, and instructional strategies for English learners, based on research demonstrating the effectiveness of the professional development in increasing the pupil's English proficiency or the teacher's subject matter knowledge, teaching knowledge, and teaching skills, and of sufficient intensity and duration (which shall not include activities such as one-day or short-term workshops and conferences) to have a positive and lasting impact on the teacher's performance in the classroom.</p> <p>Interviews with teachers and classroom observations at Washington Middle School demonstrate that the district has not provided professional development of sufficient intensity to assure consistent and effective implementation of curricula and instructional strategies designed to accelerate the language development and academic achievement of English learners. Interviews with paraprofessionals and classroom observations at Vista High School demonstrate that the district has not provided professional development targeted to the needs of instructional assistants, so they can contribute as effectively as possible to the site's efforts to improve the language proficiency and academic achievement of English learners.</p> <p>To resolve this item, the LEA must submit evidence to the CDE that, in collaboration with sites, it has developed a professional development plan to assist Washington Middle School and Vista High School in moving to the next level of academic rigor and effectiveness in its instructional program for English learners.</p>	06/13/2011

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Program	Item Identifier	Item Title	Item Findings	Due Date
English Learner (EL)	VII-EL 20	ELD	<p>Status: Not In Compliance</p> <p>VII-EL 20 - ELD Each English learner must receive a program of instruction in English-language development in order to develop proficiency in English as rapidly and as effectively as possible.</p> <p>Classroom observations and interviews with teachers and other instructional staff at Washington Middle School, along with a review of the instructional design and course schedule at the site and the LEA's English Learner Master Plan reveals that English learners are not receiving English language development which is aligned with the district's design for ELD instruction, differentiated to each student's level of English language proficiency, and of the intensity and rigor necessary to assure that each student meets the LEA's own English learner growth targets.</p> <p>To resolve this item, the district must submit to the CDE a description of the instructional program and staffing changes necessary to provide all English learners at Washington Middle School with a rigorous and research-based program of English language development, targeted to the needs of English learners at varying proficiency levels, and aligned with the LEA's instructional design for ELD.</p>	06/13/2011
Fiscal Monitoring (FM)			No findings during this review.	

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Program	Item Identifier	Item Title	Item Findings	Due Date
Migrant Education (ME)	II-M 03	ME Governance Region	<p>Status: Not In Compliance</p> <p>The migrant region must provide:</p> <ul style="list-style-type: none"> <li>(a) Technical assistance to LEAs according to the service agreement</li> <li>(b) Interagency coordination that improves services to migrant students</li> <li>(c) Direct services required by the service agreement</li> </ul> <p>Review of documentation, and interviews with regional, district and site staff indicates the schools Maryland Elementary School, Washington Middle School, Vista High School and Bobier Elementary School did not receive sufficient information, including technical assistance, from the migrant region on the migrant services available to indentified students.</p> <p>To resolve this item, the district, in coordination with migrant region 9 (San Diego County Office Of Education), must submit to the CDE documentation to provide evidence that interagency coordination between migrant region 9 and Vista Unified School District improves services to migrant students as required by statutory requirements.</p>	06/13/2011

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Migrant Education (ME)	II-M 05	ME Governance SPSA	<p>Status: Not In Compliance</p> <p>For all programs funded through the Consolidated Application and operated at the school, the school site council (SSC) annually develops, reviews, updates, and approves the Single Plan for Student Achievement (SPSA), including proposed expenditures. The SPSA consolidates all plans required by these programs and contains:</p> <ul style="list-style-type: none"> <li>(a) Analysis of academic performance data to determine student needs</li> <li>(b) School goals to meet the identified academic needs of students</li> <li>(c) Activities to reach school goals that improve the academic performance of students</li> <li>(d) Expenditures of funds allocated to the school through the Consolidated Application</li> <li>(e) The means of annually evaluating the progress of programs toward accomplishing the goals, including determining whether the needs of all children have been met by the strategies used, particularly the needs of low-achieving students and those at risk of not meeting state academic content standards.</li> </ul> <p>5.1 The local governing board reviews and approves the SPSA annually and whenever there are material changes to the plan (e.g., the school is designated as Program Improvement).</p> <p>5.2 The SPSA is consistent with the LEA Plan. A review of the Migrant Education District Service Agreement (DSA) and the Single Plan for Student Achievement (SPSA) for Maryland Elementary School, Washington Middle School, Vista High School, and Bobier Elementary School, as well as interviews with region, district and site staff, migrant parents, and school site council members indicate that at each of the schools reviewed, the SPSA did not include Migrant Education students as part of their plan. In addition, the School Site Council at Maryland Elementary, Washington Middle, Vista High, and Bobier Elementary schools did not demonstrate that they were given input from the Migrant parents as it relates to the SPSA. To resolve this item, the district must submit to the CDE documentation such as agendas, minutes, and other reports evidencing that the migrant parents provided input to the SSC at Maryland Elementary, Washington Middle, Vista High, and Bobier Elementary schools in the development of the SPSA.</p>	06/13/2011

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Program	Item Identifier	Item Title	Item Findings	Due Date
Migrant Education (ME)	II-M 07	ME Governance Inventory	<p>Status: Not In Compliance</p> <p>For all categorical programs, the LEA maintains an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit, that is purchased with state and/or federal funds. The record describes the acquisition by:</p> <ul style="list-style-type: none"> <li>(a) Type</li> <li>(b) Model</li> <li>(c) Serial number</li> <li>(d) Funding source</li> <li>(e) Acquisition date</li> <li>(f) Cost</li> <li>(g) Location</li> <li>(h) Current condition</li> <li>(i) Transfer, replacement, or disposition of obsolete or unusable equipment</li> </ul> <p>During review of the inventory documents and interviews with administrative staff, it was demonstrated by CTE, EL, CE and ME that all elements required on the inventory records were not included.</p> <p>Resolution of this item for CTE will resolve the findings in EL, CE and Migrant Education.</p>	06/13/2011
Physical Education (PE)	VII-PE 05	PE Instruction - Elementary School	<p>Status: Not In Compliance</p> <p>The law requires elementary students (grades 1-6) to receive physical education instruction for a minimum of 200 minutes each 10 school days.</p> <p>Documentation uploaded for first grade students at Bobier Elementary School indicate that they receive 128 minutes of physical education instruction every 10 school days.</p> <p>The district must provide, to the California Department of Education, clear evidence that elementary students (grades 1-6) receive physical education instruction for a minimum of 200 minutes every 10 school days.</p>	06/13/2011
State Fiscal Stabilization Fund (SFSF)			No findings during this review.	

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Uniform Complaints Procedures (UCP)	II-UCP 01	UCP Governance Provides Civil Rights Guarantees	<p>Status: Not In Compliance</p> <p>The LEA adopts Board policies and administrative regulations regarding UCP with all language and components of required elements for applicable state and federal laws and regulations. PC 422.55, EC 200, EC 220, T5CCR 4610. See the UCP Instrument for a complete list of UCP legal requirements at <a href="http://www.cde.ca.gov/ta/cr/cc/cycleareviews.asp">http://www.cde.ca.gov/ta/cr/cc/cycleareviews.asp</a>.</p> <p>Upon review of the UCP 1 documents, "UCP1-BoardPolicyNo:1312.pdf" and "UCP1-UCPAdmRegNo:1312.3.pdf", on March 29, 2011, the LEA does not meet requirements for UCP 1 because the UCP Board Policy and Administrative Regulations do not contain the following language:</p> <p>a. A statement that the LEA shall have the primary responsibility to insure compliance with applicable state and federal laws and regulations. [T5CCR 4620]</p> <p>b. A statement that the local agency shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, and seek to resolve those complaints in accordance with the LEA's Uniform Complaint Procedures [T5CCR 4610, 4620, and 4621]</p> <p>e. A statement ensuring that the complainants are protected from retaliation and that the identity of a complainant alleging discrimination will remain confidential as appropriate. [T5CCR 4621]</p> <p>i. A statement ensuring annual dissemination of a written notice of the LEA's complaint procedures to students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties. [T5CCR 4622]</p> <p>To resolve the finding the LEA must add the above statement (s) to its UCP Board Policy and Administrative Regulations, present the documents to its governing board for approval and make copies available free of charge. For technical assistance to resolve these findings, please contact Shirley Sekeres at 916-319-0929 after the CPM On-site visit.</p>	06/13/2011

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Uniform Complaints Procedures (UCP)	II-UCP 03	UCP Governance Discrimination Complaints	<p>Status: Not In Compliance</p> <p>UCP 3 applies to the filing, investigation and resolution of complaints regarding alleged violation of federal or state law or regulations governing educational programs, including allegations of unlawful discrimination, according to T5CCR 4600 – 4671. See UCP Instrument on the CDE CPM website at <a href="http://www.cde.ca.gov/ta/cr/cc/cycleareviews.asp">http://www.cde.ca.gov/ta/cr/cc/cycleareviews.asp</a>. A review of the complaint files revealed two files reviewed resulting in the following items missing from the report to the complainants: c. The investigative process allowed the complainants and /or representatives the opportunity to present evidence; i. Corrective actions, if any are warranted; j. Notice of the complainant's right to appeal the LEA's Decision to CDE; and k. Procedures to be followed for initiating an appeal to CDE.</p> <p>In order to correct this finding, the LEA will need to work with Shirley Sekers in the UCP office within the 45 day followup to this review. She can be reached at 916-319-0929.</p>	06/13/2011
Uniform Complaints Procedures (UCP)	II-UCP 04	UCP Governance Deficiencies Related to Instruction	<p>Status: Not In Compliance</p> <p>The LEA adopts Board policies and administrative regulations regarding UCP Williams Complaints with all language and components of required elements for applicable state and federal laws and regulations. (EC 17592.72, EC 35292.5; T5CCR 4680, 4684, 4685, 4686, 4687) See the UCP Instrument for a complete list of UCP legal requirements at <a href="http://www.cde.ca.gov/ta/cr/cc/cycleareviews.asp">http://www.cde.ca.gov/ta/cr/cc/cycleareviews.asp</a>.</p> <p>Upon review of the UCP 4 document, "UCP4-AdmRegNo:1312.4(Williams/Valenzuela).pdf", on April 6, 2011, the LEA does not meet requirements for UCP 4 because the UCP Williams Complaints Board Policy and Administrative Regulations do not contain the following language: g. The Williams Complaint form shall identify the place for filing the complaint, [EC 35186(a)(2), T5CCR 4680]</p> <p>To resolve the finding the LEA must add the above statement to its UCP Williams Complaints Board Policy and Administrative Regulations and present the documents to its governing board for approval. For technical assistance to resolve these findings, please contact Shirley Sekeres at 916-319-0929 after the CPM On-site visit.</p>	06/13/2011

The means by which a finding is resolved is the responsibility of the LEA unless specified in law.  
Authorized LEA staff may request suggestions from CDE staff on the resolution of findings.

**Categorical Program Monitoring  
Notification of Findings**

County/District Code: 37684520000000			LEA Name: Vista Unified	
Program	Item Identifier	Item Title	Item Findings	Due Date
Uniform Complaints Procedures (UCP)	II-UCP 06	UCP Governance Williams Settlement Complaints Prov	<p>Status: Not In Compliance</p> <p>The LEA a UCP Williams Complaints Form concerning deficiencies related to instructional materials, conditions of facilities, and teacher vacancy or misassignments and shall have all language and components of required elements. (T5CCR 4680, 4681 – 4683; EC 35186, 35292.5.) See the UCP Instrument for a complete list of UCP legal requirements at <a href="http://www.cde.ca.gov/ta/cr/cc/cycleareviews.asp">http://www.cde.ca.gov/ta/cr/cc/cycleareviews.asp</a>.</p> <p>Upon review of the UCP 6 document, "UCP6-UCPForm (Williams/ValenzuelaComplaints)4.6.11.docx", on April 6, 2011, the LEA does not meet requirements for UCP 6 because the UCP Williams Complaints form does not contain the following language:</p> <p>o. A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate. [EC 17592.72, T5CCR 4683]</p> <p>To resolve the finding the LEA must add the above statement (s) to its UCP Williams Complaints form and make copies available in their district. For technical assistance to resolve these findings, please contact Shirley Sekeres at 916-319-0929 after the CPM On-site visit.</p>	06/13/2011