



# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item# 7.1

**Meeting Date:** November 7, 2013

**Subject:** **Approve Resolution No. 2763: Compliance with the Pupil Textbook and Instructional Materials Incentive Program Act**

- Information Item Only
- Approval on Consent Agenda
- Conference (for discussion only)
- Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- Conference/Action
- Action
- Public Hearing

**Division:** Academic Office

**Recommendation:** The Sacramento Board of Education is requested to declare a public hearing and to approve Resolution No. 2763, certifying that Instructional Materials Funding Realignment Program (IMFRP) monies are expended in compliance with the Pupil Textbook and Instructional Materials Incentive Act. The resolution ensures that each pupil has sufficient standards-aligned instructional materials consistent with the content and cycles of the curriculum frameworks adopted by the State Board of Education.

**Background/Rationale:** *Education Code Section 60119 (as revised by Chapter 900, Statutes of 2004)* specifies the governing board shall hold a public hearing on or before the end of the eighth week of the school year. The Board shall make a determination through a resolution as to whether each pupil in the district has sufficient textbooks or instructional materials in each subject consistent with the content and cycles of the curriculum framework adopted by the state board, and to identify the remedy for any insufficiencies.

The attached resolution certifies that each Sacramento City Unified School District student has sufficient textbooks and/or instructional materials in all core subjects that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks. Additionally the resolution certifies the availability of science lab equipment at grades 9-12.

**Financial Considerations:** The instructional materials budget is \$1,000,000.00 for the 2013-2014 school year.

**Documents Attached:**

1. Notice of Public Hearing
2. Executive Summary
3. Resolution No. 2763
4. Elementary School Level (K-6)
5. Middle School Level (7-8)
6. High School Level (9-12)

**Estimated Time of Presentation:** 5 minutes

**Submitted by:** Olivine Roberts, Chief Academic Officer  
Iris Taylor, Assistant Superintendent for  
Curriculum & Instruction

**Approved by:** Jonathan P. Raymond, Superintendent

**Sacramento City Unified School District**  
Compliance with the Pupil Textbook and Instructional Materials Incentive Program Act

## **NOTICE OF PUBLIC HEARING**

The Sacramento City Unified School District hereby gives notice that a  
Public Hearing will be held as follows:

### **Topic of Hearing:**

**Review of the Pupil Textbook and Instructional Materials Incentive Program Act  
For 2013-2014**

Copies of this program may be inspected at:

**Serna Educational Center  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824**

The Sacramento City Unified School District Governing Board will approve Resolution No. 2763:  
Compliance with the Pupil Textbook and Instructional Materials Incentive Program Act

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**HEARING DATE:** Thursday, November 7, 2013

**TIME:** 6:30 p.m.

**LOCATION:** Serna Educational Center  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

**FOR ADDITIONAL INFORMATION CONTACT:** SCUSD Academic Office/Curriculum and  
Instruction Department (916) 643-9120

# Board of Education Executive Summary

## Academic Office

Compliance with the Pupil Textbook and Instructional Materials Incentive Program Act  
November 7, 2013



### I. OVERVIEW / HISTORY

Each year, the SCUSD Board of Education holds a Public Hearing and adopts a resolution certifying that the Instructional Materials Funding Realignment Program (IMFRP) allocation is expended in compliance with the Pupil Textbook and Instructional Materials Incentive Act. The resolution attests to the sufficiency of core textbooks/instructional materials for each student; as is required by the Williams Act. Additionally, the resolution certifies that materials in each core subject are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education. If insufficiencies are noted, the Board must identify the plan to remedy said insufficiencies within eight weeks from the adoption of the textbook sufficiency resolution.

The District's textbook/instructional materials ordering process for each school begins in the spring; deliveries of textbooks/instructional materials are made to schools beginning in June through September. To document sufficiency for purposes of the Pupil Textbook and Instructional Materials Incentive Act, each school is asked to complete a Textbook Sufficiency Survey. Schools must indicate whether they have sufficient textbooks/ instructional materials for each student. If there are not sufficient textbooks/instructional materials, schools are asked to note the number of textbooks/instructional materials needed and the reason for the insufficiency. The surveys are processed by the Library/Textbook Services and any needed materials ordered and are sent out to each school site.

### II. DRIVING GOVERNANCE:

*Education Code Section 60119 (as revised by Chapter 900, Statutes of 2004)* specifies that the governing board shall hold a public hearing on or before the end of the eighth week of the school year. The Board shall make a determination through a resolution as to whether each pupil in the district has sufficient textbooks or instructional materials in each subject consistent with the content and cycles of the curriculum framework adopted by the state board and to identify the remedy for the insufficiencies.

### III. BUDGET:

SCUSD allocated \$1 million of IMFRP funds for the purchase of state adopted core instructional materials. The following chart outlines expenditures to date for 2013-2014. Remaining funds will be used to address instructional material needs that arise during the upcoming trimesters and/or second semester of the school year.

2013-2014 Textbook Budget	
Elementary	\$717,838
Secondary	\$146,081
<b>Total Expenses</b>	<b>\$863,919</b>

# Board of Education Executive Summary

## Academic Office

Compliance with the Pupil Textbook and Instructional Materials Incentive Program Act  
November 7, 2013



### IV. GOALS, OBJECTIVES AND MEASURES:

The goal is to ensure that each student has the requisite set of state-adopted textbook and instructional materials in each core academic subject and to allocate sufficient funds to support annual textbook expenditures. The objective is to accurately project textbook and instructional materials needs so that adequate funds may be allocated to address student textbook/instructional materials needs, per Education Code section 60119. The School Textbook Sufficiency Survey will serve as a measure for goal and objectives.

### V. MAJOR INITIATIVES:

The Library Textbook Services Department will assess the School Textbook/Instructional Materials Inventory and Order procedures and make recommendations for improving accuracy of projected needs, allocation of funding and the processing and distribution of textbooks and other instructional materials. As a part of this assessment, staff will take input from school site staff as well as other departments that interface with the textbook sufficiency process.

### VI. RESULTS:

One Hundred percent of schools had sufficient textbooks and instructional materials by the eighth week of school, per Education Code 60119.

### VII. LESSONS LEARNED/NEXT STEPS:

In January 2014, site administrators will submit course offerings and projected student numbers for 2014-2015 to Library Textbook Services. If courses require new adoptions, a course of study and textbooks are to be approved by the Board before April 1, 2014 to be incorporated into the budget and to assure that materials arrive by the beginning of the school year. If Board approval is made after April 1, 2014 textbooks will be purchased the following school year. The department will continue to bar code and maintain electronic records in Destiny of all new textbooks to ensure accurate accounting.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**RESOLUTION NO. 2763**

**Resolution Regarding Sufficiency or Insufficiency of Instructional Materials:  
Education Code Section 60119**

**WHEREAS**, the governing board of the Sacramento City Unified School District is committed to providing appropriate instructional materials for all students, and;

**WHEREAS**, the governing board of the Sacramento City Unified School District, in order to comply with the requirements of Education Code Section 60119, held a public hearing on October 17, 2013, at, or about 6:45 p.m., which is before the eighth week of school, and which did not take place during or immediately following school hours, and;

**WHEREAS**, the governing board provided at least 10 days notice of the public hearing posted in at least three places within the district stating the time, place and purpose of the hearing, and;

**WHEREAS**, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

**WHEREAS**, the definition of “sufficient textbooks or instructional materials” signifies each pupil, including English learners, has textbooks, instructional materials, or both, to use in class and to take home, and;

**WHEREAS**, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks or instructional materials were provided to pupils of the Sacramento City Unified School District, and;

**WHEREAS**, sufficient textbooks or instructional materials were provided to each student which are aligned to the academic content standards and consistent with the cycled and content of the curriculum frameworks in English Language Arts (including the English Language Development component of an adopted program), Mathematics, Science, History-Social Studies, Foreign Language and Health, and;

**WHEREAS**, laboratory science equipment is available for science laboratory classes offered in grades 9-12, inclusive;

**THEREFORE, IT IS RESOLVED**, for the 2013-2014 school year, the Sacramento City Unified School District Board of Education has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

**PASSED AND ADOPTED** by the Sacramento City Unified School District Board of Education on this 7th day of November, 2013, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTESTED TO:

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Jonathan P. Raymond  
Secretary of the Board of Education

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Jeff Cuneo  
President, Board of Education

**Resolution No. 2763- Attachment  
TEXTBOOK AND/OR INSTRUCTIONAL MATERIALS  
STATUS OF SUFFICIENCY 2012-2013**

**ELEMENTARY SCHOOL LEVEL (K-6)**

**Core content covered:**

English Language Arts  
English Language Development  
History Social Science

Mathematics  
Science

*In the year of the initial adoption and proceeding years, all core instructional materials were purchased for all students.*

<b>SCHOOL SITE</b>	<b>Status</b>	<b>SCHOOL SITE</b>	<b>Status</b>
ALICE BIRNEY WALDORF METHODS	SUFFICIENT	LEATAATA FLOYD (formerly JED SMITH)	SUFFICIENT
A.M. WINN ELEMENTARY	SUFFICIENT	JOHN BIDWELL	SUFFICIENT
ABRAHAM LINCOLN ELEMENTARY	SUFFICIENT	JOHN CABRILLO ELEMENTARY	SUFFICIENT
BOWLING GREEN CHACON CHARTER	SUFFICIENT	JOHN SLOAT ELEMENTARY	SUFFICIENT
BOWLING GREEN CHARTER	SUFFICIENT	JOHN STILL K-8	SUFFICIENT
BRET HARTE ELEMENTARY	SUFFICIENT	LEONARDO DA VINCI K-8	SUFFICIENT
CALEB GREENWOOD K-8	SUFFICIENT	MARK TWAIN ELEMENTARY	SUFFICIENT
CAMELLIA ELEMENTARY	SUFFICIENT	MATSUYAMA ELEMENTARY	SUFFICIENT
CAPITAL CITY	SUFFICIENT	MARTIN LUTHER KING, JR. K-8	SUFFICIENT
CAROLINE WENZEL ELEMENTARY	SUFFICIENT	NICHOLAS	SUFFICIENT
CESAR CHAVEZ INTERMEDIATE	SUFFICIENT	O.W. ERLEWINE ELEMENTARY	SUFFICIENT
CROCKER RIVERSIDE ELEMENTARY	SUFFICIENT	OAK RIDGE ELEMENTARY	SUFFICIENT
DAVID LUBIN ELEMENTARY	SUFFICIENT	PACIFIC ELEMENTARY	SUFFICIENT
EARLWARREN ELEMENTARY	SUFFICIENT	PARKWAY	SUFFICIENT
EDWARD KEMBLE K-3 ELEMENTARY	SUFFICIENT	PETER BURNETT ELEMENTARY	SUFFICIENT
ELDER CREEK	SUFFICIENT	PHOEBE HEARST ELEMENTARY	SUFFICIENT
ETHEL I. BAKER ELEMENTARY	SUFFICIENT	PONY EXPRESS ELEMENTARY	SUFFICIENT
ETHEL PHILLIPS ELEMENTARY	SUFFICIENT	SEQUOIA	SUFFICIENT
FATHER KEITH B. KENNY ELEMENTARY	SUFFICIENT	SUSAN B ANTHONY ELEMENTARY	SUFFICIENT
GENEVIEVE DIDION K-8	SUFFICIENT	SUTTERVILLE ELEMENTARY	SUFFICIENT
GOLDEN EMPIRE ELEMENTARY	SUFFICIENT	TAHOE ELEMENTARY	SUFFICIENT
H.W. HARKNESS ELEMENTARY	SUFFICIENT	THEODORE JUDAH ELEMENTARY	SUFFICIENT
HOLLYWOOD PARK ELEMENTARY	SUFFICIENT	WILLIAM LAND	SUFFICIENT
HUBERT BANCROFT ELEMENTARY	SUFFICIENT	WOODBINE ELEMENTARY	SUFFICIENT
ISADOR COHEN ELEMENTARY	SUFFICIENT		
JAMES MARSHALL ELEMENTARY	SUFFICIENT		

Resolution No. 2763 - Attachment

TEXTBOOK AND/OR INSTRUCTIONAL MATERIALS  
STATUS OF SUFFICIENCY 2013-2014

MIDDLE SCHOOL LEVEL (7-8)

Core content covered:

English Language Arts  
English Language Development  
History Social Science  
Mathematics  
Science

*In the year of the initial adoption and proceeding years, all core instructional materials were purchased for all students.*

SCHOOL SITE	Status
ALBERT EINSTEIN	SUFFICIENT
ALICE BIRNEY WALDORF METHODS (7-8)	SUFFICIENT
CALBEB GREENWOOD (7-8)	SUFFICIENT
CALIFORNIA	SUFFICIENT
CAPITAL CITY (7-8)	SUFFICIENT
FERN BACON	SUFFICIENT
GENEVIEVE DIDION (7-8)	SUFFICIENT
JOHN STILL (7-8)	SUFFICIENT
KIT CARSON	SUFFICIENT
LEONARDO DA VINCI (7-8)	SUFFICIENT
MARTIN LUTHER KING, JR. (7-8)	SUFFICIENT
ROSA PARKS	SUFFICIENT
SAM BRANNAN	SUFFICIENT
SUTTER	SUFFICIENT
WILL C. WOOD	SUFFICIENT

Resolution No. 2763 - Attachment

TEXTBOOK AND/OR INSTRUCTIONAL MATERIALS  
STATUS OF SUFFICIENCY 2013-2014

HIGH SCHOOL LEVEL (9-12)

Core content covered:

English Language Arts  
English Language Development  
History Social Science  
Mathematics  
Science

*In the year of the initial adoption and proceeding years, all core instructional materials were purchased for all students. Laboratory equipment is available for science laboratory classes.*

SCHOOL SITE	Status
AMERICAN LEGION	SUFFICIENT
ART BENJAMIN HEALTH PROFESSIONS	SUFFICIENT
C.K. McCLATCHY	SUFFICIENT
CAPITAL CITY (9-12)	SUFFICIENT
GEORGE WASHINGTON CARVER	SUFFICIENT
HIRAM JOHNSON	SUFFICIENT
JOHN F. KENNEDY	SUFFICIENT
LUTHER BURBANK	SUFFICIENT
NEW TECH	SUFFICIENT
ROSEMONT	SUFFICIENT
SCHOOL OF ENGINEERING & SCIENCE	SUFFICIENT
THE MET	SUFFICIENT
WEST CAMPUS	SUFFICIENT