

- Communicate closely with principals of schools scheduled to receive a Williams site visit.
- Review and update, if needed, your District Instructional Materials (IM) list to include all subject areas, grade and course titles.
 - **IMPORTANT! If piloting materials, students need to have access to current board adopted instructional materials. It is important that an LEA demonstrate that students have access to this content both in the classroom and to take home, pursuant to EC Section 60119. Provide SCOE with a list of instructional materials along with which school and classroom(s) the materials are being piloted.**
- Submit the contact information for your district's Williams Coordination Team to the SCOE Williams Coordinator at the start of the school year as this information is used on forms used during Williams visits using this [LINK](#).
 - District/Charter Liaison Contact
 - District/Charter SARC Designee
 - District/Charter Curriculum Designee
 - District/Charter Facilities Designee
 - Site Administrator
- Conduct mock site reviews with principals prior to the SCOE site review visits.
- Have district personnel join the principal on the actual review visit day to assist the principal with immediate remediation if any insufficiencies are noted.
- To avoid losing the state instructional materials apportionment, comply with all mandates related to the annual Public Hearing and Board Resolution for sufficiency of textbooks and instructional materials.
- In the Board Resolution of Sufficiency, include a description of the process and information considered by the Board in reaching its conclusions regarding sufficiency.
- Include in the Board Resolution of Sufficiency, the names of the textbooks or instructional materials, or both, that have been adopted by the Board and were provided to pupils in the district.
- Try to schedule the "eight-week" Public Hearing and Board Resolution on sufficiency by the **fifth week** of the school start date to allow for possible delays, including cancellation or postponement of Board meetings.
- Publish the ten-day notice of Public Hearing in compliance with all public notice mandates.
- Do not discard texts and instructional materials until replacement texts and instructional materials have been delivered to the district or the school sites.
- Communicate closely with the Williams Coordinator to share ideas or concerns, at williams@scoe.org

Facility Reviews

With the exception of an **unannounced** visit, facility reviews should occur within the first four weeks of school. The SCOE Facility Reviewer will contact the District Facilities Coordinator to coordinate the arrival time for each school.