

G. INSTRUCTIONAL MATERIALS

from the 2016-17 Audit Guide

1. Determine whether the school district governing board or county board of education, prior to making a determination through a resolution as to the sufficiency of textbooks or other instructional materials, held the public hearing or hearings required by Education Code section 60119 on or before the end of the eighth week from the first day pupils attended school for that year, or, in a school district or COE having schools that operate on a multitrack, year-round calendar, on or before the end of the eighth week from the first day pupils attended school for that year on any track that began in August or September.

2. Determine whether the school district governing board or county board of education provided 10-day notice of the required public hearing or hearings.

3. Determine whether each notice included the time, place, and purpose of the hearing and whether the school district or COE posted the notice at a minimum of three public locations in the school district or county, respectively.

4. Determine whether the hearing was held at a time that encouraged the attendance of teachers and parents and guardians of pupils who attend the schools in the district and did not take place during or immediately following school hours.

5. Determine whether the resolution stated that each pupil in each school had sufficient textbooks or instructional materials aligned to the content standards adopted by the State Board of Education pursuant to Education Code section 60605 or 60605.8 and consistent with the content and cycles of the curriculum framework adopted by the State Board of Education, or instead that there was an insufficiency of such textbooks or instructional materials, or both, in any one or more of mathematics, science, history-social science, and English/language arts including the English language development component of an adopted program, as appropriate. If the resolution stated any insufficiency, verify that the school district governing board or county board of education provided information to classroom teachers and to the public, setting forth, in the resolution, for each school in which an insufficiency existed, the percentage of pupils who lacked sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each pupil did not have sufficient standards-aligned textbooks or instructional materials, or both, and took action to ensure that each pupil would have sufficient textbooks or instructional materials, or both, within two months of the beginning of the school year in which the determination was made.

	6.	Verify whether the governing board made a written determination as to whether each pupil enrolled in a foreign language or health course had sufficient textbooks or instructional materials that were consistent with the content and cycles of the curriculum frameworks adopted by the State Board of Education for those subjects.
	7.	Verify whether the governing board determined the availability of laboratory science equipment as applicable to science laboratory courses offered in grades 9 to 12, inclusive.
	8.	If the school district or COE was not in compliance with any of these requirements, so state in a finding.

TABLE OF HEALTHY SCHOOLS ACT RESPONSIBILITIES

Responsibilities	Public K-12 School	Child Care Center*	Pest Control or Landscaping Business	Child Care Center Property Owner	Code/Regulation Authorizing Responsibility
Identify schoolsite* Integrated Pest Management (IPM) Coordinator	X	X			EC 17609(e)
Develop an IPM Plan	X	X			EC 17611.5
Provide annual written notification	X	X			EC 17612
Establish individual notification registry	X	X			EC 17612(a)(1)
Post warning signs	X	X			EC 17612(d)
Keep records	X	X			EC 17611(a)
Send pesticide use reports to DPR	X	X	X	if owner applies pesticides	EC 17611(b) FAC 13186 3 CCR §6625
Don't use prohibited pesticides	X	X	X	if owner applies pesticides	EC 17610.1
Complete IPM training	X	X	X	if owner applies pesticides	B&PC 8593.2 EC 17614 FAC 13186.5
Child Care Centers Only					
Notification to IPM Coordinator 120 hours before application			X	X	EC 17610(b)(1)(A) FAC 13186(d)
Inform contractor that a child care center is present and that it must comply with the HSA		X		X	FAC 13186(c) and (e)

For more detailed information about each of the HSA Responsibilities, refer to the [Healthy Schools Act Requirements](#) fact sheet.

***Definitions**

Child care center: licensed public or private child care center, excluding family day care homes.

Schoolsite: A licensed public or private child care center or a public K-12 school.

Abbreviations

EC- Education Code; B&PC- Business & Professions Code; FAC- Food & Agricultural Code; CCR- California Code of Regulations