



Lassen County Office of Education

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Patricia Gunderson, Superintendent

September 6, 2019

Board of Trustees
Fort Sage Unified School District
100 D.S. Hall Street
P.O. Box 35
Herlong, CA 96113

Dear Board Members:

California *Education Code* Section 1240, as amended by the Williams' Settlement Legislation, requires that Lassen County Office of Education visit schools identified as decile 1-3 in our county. The areas of review are noted below:

1. Monitor "sufficient" standards-aligned instructional materials in four core subject areas (English language arts, mathematics, history/social science, and science);
2. Monitor any facility condition that "poses an emergency or urgent threat to the health or safety of pupils or staff";
3. Review to determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including "good repair";
4. Monitor and review teacher misassignments and teacher vacancies; and
5. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedure.

This report presents the results of our recent visit and review at Sierra Primary School and Herlong High School on August 29, 2019. Our findings are indicated below:

SIERRA PRIMARY SCHOOL

- "Sufficient" standards aligned instructional materials were not available for student use at all grade levels in the four core subject areas monitored, English Language Arts, Mathematics, History-Social Science, and Science. Insufficient materials were in the areas of History-Social Science and Science in several of the elementary classrooms.

- The condition of the facility needs repair and requires immediate attention to avoid health or safety threat to pupils or staff. The maintenance and environmental issues observed were:

1. **Mechanical Systems:** Teacher's Lounge- the vents are covered with plastic. Pipe insulation is deteriorating on the west side of the building nearest the playground.
2. **Interior Surfaces:** **Kitchen/Cafeteria:** The tile flooring underneath the sinks and counter in the kitchen needs to be cleaned and repaired or replaced. The mats in the kitchen need to be cleaned. Mops should be cleaned and stored in an appropriate place away from food preparation. The cove base in the cafeteria needs to be cleaned and repaired in some areas. The tile flooring in the cafeteria near doors and in corners needs to be cleaned. The front door to the cafeteria needs to be replaced, the right-side door is missing and is covered with a piece of plywood.
Hallways: The carpet in the hallways is showing significant wear; rips, tears, and buckles were noted. Some tears are covered with tape. It appears that several areas of carpet have been replaced with dissimilar carpet remnants.
Classrooms: The carpeting in all classrooms is showing wear, rips and tears are noticeable, some are covered with duct tape. Subflooring can be seen in some areas. Stained ceiling tiles and broken light covers need to be repaired or replaced. The flooring around the toilets in Room 1 needs to be thoroughly cleansed. Room 2 and 5 – sinks and drinking fountains do not work, there is no running water in the classroom. Students who use the toilets in the classroom do not have a place to wash their hands. The windows in the library need to be cleaned.
Nurse's Office/Teacher's Lounge: The ceiling in the nurse's office and adjoining storage room needs repair. The ceiling tiles are stained and falling apart, dried water stains running down the wall and window may indicate a leak. Insulation is hanging down between the wall and ceiling panels. There is a water stain on the wall in the teacher's lounge. The carpet is showing significant wear.
3. **Exterior Surfaces:** The rooms near the playground have weeds growing from the gutters and roof. The washing machine sitting in front of the building must be removed. The sidewalks are cracked, uneven, and weeds are growing in between the cracks. The sidewalks are slippery and uneven as the surface layer of pea gravel is coming loose. Leaves, weeds, grass clippings, and debris have accumulated around the building, in corners and around doors. Some outdoor rugs need replacement as they don't lay flat and pose a trip hazard. The exterior siding is in disrepair; peeling paint, loose boards, holes, and dry rot were noticed in multiple locations around the campus. Spider webs need to be removed from exterior surfaces. A wooden bench on the sidewalk near the playground needs repair as it is not properly secured. Crumbling pavement and loose gravel create an uneven surface on the access path to the playground which poses a trip hazard.
4. **Hazardous Materials:** Exterior paint is loose and peeling from the siding. Clorox wipes, Comet cleanser, and disinfectant wipes were sitting out in several classrooms.
5. **Electrical/Lighting:** Room – light panels are cracked. Rooms 2 and 4 have computer and phone wires that need to be tied to reduce trip hazards. Wires in hallways, both used and unused, need to be securely fastened to the wall and should not be left

dangling. All electrical outlets/sockets need to be covered with an appropriate wall plate. Nurse's Office- an electrical cover needs to be fastened to the wall, one of the light panels is cracked and it appears that loose wires are resting in the light panel.

6. Drinking Fountain/Restroom: The drinking faucet in Room 6 is loose. One of the sinks in the girls' restroom does not work and the wall behind the toilet needs repair. One of the sinks in the boys' restroom needs repair. A bucket is sitting under the sink to collect leaking water. The toilet stall has a curtain instead of a locking door. The drinking fountain outside the upper restrooms is inoperable. One of the sinks in the girls' restroom needs repair. One of the toilet stalls has a curtain instead of a locking stall door and the other stall door has a broken hinge. The middle sink in the boys' restroom does not work, there is no door on the toilet stall, and there is a hole in the coving. The toilets and floors around urinals need to be thoroughly cleansed. The ceiling in the boys' restroom near the cafeteria is in disrepair. The cove base needs to be repaired or replaced. The walls are partially painted and one of the windows is cracked. One of the sinks does not work and the odor indicates that the restroom needs to be thoroughly cleansed.
7. File/Cabinets/Shelving: Room 2 and 8 – cubbies and filing cabinets need to be anchored.

HERLONG HIGH SCHOOL

- "Sufficient" standards aligned instructional materials were available for student use at all grade levels and in all four core subject areas monitored. Instructional materials were available online and paper copies were available when needed.
- The condition of the facility needs repair and requires immediate attention to avoid health or safety threat to pupils or staff. The maintenance and environmental issues observed were:
 1. Mechanical Systems: Hallways – pipe insulation appears to be cracking/deteriorating around pipes on the ceiling. Boys' restroom (main building) – wall heater needs to be cleaned. Vent in hallway is dirty and bent. Thermostat in the main hallway and Girls' gym restroom is exposed and appear to be broken. Room 15 swamp cooler is leaking.
 2. Windows, Doors, and Gates: The Boys' gym restroom door lock is missing and stall door. Exterior doors to rooms 15, 16, and 17 do not have mechanisms or door locks that can be secured from the inside in the case of lockdown emergency.
 3. Interior Surfaces: The ceiling tiles in the hallway near the restrooms are significantly damaged and need immediate attention. Ceiling tiles throughout the campus are stained, loose, or missing. Wall tiles in the gym are loose and missing. In the Girls' gym restroom there are cracks in the walls. Ceramic wall tiles are missing in the Girls' gym restroom. Carpet has been removed from one classroom but has not been replaced. Floor tiles throughout the campus are broken and/or missing.
 4. Exterior Surfaces: The sidewalks are cracked, uneven, and weeds are growing in between the cracks. The sidewalks are slippery and uneven as the surface layer of pea gravel is coming loose. Leaves, weeds, grass clippings, and debris have accumulated around the building, in corners and around doors. Two trees on the south side of the main building appear to be dead and may need to be removed.

The entire gutter system is missing outside of rooms 15, 16, and 17 and water from swamp cooler draining onto the concrete. Exterior paint is peeling in several areas throughout the campus.

5. Hazardous Materials: Paints and chemicals are not stored in a locked cabinet. Clorox wipes, spray comet, and disinfectant wipes were located in rooms 2, 3, and 16.
 6. Electrical/Lighting: Hallway- light panels are cracked. Light covers are missing in the gym area. Loose wires are hanging down and in reach of students and guests in the gym area. Light covers are missing outside rooms 15, 16, and 17.
 7. Drinking Fountain/Restroom: The boys' restroom in the main building needs immediate attention, unsafe condition for student use. The stall door is damaged and does not lock. The top hinge is loose and the support wall to the stall is not attached to the floor. One of the urinals is out of order and is covered with a plastic trash bag. One sink in the Boys' gym is not working. The Boys' stall in the Metal Shop is missing a door. The urinal in the Wood Shop is out of order and is covered with a plastic trash bag.
 8. File/Cabinets/Shelving: Room 8 file cabinet needs to be attached to the wall. All file cabinets should be secured to walls.
- The annual school accountability report card was not completed or posted to the California Department of Education during the 2018 – 19 school year. We are unable to verify accurate data has been represented.
 - The monitoring and review of teacher misassignments and vacancies will be conducted by Stacy Russell, Credential Analyst for Lassen County Office of Education. Teacher misassignments or teacher vacancies for the 2019 – 20 school year will be reported once this has been completed.
 - Universal Complaint Forms were posted in all monitored classrooms and public areas. The quarterly reports will be reviewed on an ongoing basis throughout the year. While the Uniform Complaint data are not mandated to be a part of this report they are being included so that you and the citizens of our community will have a complete understanding of the environment in which Fort Sage Unified School District is functioning.

All deficiencies noted above were sent to the school and district so all deficiencies can be remedied during the 2019 – 20 school year. The number of deficiencies observed during the visit was unsettling, especially in restroom areas where the lack of access to running water to properly wash hands. A Lassen County Office of Education Williams' Settlement representative will conduct a return visit to Fort Sage Unified School District to determine if the noncompliance issue(s) have been corrected.

Sincerely,



Patricia A. Gunderson
County Superintendent of Schools



Patricia L. Thurman, Associate Superintendent
Educational Services/Human Resources