



# Contra Costa County Office of Education

77 Santa Barbara Road, Pleasant Hill, CA 94523 • (925) 942-3388  
Lynn Mackey, Superintendent of Schools

November 8, 2022

Manzanita Middle School Governing Board  
Manzanita Middle School  
461 33rd Street  
Richmond, CA 94804

Dear Manzanita Middle Governing Board:

I would like to thank Manzanita Middle for its cooperation and thoroughness in conducting the required review of instructional materials and facilities for schools identified in the Williams Settlement, for providing the required information within the timelines, and for meeting the compliance requirements of the Williams Settlement site visits.

Enclosed is the annual report on the schools identified in the Williams Settlement within your purview for fiscal year 2022-2023. California Education Code section 1240(c)(2)(B) requires that schools identified in the Williams Settlement in the county be visited within the first four weeks of school, that noted areas be reviewed, and that a report be submitted to you and the governing board for inclusion at a regularly scheduled Board Meeting. Charter Schools were included in the Williams legislation in 2021. A complete report on all the Williams visitations in Contra Costa County has also been submitted to the County Board of Education as required by law.

The attached report contains the results of the Contra Costa County Office of Education's (CCCOE) audits of the following schools:

- Manzanita Middle

Here are some highlights from the attached report:

### ***Instructional Materials***

There were sufficient district-adopted, standards-aligned textbooks or instructional materials visible and/or documented in all classrooms visited. Where applicable, there was sufficient access to internet connections and instructional devices. A plan developed by the LEA to assure access to a device and the internet for all students was filed with the county office.

### ***School Facilities***

There are no facility conditions that "pose an emergency or urgent threat to the health or safety of pupils or staff."

### ***School Accountability Report Card (SARC)***

The schools' SARCs indicated there were no instructional material insufficiencies or outstanding facility needs.

### ***Teacher Misassignments and Teacher Vacancies***

Teacher monitoring reports are now completed through the new California Statewide Assignment Accountability System (CalSAAS) set up by AB 1219. Data regarding misassignments and vacancies from these reports should be publicly available in December of each year.

Manzanita Middle School Governing Board

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We very much appreciate the support of the Manzanita Middle School's Governing Board, the charter administration, and especially the staff of the schools that were audited so that the directives of the Williams Settlement could be implemented. A common goal for all of us is to ensure that each of our students has the necessary materials to learn, a safe place to study, and qualified teachers. Thank you for the work you have done for the students of your school(s).

Sincerely,



Lynn Mackey  
Superintendent of Schools  
Contra Costa County

LM:sk

Enclosure:

Annual Reports

Facilities Inspection Tool (FIT)

cc: Contra Costa County Board of Supervisors  
Contra Costa County Office of Education Superintendent  
Contra Costa County Office of Education Board of Trustees

# Williams Settlement – Site Visit Report 2022-23

**Authorizer: Contra Costa County Office of Education**

**School: Manzanita Middle**

**Facility Visit Date: 8/5/2022**

**Textbook Visit Date: 8/25/2022**

## **FINAL REPORT**

### **Document Review**

**SARC: In Compliance**

**District/LEA FIT: Will be provided in November 2022**

#### **Textbooks:**

1. ELA - sufficient
2. Math – sufficient
3. Social Studies – sufficient
4. Science – sufficient
5. ELD (Designated & Integrated) – sufficient

### **Visitation**

**Uniform Complaint Policies: Not Required for Charter Schools**

#### **Textbooks:**

1. ELA – sufficient
2. Math – sufficient
3. Social Studies – sufficient
4. Science – sufficient
5. ELD (Designated & Integrated) – sufficient

#### **Facilities:**

**Overall Facilities Rating: GOOD 90.63%**

The school overall is in good repair. Minor issues with faucets, light fixtures, and flooring tiles. Students were engaged and in their classrooms. Thanks for a successful visit!

Category	Systems	Interior	Cleanliness	Electrical	Restrooms/ Fountains	Safety	Structural	External
<b>Total Percent Per Category</b>	100.00%	66.67%	100.00%	75.00%	83.34%	100.00%	100.00%	100.00%
<b>Rank</b> GOOD= 90%-100% FAIR= 75%-89.99% POOR= 1%-74.99%	GOOD	POOR*	GOOD	FAIR	FAIR	GOOD	GOOD	GOOD

\* Poor Service Levels (PSL) = a pattern of similar, pervasive deficiencies widespread throughout the facility

**Please see attached Facilities Inventory Tool Report for details.**

STATE OF CALIFORNIA  
**FACILITY INSPECTION TOOL (FIT)**  
**SCHOOL FACILITY CONDITIONS EVALUATION**  
 (REV 04/22) Adapted by CSI 6/2022



SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION  
 Contra Costa County Office of Education  
 SCHOOL SITE  
 Manzanita Middle School  
 INSPECTOR'S NAME  
 JOSEPH C. LUIS  
 INSPECTOR'S TITLE  
 CSI - CONSULTANT  
 TIME OF INSPECTION  
 8:26am  
 WEATHER CONDITION AT TIME OF INSPECTION  
 Overcast  
 COUNTY  
 Contra Costa  
 SCHOOL TYPE (GRADE LEVELS)  
 NUMBER OF CLASSROOMS ON SITE  
 3  
 NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)  
 Jim Thornblay  
 SITE ENROLLMENT

**PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)**

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			E. INTERIOR INTERIOR SURFACES	C. CLEANLINESS		D. ELECTRICAL ELECTRICAL	E. RESTROOMS/RESTROOMS	F. FOUNDATIONS/SINKS/FOUNDATIONS	F. SAFETY		G. STRUCTURAL		H. EXTERNAL		
		GAS LEAKS	MICRO-VAC	SEWER		OVERALL CLEANLINESS	PEST/VERMIN INFESTATION				RESTROOMS	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLUMBING/SPRINKLERS	WIND/DAMAGES/PREFERENCES	
14	Number of OK's	14	12	14	8	14	14	9	3	2	12	14	12	12	14	14	
	Number of P's	0	0	0	4	0	0	3	0	1	0	0	0	0	0	0	
	Number of X's	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14	Number of N/A's	0	2	0	2	0	0	2	11	11	2	0	2	2	0	0	
Percent of System in Good Repair Number of OK's divided by Total Areas = "N/A's"		100.00%	100.00%	100.00%	66.67%	100.00%	100.00%	75.00%	100.00%	66.67%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	
Total Percent per Category (Average of above)		100.00%	100.00%	100.00%	66.67%	100.00%	100.00%	75.00%	83.34%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	
Rank (Circle one)		GOOD		POOR		GOOD		FAIR		FAIR		GOOD		GOOD		GOOD	

Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

**OVERALL RATING:**

Determine Average Percentage of Categories Above → **90.63%** **SCHOOL RATING\*\*** →

\*\*For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated and/or resulting from minor wear and tear and/or in the process of being mitigated.	FAIR
75 %-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	POOR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

**INSPECTOR'S COMMENTS AND RATING**

The school overall is in good repair. Minor issues with faucets, light fixtures, and flooring tiles.



PART II: EVALUATION DETAIL Date of Inspection: 8/25/2022 School Name: Manzanita Middle School

Building / Area Name	Estimated Square Footage	Inspection Criteria														
		1 GASLEAKS	2 MECHANICAL	3 SEWER	4 INTERIOR SURFACES	5 OVERALL CLEANLINESS	6 RESTROOM VENTILATION	7 ELECTRICAL	8 RESTROOM	9 SINKS/FOUNTAINS	10 FIRE SAFETY	11 HAZARDOUS MATERIALS	12 STRUCTURAL DAMAGE	13 ROOFS	14 PLAYGROUND/SCHOOL GROUNDS	15 WINDOWS/DOORS/ENTRANCES
ADMIN		OK	OK	OK	OK	OK	OK	OK	NA	NA	OK	OK	OK	OK	OK	OK
		COMMENTS:														
ADMIN KITCHEN		OK	OK	OK	D	OK	OK	OK	NA	NA	OK	OK	OK	OK	OK	OK
		COMMENTS:	4. FLOORING IS LIFTING.													
OFFICE		OK	OK	OK	OK	OK	OK	OK	NA	NA	OK	OK	OK	OK	OK	OK
		COMMENTS:														
REST ROOM		OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
		COMMENTS:														
OFFICE		OK	OK	OK	OK	OK	OK	OK	NA	NA	OK	OK	OK	OK	OK	OK
		COMMENTS:														
KITCHEN		OK	OK	OK	D	OK	OK	D	NA	NA	OK	OK	OK	OK	OK	OK
		COMMENTS:	4. TRIM IS MISSING ON COUNTERTOP. 7. SWITCH PLATE IS BROKEN. ELECTRICAL COVERS ARE MISSING.													
GYM		OK	OK	OK	D	OK	OK	D	NA	NA	OK	OK	OK	OK	OK	OK
		COMMENTS:	4. FLOOR TILES ARE BROKEN. 7. SWITCH PLATE IS BROKEN. MULTIPLE OUTLET COVER													
UNISEX REST ROOM		OK	OK	OK	D	OK	OK	OK	OK	D	OK	OK	OK	OK	OK	OK
		COMMENTS:	4. FLOOR TILES ARE MISSING. 9. EXTERIOR DRINKING FOUNTAIN HANDLE IS BROKEN/MISSING. COLD WATER HAS A LOW FLOW.													
UNISEX REST ROOM		OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
		COMMENTS:														
CONFERENCE/ COUNSELING		OK	OK	OK	OK	OK	OK	OK	NA	NA	OK	OK	OK	OK	OK	OK
		COMMENTS:														
1		OK	OK	OK	OK	OK	OK	D	NA	NA	OK	OK	OK	OK	OK	OK
		COMMENTS:	7. ELECTRICAL CONDUIT IS LOOSE FROM CEILING.													
6		OK	OK	OK	OK	OK	OK	OK	NA	NA	OK	OK	OK	OK	OK	OK
		COMMENTS:														
COURTYARD		OK	NA	OK	NA	OK	OK	NA	NA	NA	NA	NA	NA	NA	OK	OK
		COMMENTS:														
PLAY COURTS/ PARKING LOT		OK	NA	OK	NA	OK	OK	NA	NA	NA	NA	NA	NA	NA	OK	OK
		COMMENTS:														

District's Plan to Address:



**PART I: EVALUATION DETAIL**

Date of Inspection: 05/2022

School Name: Manzanita Middle School

Building / Area Name	Estimated Square Footage	Deficiencies Noted in Prior Year?														
		1 GAS/LEAKS	2 MECHANICAL	3 SEWER	4 INTERIOR SURFACES	5 OVERALL CLEANLINESS	6 PEST/VERMIN INFESTATION	7 ELECTRICAL	8 RESTROOM	9 SINK/FOUNTAINS	10 FIRE SAFETY	11 HAZARDOUS MATERIALS	12 STRUCTURAL DAMAGE	13 ROOFS	14 PLAYGROUND/SCHOOL GROUNDS	15 WINDOWS/DOORS/PATERVICES
Marks: OK = Good Repair, D = Deficiency, X = Extreme Deficiency, NA = Not Applicable Use Additional Area Lines as necessary.																
OK    D    X    NA																