



LOS ANGELES UNIFIED SCHOOL DISTRICT BULLETIN

TITLE: Guidelines for *Williams Case* Sufficiency
—Secondary Science Instructional Materials

NUMBER: BULLETIN 3868.1

ISSUER: Michelle King, Deputy Chief Instructional
Officer, Secondary

DATE: November 2, 2007

ROUTING

Local District Superintendents
Local District Administrators of
Instruction
Local District Directors of High
School Services
Local District Science Staff
High School Principals
High School Assistant Principals
Science Department Chairpersons
Science Lead Teachers
Science Teachers

PURPOSE: This Bulletin replaces Bulletin 3868.0. The purpose of this Bulletin is to provide guidelines for science classroom visitations in preparation for *Williams Case* legislative requirements related to secondary science instructional materials.

BACKGROUND: Assembly Bill 831, Chapter 118, Statutes of 2005, took effect July 25, 2005. AB 831 modified the annual public hearing requirement in Education Code (EC) Section 60119 and modified the expenditure requirements related to instructional materials funds.

Under EC Section 60119, the governing board of every local educational agency (LEA) that receives state instructional materials funds must hold an annual public hearing before the end of the 8th week from the first day pupils attend school for that year. At the public hearing the governing board must make a determination as to whether each pupil in each school has sufficient textbooks or instructional materials, or both, that are aligned to the content standards and are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education in reading/language arts, mathematics, science, and history-social science. As part of the hearing required, pursuant to this section, the governing board shall also determine the availability of laboratory science equipment as applicable to science laboratory courses offered in grades 9 to 12, inclusive. Science instructional materials insufficiencies will be noted on the annual School Accountability Report Card (SARC).

INSTRUCTIONS: All schools are accountable to the mandates of *Williams Legislation*. However, there is a focus on the lowest performing schools currently defined as those ranked in the bottom one-third (deciles 1-3) of the 2007 base Academic Performance Index. The local county office is responsible for monitoring and reporting on these schools. Under the law, the Los Angeles County Office of Education (LACOE) has the responsibility of conducting school visits, 25 percent of which must be announced, to validate that schools are using District adopted and/or approved textbooks and that students have access to sufficient textbooks and/or instructional materials.



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1. It is the responsibility of the school-site administrators along with Local District science support staff working in collaboration with their science teachers to ensure that each secondary school site is *Williams Legislation* sufficient for secondary science instructional materials each year. See Attachment A.
2. The LAUSD Science Lab Equipment Survey is provided as a guide for the courses: Biology, Chemistry, and Physics. This survey should be used for visitations during the 2007-2008 and 2008-2009 school years. Additionally, the 2005-2006 *Science Classroom Initiative* supplemental supplies CD should be made available to the LACOE visitation team upon request. See Attachment B for the survey.
3. To ensure equity across existing and new schools sites, beginning with the 2008-2009 school year, school administrators, Local District science support staff with their science teachers will be required to show sufficiency in core supplies found in science stockrooms for core science courses. Core lists are High School: Biology, Chemistry, and Physics. In addition to classroom visitation guides, LACOE visitors will be instructed to assess science stockrooms for these core science instructional materials. See Attachments C-E.
4. The LAUSD Science Lab Equipment Survey materials and Science Department stockroom core materials should be inventoried this year and every effort made to reach sufficiency by July 1, 2008.
5. In the event of an insufficiency schools must take action to procure materials to ensure sufficiency before June 30, 2008. All schools are accountable to the mandates of the *Williams Legislation*. The *Williams Legislation* Science Equipment Sufficiency Form (Attachment A) must be completed and returned to Dr. Todd Ullah, Director Secondary Science by Monday, June 30, 2008.

ASSISTANCE: For questions related secondary science instructional materials related to the *Williams Legislation*, contact Dr. Todd Ullah, Director Secondary Science Programs at 213-241-6880 or your Local District Secondary Science Support Staff.

Local District 1	Bob Scott	818-654-3641
Local District 2	Mercy Momary	818-755-5300
	Barbara Donatella	818-755-5332
Local District 3	Karen Jin	310-253-7100
Local District 4	Marissa Hipol	323-932-2632
	Catherine Devine	323-932-2632
Local District 5	Henry Ortiz	323-242-3350
Local District 6	Catherine Duong	323-278-3996



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	Pamela Williams	323-278-3932
Local District 7	Ayham Dahi	323-242-1381
	Tina Perry	323-242-1403
Local District 8	Gilberto Samuel	310-354-3447



**LOS ANGELES UNIFIED SCHOOL DISTRICT
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ATTACHMENT A

**LOS ANGELES UNIFIED SCHOOL DISTRICT
Instructional Technology Branch**

TO: Todd Ullah, Director
Secondary Science Branch

FROM: _____, Principal
_____ School

SUBJECT: WILLIAMS LEGISLATION SCIENCE EQUIPMENT SUFFICIENCY
CERTIFICATION

I certify that the Biology, Chemistry and Physics Core Materials at the above named school are sufficient in accordance with Education Code (EC) Section 60119 as outlined in Bulletin 3868.0

Name of Sr. High School Principal (Please Print) Signature of Sr. High School Principal

Dated

Deadline: Form must be received by Monday, June 30, 2008



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ATTACHMENT B

**Williams Legislation - Instructional Materials
LAUSD SCIENCE LAB EQUIPMENT SURVEY - GRADES 9-12**

This Section to be completed by School Administrator						This Section to be completed by County Office of Education			
NAME OF DISTRICT/LOCAL DISTRICT			NAME OF SCHOOL			REVIEWER		SCIENCE DESIGNEE	
NAME OF PRINCIPAL			DATE			REVIEW DATE		TEAM LEAD	
SCIENCE LAB COURSE TITLE	Room Number	Period	List Science Laboratory Equipment required for student use for each Science Course	Total Number of Equipment	Maximum Number of student per equipment	Number of Insufficient Equipment	Number of students Impacted	Student Enrollment	Comments
BIOLOGY A			<i>Bio A-Workstations w/sinks</i>	6	6				
<i>Course Number 36-07-01</i>			<i>Bio A-Microscopes</i>	12	3				
			<i>Bio A-Pan Balances</i>	6	6				
			<i>Bio A-Graduated Cylinders</i>	6	6				
			<i>Bio A-Beakers</i>	6	6				
			<i>Bio A-Bunsen Burners and Ring Stands</i>	6	6				
Chemistry A			<i>Chem A-Workstations w/sinks</i>	6	6				
<i>Course Number 36-14-01</i>			<i>Chem A-Beakers</i>	6	6				
			<i>Chem A-Hot Plates</i>	6	6				
			<i>Chem A-Bunsen Burners and Ring Stands</i>	6	6				
			<i>Chem A-Pan Balances</i>	6	6				
			<i>Chem A-Graduated Cylinders</i>	6	6				
Physics A			<i>Physics A-Work Stations w/sinks</i>	6	6				
<i>Course Number 36-15-01</i>			<i>Physics A-Pan Balances</i>	6	6				
			<i>Physics A-Rulers Metric English</i>	18	2				
			<i>Physics A- Graduated Cylinders</i>	6	6				

RETURN TO:

WILLIAMS Legislation - Instructional Materials, Los Angeles County Office of Education
 c/o Yolanda Benitez and Betty Hennessy, 9300 Imperial Highway, EC 279, Downey, CA 90242
FAX: (562) 803-8325; **TELEPHONE:** (562) 803-8382; **E-MAIL:** williamsim@lacoed.edu **Website:** http://williams.lacoed.edu

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FORM NO 601-109 (MS EXCEL) Rev. 07-11-2006



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ATTACHMENT C

BIOLOGY CORE INSTRUCTIONAL MATERIALS LIST

BUDGET YEAR: _____ AREA: _____
 WAREHOUSE: _____ DELIVERY DATE: ____/____/____
 REQ ORG: _____ DELIVER TO ALTERNATE ADDRESS: _____
 REQ BY: _____ PHONE: _____
 COMMENTS: _____

ACCOUITING: AREA ORG. / SUB. PROG. OBJ. / SUB.

APPROVAL: _____	DATE: ____/____/____	FAX: () _____
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Quantity	Unit	Description
2	PK	BEAKER: 50 ml, a package of 12 unit, double gradusted metric scales, uniform wall thickness, have a triangular marking spot
2	PK	BEAKER: 150 ml, a package of 12 unit, double gradusted metric scales, uniform wall thickness, have a triangular marking spot
2	PK	BEAKER: 250 ml, a package of 12 unit, double gradusted metric scales, uniform wall thickness, have a triangular marking spot
2	PK	BEAKER: 600 ml, a package of 6 unit, double gradusted metric scales, uniform wall thickness, have a triangular marking spot
2	PK	BEAKER: 1000 ml, a package of 6 unit, double gradusted metric scales, uniform wall thickness, have a triangular marking spot
40	EA	BOTTLE AND CYLINDER BRUSH: 51 cm long, bottles, cylinders easily cleaned. The brush area is 6 cm diax15 cm
10	EA	BUNSEN BURNERS: Tirrill Burners, natural gas
1	EA	BURNER CONNECTOR TUBING: 91 cm
5	EA	CLAMP(Ring): Support ring w clamps, Inside dia 2-5/8inch, outside dia 3-1/4
5	EA	CLAMP(Ring):Support ring w clamps, Inside dia 3-5/8inch, outside dia 4-1/4
4	PKG	CLAMP: test tube, ideal for student use as it holds test tubes up to 25 mm firmly
1	EA	CORK: Size 0 to 11, pkg of 100
10	EA	Cover Slips: Plastic cover glasses, 22 cm in square, pkg/100



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ATTACH. C CONT.

1	PKG	DISPOSABLE BOX: Glass disposable box, floor size, pkg/6, 45cmx30cmx54cm
1	EA	FLASKS: 250 ml, erlenmeyer, borosilicate, pkg/48
1	EA	FLASKS: 500 ml, erlenmeyer, borosilicate, pkg/36
2	EA	FUNNELS: short stem funnels, 58° kimax, pkg/12, top dia 65 mm, filter size 11cm
2	EA	FUNNELS: standard stem,60° polypropylene, pkg/12, top dia 65 mm, filter size 11cm
40	EA	GOGGLES: Safety, Blue, specs of ANSI Z87.1-1989 and CSA Z94.3-1988
2	EA	GRADUATED CYLINDER: 10 ml, glass, pkg/12, single scale
4	EA	GRADUATED CYLINDER: 500 ml, polypropylene, pkg/6, single scale
5	EA	GRADUATED CYLINDER: 1000 ml, polypropylene, pkg/4, single scale
2	EA	PETRI DISHES: pkg/500, disposable, sterile, polystyrene, 100x15 mm
4	EA	PIPETS: Disposable, plastic, graduated, 500/pkg, 150mmx5mm(length x dia), 25 drops per ml, 3.1 ml bulb draw
1	PKG	WASH BOTTLES: Wide mouth, polyethylene, 500 ml, pkg/4
20	EA	RING STANDS: Support stands w rods, 51 cm
1	LB	RUBBER STOPPERS: Size 1, Solid, 1 lb
1	LB	RUBBER STOPPERS: Size 1, one hole, 1 lb
3	PK	CHEMICAL TEST TUBES: Test Tube, Pyrex, 20 mm x 150 mm, 34 mL, Corning, 72/pkg



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ATTACH. C CONT.

6	PK	CHEMICAL TEST TUBES: Test Tube, Pyrex, 13 mm x 100 mm, 9 mL, Corning, 72/pkg
20	EA	TEST TUBE RACK: Double row, wood, 12 22mm tubes
20	EA	THERMOMETER: Alcohol,
4	EA	WATCH GLASSES: 64 mm dia, pkg/12
2	EA	FLASKS: Florence, 250 ml, pkg/6
2	EA	FLASKS: Florence, 500 ml, pkg/6
6	EA	LENS PAPER
1	EA	FLINN GOGGLE SANITIZER, holds 36 goggles
5	BT	METHYLENE BLUE BIOLOGICAL STAIN: (Methylene Blue Chloride)500 mL, 1.0% Aqueous Solution, Basic Blue 9
1	BT	PHENOLPHTHALEIN SOLUTION, 1000 ml
1	BT	STARCH: Soluble, Reagent Grade,L 1 L, 1.0% Aqueous
1	BT	IODINE: Iodide (KI) Solution, 500 mL, Lugol Solution
18	EA	DIALYSIS TUBING: 25mm (1") flat
3	PK	DIALYSIS TUBING HOLDER: 6/pkg
2	EA	GLASS STIRRING RODS: 5mmx200mm, pkg of 10
1	EA	OHAUS 200gr SPE202 Electronic balance
15	EA	MICROSCOPE



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ATTACHMENT D

CHEMISTRY CORE INSTRUCTIONAL MATERIALS LIST

BUDGET YEAR: _____ AREA: _____
 WAREHOUSE: _____ DELIVERY DATE: ____/____/_____
 REQ ORG: _____ DELIVER TO ALTERNATE ADDRESS: _____
 REQ BY: _____ PHONE: _____
 COMMENTS: _____

ACCOUNTING: AREA ORG. / SUB. PROG. OBJ. / SUB.

APPROVAL: _____ DATE: ____/____/____ FAX: () _____
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Quantity	Unit	Description
10	EA	BUNSEN BURNERS: Tirrill Burners, natural gas
1	EA	BURNER CONNECTOR TUBING: 91 cm
1	CS	BEAKER: 50 ml, borosilicate glass, a case of 48 unit
1	CS	BEAKER: 150 ml, borosilicate glass, a case of 48 unit
1	CS	BEAKER: 250 ml, borosilicate glass, a case of 48 unit
1	CS	BEAKER: 600 ml, borosilicate glass, a case of 36 unit
1	EA	BEAKER: 1000 ml, borosilicate glass, a package of 6 unit
1	EA	BEAKER: 2000 ml, borosilicate glass, a package of 4 unit
1	PKG	CORKS: size 0-9, pkg 100
20	EA	CRUCIBLE AND COVER: porcelain high form, 30mL capacity
16	EA	CRUCIBLE HOLDER: Use w 25 ml Gooch crucible, Walter
2	PKG	CYLINDER: 100 ml, polymethylpentene plastic, nalgene, pkg/12
2	PKG	CYLINDER: 10 ml, borosilicate glass, plastic base, pkg/12



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ATTACH. D CONT.

2	PKG	CYLINDER: 25 ml, borosilicate glass, plastic base, plastic cylinder guard, pkg/12
2	PKG	CYLINDER: 50 ml, borosilicate glass, plastic base, plastic cylinder guard, pkg/12
2	PKG	CYLINDER: 100 ml, borosilicate glass, plastic base, plastic cylinder guard, pkg/12
2	EA	CYLINDER: 500 ml, borosilicate glass, hex base, plastic cylinder guard
2	EA	CYLINDER:1000 ml, borosilicate glass, hex base, plastic cylinder guard
4	PKG	FLASKS: erlenmeyer pyrex, 50ml, stopper number 1, pkg 12
2	PKG	FLASKS: erlenmeyer pyrex, 125ml, stopper number 5, pkg 12
2	PKG	FLASKS: erlenmeyer pyrex, 250ml, stopper number 6,pkg 12
2	EA	FLASKS: erlenmeyer pyrex, 500ml, stopper number 7
2	EA	FLASKS: erlenmeyer pyrex, 1000mlstopper number 9
2	EA	FLASKS: erlenmeyer pyrex, 2000ml, stopper number 10
1	EA	FLASKS: erlenmeyer pyrex, 4000ml stopper number 10
3	EA	FLASKS: filtering w side arm, pyrex, 500 ml, pkg of 6
1	EA	FLASKS: boiling, flat bottom, short neck, florence, pyrex, 250 ml
1	EA	FLASKS: boiling, flat bottom, short neck, florence, pyrex, 500 ml
1	EA	FLASKS: boiling, round bottom, short neck, ring neck, 250 ml
1	EA	FLASKS: boiling, round bottom, short neck, ring neck, 500 ml
1	EA	FLASKS: Volumetric, 500 ml, kimax
1	EA	FLASKS: Volumetric, 100 ml, kimax
1	EA	FLASKS: Volumetric, 1000 ml, kimax
16	EA	FUNNELS: Büchner funnel, polypropylene, 5.5 cm, with filter Support Collar or stopper
1	CS	FUNNELS: Short stem, 75 mm dia, 48/case, pyrex
2	EA	FUNNELS: Long stem, 65 mm dia, pyrex



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ATTACH. D CONT.

2	EA	FUNNELS: Short stem, 100 mm dia, pyrex
1	EA	FUNNELS: Separatory, 125 ml, pyrex
8	EA	FUNNEL HOLDER: holds 4 funnels
1	EA	PARAFILM: 4"
10	EA	MORTAR AND PESTLES
20	EA	RACK: test tube, plastic,
16	EA	RING STAND: 6" X 9", rod screws into base
1	LB	STOPPER: Black, assorted sizes 1-6, 1 lb
1	LB	STOPPER: #2, solid, 1 lb
1	LB	STOPPER: #2, 2 hole, 1 lb
1	LB	STOPPER: #00, 2 hole, 1 lb
2	EA	SCOOPS: stainless steel without handle, 6 1/2" long overall, pkg/12
10	EA	SPATULA, micro
4	EA	TEST TUBES: 13x100 mm, pkg/72, capacity 9 ml
2	EA	TEST TUBES: 18x150 mm, pkg/72, capacity 27 ml
1	EA	TEST TUBES: 25x150 mm, pkg/72, capacity 55 ml
1	EA	TEST TUBES: 25x200 mm, pkg/48, capacity 70 ml
1	EA	ABSORBANT: Chemical Spill



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ATTACHMENT E

PHYSICS CORE INSTRUCTIONAL MATERIALS LIST

BUDGET YEAR: _____ AREA: _____

WAREHOUSE: _____ DELIVERY DATE: ____/____/____

REQ ORG: _____ DELIVER TO ALTERNATE ADDRESS: _____

REQ BY: _____ PHONE: _____

COMMENTS: _____

ACCOUING: AREA ORG. / SUB. PROG. OBJ. / SUB.

APPROVAL: _____ DATE: ____/____/____ FAX: () _____

Quantity	Unit	Description
15	EA	ammeter, dual range 0-1amp and 0-5amp for student use
2	EA	animal fir for electrostatics demonstrations
15	EA	cart, Halls (4 aluminum low friction wheels, total length 6")
15	EA	clamp, buret (fits up to 3/4" rod, opens 1/2" to 1 3/4")
30	EA	clamp, right angle rod clamps, 9/16" one end 1/2" other, Cast iron 1/4" thumbscrew
7	EA	clamp, Adjustable as to angle, fits rods up to 5/8", Aluminum
15	EA	collision in two dimension kit (track, balls-2steel,1 glass, 1wood)
15	EA	compass, magnetic
1	EA	cord for pulley systems, nylon 0.5mm 45m roll (must be braided)
2	Set/25	diffraction gratings, slide mount sets of 25
3	PK/12	dishes, semicircular or "D" for refraction experiments(pkg/12)
1	Each	Electroscope, metal (simple aluminum leaf with ball on top)
1	Each	electrostatics, basic demonstration materials kit



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ATTACH. E CONT.

2	set/8	electrostatics, student materials kit for 8 lab stations
1	EA	file, flat metal, course
1	EA	file, triangular
1	BT	glue, woodworking (8 oz bottle)
1	Tube	glue, general purpose (like Duco) (Approx 3 oz. tube)
15	EA	graduated cylinders (500 ml), polypropylene
1	EA	Hammer, claw
0	EA	hot plate, (inexpensive for general heating)
5	EA	laser, small pointer (priced in lots of 10 or more,)
15	Set/5	leads, alligator clips both ends assorted colors (set of 5)
15	EA	light bulb bases (plastic with 2 brass terminals)
6	PK/10	light bulb, small (1.5V) flashlight. (Package of 10)
6	PK/10	light bulb, small (2.5V) flashlight. (Package of 10)
6	PK/10	light bulb, small (3.8V) flashlight. (Package of 10)
1	BX	machine screws (round head brass 8-32 x 1") Box of 100
1	BX	machine screws (round head brass 6-32 x 3/4") Box of 100
30	EA	meter stick, wood 1 meter x 5/16" x 1"
15	EA	mirrors, flat (approx 2 x 6")
1	EA	Newton's cradle "collision balls"
1	BX	Nuts, brass (6-32) box of 100
1	BX	Nuts, brass (8-32) box of 100
15	EA	pendulum balls steel plated, hook, 1" diameter
15	EA	pendulum clamp supports 3 on vertical 5/8" rod



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ATTACH. E CONT.

1	EA	pliers, linemans
1	EA	pliers, long nose
1	EA	pliers, slip joint
1	EA	pliers, wire cutting (mini diagonal 3 1/2")
1	EA	power supply, regulated (13.8V at 5A max. Overload protected)
7	EA	power Supply, DC, 6 way (3,4.5,6,7.5,9,12VDC) @2amps
30	EA	protractors, plastic 6" semicircular
30	EA	pulley, single
15	EA	pulley, w/clamp over edge
7	EA	rod, glass, approx 1/2" dia 12" long, for electrostatics expts.
7	EA	rod, hard rubber (or vulcanite) for electrostatic experiments
7	EA	rod, plastic, approx 1/2" dia 12" long, for electrostatics expts.
15	EA	rod and support, A-Nesting Support bases, rod 3/8" x 23"
15	EA	rod with table top clamp, (rod 3/8" diameter X 20" high, Clamp opening 1 5/8")
15	EA	rods, steel support 3/8" x 24" (Thread compatible with A support)
3	PK/12	rulers, metric and English, wood (pkg/12)
1	EA	saw, crosscut
1	EA	saw, hack
30	EA	scale, spring for student use 2000g/20N
2	EA	scale, spring, demonstration, 20N in 0.5N divisions
1	Set	screwdriver set (three Phillips and three flat blade)
1	EA	Solder stand, Spring steel holder with cleaning pad
	EA	solder, 60/40 1/2 pound roll .032" Dia



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ATTACH E CONT.

1	EA	soldering iron, 30 Watt for electronic work
2	Kit/24	spectrometer set, simple grating in tube and slot, kit for 24 students
1	EA	sphere, 7" aluminum on pvc rod for electrostatic demos
2	EA	stopper, rubber #?? to fit 500ml flask for accelerometer
4	EA	stopper, rubber (#5) with one hole (on string for demonstration)
15	EA	stopwatches, LCD digital readout, uses SR41 battery
1	PK/100	styrofoam cups, large approx 2 cup size, box of 100 or so, \$ guess
1	PK/100	styrofoam cups, large (about 1 pint each) prob. in boxes of 100
1	Roll	tape, black electrical 3/4" 250" roll
15	EA	thermometers 120--110C(partial Immersion "BASIX" student grade)
2	Set/8	tuning forks, set of 8, 256hz--512hz, physical scale octave
1	EA	Van der Graaff generator, 18cm globe on plastic base
15	EA	voltmeter, DC Triple 0-3V, 0-10V, 0-15V (for student use)
1	BX	washers, brass (#6), box of 100
1	BX	washers, brass (#8), box of 100
4	EA	Wave demonstrator set, "slinky" (3' x 4"), snake (3/4" x 72")
7	EA	weight set, hooked 7 weights 10g--1Kg in plastic holding block
1	EA	wire strippers
1	EA	wrench, adjustable open end, 10"