

DATE

TO: District Chief Financial Officer

FROM: Ellin Chariton, Williams County Liaison
Executive Director, School & Community Services

RE: **2006/2007 Williams Facilities Report**

The recent fiscal year 2006-2007 Williams Site Reviews in the School District included an assessment to ensure that all school sites are maintained in good repair and that no emergency conditions exist. The attached worksheet summarizes by school site, the emergency and good repair facility issues identified during the site reviews. These issues were reported on the "Emergency and Good Repair Needs" preliminary report provided to the school site administrator and required a response within 30 days as to the correction of each item.

Your assistance is requested to confirm the status of each outstanding facility issue. Please forward the enclosed worksheet to the appropriate staff to complete. They are to indicate whether the items have already been corrected or the expected timeline for correction. Please submit the report to me via inter-district mail to OCDE,

200 Kalmus Drive, B1007 in Costa Mesa or fax to (714) 549-2657 by 5:00 p.m. on

AUHSD & NMUSD: **Wednesday, November 8, 2006.**

All Other Districts: **Tuesday, October 31, 2006.**

This information will be summarized in the required second quarterly report to your district superintendent and governing board.

Thank you in advance for your assistance in this matter, your prompt response will ensure accurate information is included in the quarterly report. Your ongoing cooperation and that of your staff is greatly appreciated in meeting the requirements of the Williams Settlement Legislation. Should you have any questions please do not hesitate to contact Nina Boyd, Executive Director - Facilities and Operations, at (714) 966-4050 or me at (714) 966-4312.

EC: kg

Attachment

C: Nina Boyd
Williams District Contact