

# CalRecycle Responsibilities for LEA Performance Assistance Independent of Evaluation Cycle

A text description of this chart can be found on page 2

Each Branch/Section provides LEAs with ongoing assistance on a day to day basis utilizing:

- A set of indicators (Triggers) for potential issues in LEA performance
- SWIS data for trend analysis

CalRecycle staff may assist LEAs or investigate their performance as a result of information gathered/received.

LEA does not improve performance.

Appropriate Branch/Section uses its resources to resolve potential issues and improve LEA performance documenting agreements, expectations, and timelines, as necessary.

Concerns Persist

Appropriate Branch/Section drafts correspondence notifying LEA of issues.

Concerns Persist

LEA Evaluation Staff and Supervision meet with appropriate Branch/Sections to determine course of action, including consequences of LEA failing to perform.

Concerns Persist

LEA Evaluation Unit and appropriate Program staff meet with the LEA Supervision to develop an agreement to be monitored.

Concerns Persist

Appropriate Program Managers/Supervisors meet with the LEA Director to identify the issues, develop an agreement and set timeline when the issue will be resolved. Monitoring continues.

Concerns Persist

Administrative Conference with Appropriate Branch Chief/Program Managers/Supervisors and LEA Management. The meeting is held to resolve issues. Monitoring continues.

Concerns Persist

Concerns Persist

LEA Evaluation initiated.

Administrative Conference Agreement prepared for Branch Chief signature.

### **Text Description of Chart**

Each Branch/Section provides LEAs with ongoing assistance on a day to day basis utilizing:

- A set of indicators (triggers) for potential issues in LEA performance
- SWIS data for trend analysis

CalRecycle staff may assist LEAs or investigate their performance as a result of information gathered/received.

If an LEA does not improve performance, then the appropriate Branch/Section uses its resources to resolve potential issues and improve LEA performance documenting agreements, expectations, and timelines, as necessary.

If concerns persist, the appropriate Branch/Section drafts correspondence notifying LEA of issues.

If concerns persist, LEA Evaluation staff and supervision meet with appropriate Branch/Sections to determine course of action, including consequences of LEA failing to perform.

If concerns persist, LEA Evaluation Unit and appropriate Program staff meet with the LEA supervision to develop an agreement to be monitored.

If concerns persist, the appropriate Program Managers/Supervisors meet with the LEA Director to identify the issues, develop an agreement and set timeline when the issue will be resolved. Monitoring continues.

If concerns persist, an administrative conference with appropriate Branch Chief/Program Managers/Supervisors and LEA management. The meeting is held to resolve issues. Monitoring continues.

If concerns persist, either an LEA evaluation is initiated or administrative conference agreement prepared for Branch Chief signature.