



Lake View Charter School

Special Board Meeting

Published on September 11, 2020 at 3:04 PM PDT

Date and Time

Monday September 14, 2020 at 5:00 PM PDT

Location

285 E 5th Street
Chico CA 95926

Zoom Link: <https://zoom.us/j/96330709027>

Meeting ID: 963 3070 9027

Dial by your location

+1 669 900 6833 US (San Jose)

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Approval of the Agenda	Vote		1 m
D. Public Comments			2 m
E. Executive Director's Report		Julie Haycock	2 m
• Board on Track Platform Introduction			
II. Finance			5:06 PM
A. Unaudited Actuals for 2019-2020	Vote	Darlington Ahaiwe	20 m
III. Academic Excellence			5:26 PM
A. Public Hearing - Local Continuity and Attendance Plan	Discuss	Julie Haycock	5 m
B. 2020-2021 EL Master Plan	Vote	Julie Haycock	5 m
C. English Language Development Process	Vote	Julie Haycock	2 m

IV. Governance		5:38 PM
A. Officer Selection	Vote	3 m
Select Board Treasurer		
B. Board Training Calendar	Vote	5 m
V. Closing Items		5:46 PM
A. Announcement of Next Regular Scheduled Board Meeting	FYI	1 m
September 23, 2020 at 5:30 p.m.		
B. Adjourn Meeting	Vote	

Public Comment Rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board or simply communicate orally your desire to address the Board when the Board asks for public comments. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per single topic. If a member of the public utilizes a translator to address the Board, those individuals are allotted 4 minutes each. If the Board utilizes simultaneous translation equipment in a manner that allows the Board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: The Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at 951-290-3013 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Cover Sheet

Unaudited Actuals for 2019-2020

Section: II. Finance
Item: A. Unaudited Actuals for 2019-2020
Purpose: Vote
Submitted by: Julie Haycock
Related Material: Lake View_Financial Package_UAR.pdf

BACKGROUND:

Unaudited Actuals are an annual statement reporting the financial activities of the LEA in which the data are not yet formally audited. Unaudited Actuals are presented to the Board each September, reflecting the LEA's final year-end closing from the previous June. These are the foundational reports for the auditors to perform their review.

RECOMMENDATION:

Board Approval following presentation by Charter Impact



Lake View Charter School

Unaudited Actual Report

LAKE VIEW - Enrollment

<i>Enrollment & Per Pupil Data</i>			
	<u><i>Actual</i></u>	<u><i>Forecast</i></u>	<u><i>Budget</i></u>
<i>Average Enrollment</i>	429	440	500
<i>ADA</i>	434	434	475
<i>Attendance Rate</i>	98.0%	98.7%	95.0%
<i>Unduplicated %</i>	50.4%	50.4%	25.0%
<i>Revenue per ADA</i>		\$9,933	\$9,661
<i>Expenses per ADA</i>		\$9,166	\$9,354

- Year-end ADA lower than budget projections.

LAKE VIEW - Revenue

- Year-end (-) variance due to budget v. actual ADA.

Revenue

Year-to-Date		
Actual	Budget	Fav/(Unf)
\$ 3,986,237	\$ 4,189,724	\$ (203,487)
-	56,525	(56,525)
327,174	342,950	(15,776)
-	-	-
<u>\$ 4,313,411</u>	<u>\$ 4,589,199</u>	<u>\$ (275,789)</u>

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 3,986,238	\$ 4,189,725	\$ (203,487)
-	56,525	(56,525)
327,174	342,950	(15,776)
-	-	-
\$ 4,313,412	\$ 4,589,200	\$ (275,789)

LAKE VIEW - Expenses

- Year-end (+) variance aligns to actual ADA adjustment.
- Sub-agreement variance related to budget for Instructional Services

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	\$ 1,365,168	\$ 1,494,100	\$ 128,932	\$ 1,365,168	\$ 1,494,100	\$ 128,932
Classified Salaries	45,799	375,000	329,201	45,799	375,000	329,201
Benefits	350,821	613,674	262,853	350,821	613,674	262,853
Books and Supplies	551,825	637,664	85,839	551,825	637,664	85,839
Subagreement Services	1,216,507	754,300	(462,207)	1,216,507	754,300	(462,207)
Operations	25,339	58,978	33,638	25,339	58,978	33,638
Facilities	4,100	37,625	33,525	4,100	37,625	33,525
Professional Services	321,876	410,913	89,037	321,876	410,913	89,037
Depreciation	-	-	-	-	-	-
Interest	98,986	60,912	(38,074)	98,986	60,912	(38,074)
Total Expenses	\$ 3,980,422	\$ 4,443,165	\$ 462,743	\$ 3,980,422	\$ 4,443,165	\$ 462,743

LAKE VIEW - Fund Balance

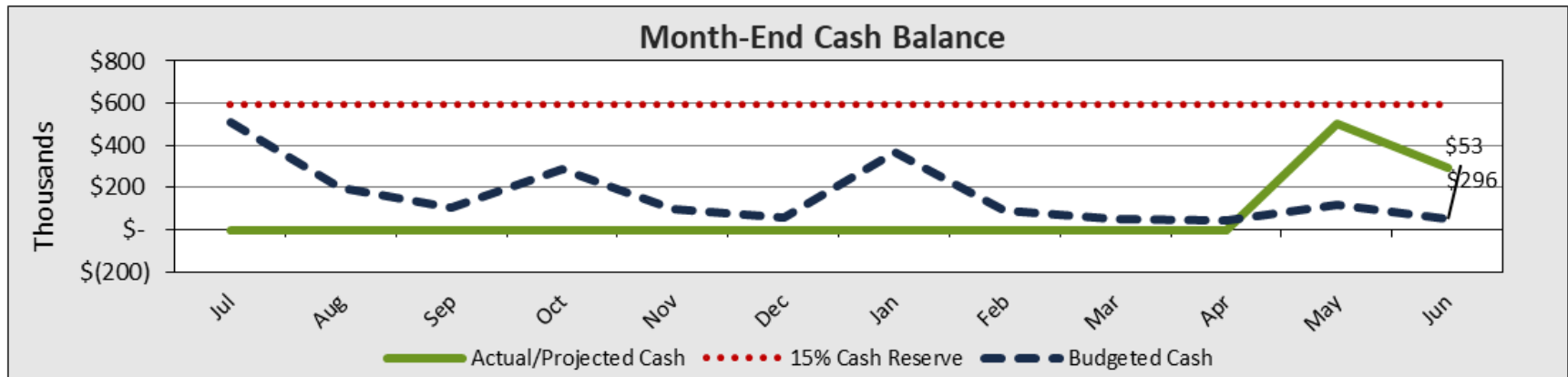
- Year-end surplus and reserve for economic uncertainty exceed target.

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 332,989	\$ 146,034	\$ 186,955
Beginning Fund Balance	-	-	
Ending Fund Balance	<u>\$ 332,989</u>	<u>\$ 146,034</u>	
<i>As a % of Annual Expenses</i>	8.4%	3.3%	

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 332,990	\$ 146,035	\$ 186,955
Beginning Fund Balance	-	-	
Ending Fund Balance	<u>\$ 332,990</u>	<u>\$ 146,035</u>	
<i>As a % of Annual Expenses</i>	8.4%	3.3%	

LAKE VIEW - Cash Balance

- Cash deviation related to sole bank account status.



LAKE VIEW - Appendix

- Monthly Cash Flow / Forecast 19-20
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows

Lake View Charter School

Monthly Cash Flow/Forecast FY19-20

Revised 9/9/2020

ADA = 434.25



Revenues

State Aid - Revenue Limit

8011	LCFF State Aid	-	-	-	-	-	-	-	1,698,761	1,062,832	-	87,152	907,257	-
8012	Education Protection Account	-	-	-	-	-	-	-	39,747	-	-	22,890	24,213	-
8096	In Lieu of Property Taxes	-	-	-	-	-	-	-	-	-	-	-	143,385	-

Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Year-End Accruals
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-

Federal Revenue

8181	Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-
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-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-

Other State Revenue

8311	State Special Education	-	-	-	-	-	-	-	-	-	241,544	-
8560	State Lottery	-	-	-	-	-	-	-	-	-	85,630	-

-	-	-	-	-	-	-	-	-	-	-	327,174	-
-	-	-	-	-	-	-	-	-	-	-	-	-

Total Revenue

-	-	-	-	-	-	-	1,738,508	1,062,832	-	110,042	1,402,029	-
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Expenses

Certificated Salaries

1100	Teachers' Salaries	55,379	56,421	56,299	55,864	188,816	46,298	82,479	84,444	90,206	90,686	90,416	90,296	-
1175	Teachers' Extra Duty/Stipends	250	5,490	8,652	8,418	23,832	2,873	10,418	10,102	27,212	9,152	8,852	32,735	-
1200	Pupil Support Salaries	-	-	-	-	-	29,000	4,833	4,833	6,333	6,333	6,333	6,333	-
1300	Administrators' Salaries	9,375	13,233	16,092	15,842	31,533	(3,150)	14,192	14,192	9,400	9,400	9,400	26,067	-

65,004	75,145	81,043	80,124	244,181	75,020	111,922	113,571	133,152	115,572	115,002	155,431	-
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Classified Salaries

2100	Instructional Salaries	-	677	1,292	4,247	3,878	4,062	4,247	3,693	4,062	4,062	3,878	4,616	-
2200	Support Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-
2300	Classified Administrators' Salaries	-	-	-	-	-	-	-	-	-	-	-	7,083	-
2400	Clerical and Office Staff Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-

-	677	1,292	4,247	3,878	4,062	4,247	3,693	4,062	4,062	3,878	4,616	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	677	1,292	4,247	3,878	4,062	4,247	3,693	4,062	4,062	3,878	11,700	-

Benefits

3101	STRS	11,073	12,685	13,733	13,576	43,724	9,968	18,842	19,124	20,832	19,424	19,326	24,099	-
3301	OASDI	-	42	80	263	240	248	259	225	248	248	237	700	-
3311	Medicare	905	1,062	1,161	1,191	3,664	994	1,645	1,661	1,950	1,695	1,684	2,367	-
3401	Health and Welfare	(2,868)	8,052	6,818	7,714	(2,195)	16,255	6,517	6,158	6,159	6,159	8,819	7,525	-
3501	State Unemployment	2,123	1,109	283	349	2,401	(899)	3,814	1,366	531	185	66	479	-
3601	Workers' Compensation	-	1,240	620	620	620	1,296	633	620	620	620	6,143	1,698	-

11,234	24,189	22,695	23,713	48,453	27,862	31,710	29,153	30,338	28,330	36,274	36,869	-
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Books and Supplies

4302	School Supplies	12,540	19,888	29,546	44,387	47,572	44,387	45,450	43,796	37,702	44,239	25,862	40,937	-
4305	Software	-	4,588	1,581	1,354	1,659	1,975	1	1,885	6,230	13,629	(3,277)	29,979	-
4310	Office Expense	500	18	183	298	-	-	395	306	737	290	449	408	-
4311	Business Meals	-	-	-	-	-	-	-	-	-	-	-	-	-
4400	Noncapitalized Equipment	-	-	-	-	-	138	-	-	-	5,689	23	46,480	-

13,040	24,493	31,311	46,039	49,231	46,500	45,846	45,987	44,668	63,847	23,057	117,805	-
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Subagreement Services

5102	Special Education	-	1,865	6,332	6,292	14,362	11,183	13,216	4,645	25,094	5,025	18,544	22,770	-
5106	Other Educational Consultants	3,894	16,849	33,531	39,500	23,765	60,865	79,698	61,400	75,296	43,574	23,686	166,705	-
5107	Instructional Services	-	-	111,099	37,033	37,033	37,033	37,033	34,016	37,290	39,659	44,111	44,111	-

3,894	18,714	150,962	82,825	75,160	109,080	129,947	100,061	137,680	88,258	86,341	233,586	-
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Operations and Housekeeping

5201	Auto and Travel	-	595	64	858	2,014	260	467	1,618	792	183	161	-	-
5300	Dues & Memberships	108	108	108	108	-	-	-	-	-	-	-	(431)	-
5400	Insurance	-	2,592	1,296	1,296	1,296	620	3,057	1,296	1,296	961	1,878	2,025	-
5900	Communications	-	-	-	-	-	-	-	-	-	-	-	395	-
5901	Postage and Shipping	-	-	-	-	-	-	-	-	-	-	-	316	-

108	3,295	1,468	2,262	3,311	880	3,525	2,914	2,088	1,144	2,039	2,305	-
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Annual Forecast	Original Budget Total	Favorable / (Unfav.)
	ADA = 475.00	
3,756,003	3,602,549	153,454
86,850	95,000	(8,150)
143,385	492,176	(348,791)
3,986,238	4,189,725	(203,487)
-	56,525	(56,525)
-	56,525	(56,525)
241,544	246,050	(4,506)
85,630	96,900	(11,270)
327,174	342,950	(15,776)
4,313,412	4,589,200	(275,789)
987,605	1,242,000	254,395
147,989	62,100	(85,889)
64,000	35,000	(29,000)
165,575	155,000	(10,575)
1,365,168	1,494,100	128,932
38,716	180,000	141,284
-	70,000	70,000
7,083	75,000	67,917
-	50,000	50,000
45,799	375,000	329,201
226,405	249,515	23,110
2,791	23,250	20,459
19,978	27,102	7,124
75,112	270,000	194,888
11,806	17,640	5,834
14,728	26,167	11,439
350,821	613,674	262,853
436,305	444,885	8,580
59,605	47,500	(12,105)
3,585	9,975	6,391
-	499	499
52,330	63,555	11,225
551,825	637,664	85,839
129,326	118,750	(10,576)
628,763	635,550	6,787
458,418	-	(458,418)
1,216,507	754,300	(462,207)
7,014	7,999	985
-	3,002	3,002
17,614	23,750	6,136
395	9,500	9,105
316	7,002	6,686
25,339	58,978	33,638

ADA = 434.25

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Lake View Charter School**Budget vs Actual**

For the period ended June 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Show/Hide Filter	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 907,257	\$ 648,458	\$ 258,799	\$ 3,756,002	\$ 3,602,548	\$ 153,454	\$ 3,602,548
Education Protection Account	24,213	23,750	463	86,850	95,000	(8,150)	95,000
In Lieu of Property Taxes	143,385	34,452	108,933	143,385	492,176	(348,791)	492,176
Total State Aid - Revenue Limit	1,074,855	706,660	368,195	3,986,237	4,189,724	(203,487)	4,189,724
Federal Revenue							
Special Education - Entitlement	-	4,748	(4,748)	-	56,525	(56,525)	56,525
Total Federal Revenue	-	4,748	(4,748)	-	56,525	(56,525)	56,525
Other State Revenue							
State Special Education	241,544	20,668	220,876	241,544	246,050	(4,506)	246,050
State Lottery	85,630	96,900	(11,270)	85,630	96,900	(11,270)	96,900
Total Other State Revenue	327,174	117,568	209,605	327,174	342,950	(15,776)	342,950
Total Revenues	\$ 1,402,029	\$ 828,977	\$ 573,052	\$ 4,313,411	\$ 4,589,199	\$ (275,789)	\$ 4,589,199
Expenses							
Certificated Salaries							
Teachers' Salaries	\$ 90,296	\$ 103,500	\$ 13,204	\$ 987,605	\$ 1,242,000	\$ 254,395	\$ 1,242,000
Teachers' Extra Duty/Stipends	32,735	5,175	(27,560)	147,989	62,100	(85,889)	62,100
Pupil Support Salaries	6,333	2,917	(3,417)	64,000	35,000	(29,000)	35,000
Administrators' Salaries	26,067	12,917	(13,150)	165,575	155,000	(10,575)	155,000
Total Certificated Salaries	155,431	124,508	(30,923)	1,365,168	1,494,100	128,932	1,494,100
Classified Salaries							
Instructional Salaries	4,616	16,364	11,747	38,716	180,000	141,284	180,000
Support Salaries	-	5,833	5,833	-	70,000	70,000	70,000
Supervisors' and Administrators' Salaries	7,083	6,250	(833)	7,083	75,000	67,917	75,000
Clerical and Office Staff Salaries	-	4,167	4,167	-	50,000	50,000	50,000
Total Classified Salaries	11,700	32,614	20,914	45,799	375,000	329,201	375,000
Benefits							
State Teachers' Retirement System, certificated positions	24,099	20,793	(3,307)	226,405	249,515	23,110	249,515
OASDI/Medicare/Alternative, certificated positions	700	2,022	1,322	2,791	23,250	20,459	23,250
Medicare/Alternative, certificated positions	2,367	2,278	(89)	19,978	27,102	7,124	27,102
Health and Welfare Benefits, certificated positions	19,449	22,500	3,051	87,036	270,000	182,964	270,000
State Unemployment Insurance, certificated positions	479	882	403	11,806	17,640	5,834	17,640
Workers' Compensation Insurance, certificated positions	1,698	2,200	502	14,728	26,167	11,439	26,167
Total Benefits	48,793	50,675	1,882	362,745	613,674	250,929	613,674
Books & Supplies							
Textbooks and Core Materials	-	-	-	-	47,500	47,500	47,500
Books and Reference Materials	-	-	-	-	23,750	23,750	23,750
School Supplies	28,414	57,835	29,421	423,782	444,885	21,103	444,885
Software	140	3,958	3,818	29,766	47,500	17,734	47,500
Office Expense	42	831	789	3,219	9,975	6,757	9,975
Business Meals	-	42	42	-	499	499	499
Noncapitalized Equipment	-	8,262	8,262	5,850	63,555	57,705	63,555
Total Books & Supplies	28,597	70,928	42,332	462,616	637,664	175,047	637,664
Subagreement Services							
Special Education	18,194	9,896	(8,298)	124,751	118,750	(6,001)	118,750
Other Educational Consultants	15,048	82,622	67,574	477,106	635,550	158,444	635,550
Instructional Services	88,222	-	(88,222)	502,529	-	(502,529)	-
Total Subagreement Services	121,464	92,517	(28,947)	1,104,385	754,300	(350,086)	754,300
Operations & Housekeeping							
Auto and Travel	-	-	-	7,014	7,999	985	7,999
Dues & Memberships	(431)	250	681	-	3,002	3,002	3,002
Insurance	2,025	1,979	(46)	17,614	23,750	6,136	23,750
Utilities	-	238	238	-	2,850	2,850	2,850
Janitorial Services	-	198	198	-	2,375	2,375	2,375
Miscellaneous Expense	-	208	208	-	2,500	2,500	2,500
Communications	-	792	792	-	9,500	9,500	9,500
Postage and Shipping	229	700	471	229	7,001	6,772	7,001
Total Operations & Housekeeping	1,824	4,365	2,541	24,858	58,977	34,120	58,977
Facilities, Repairs & Other Leases							
Rent	-	2,969	2,969	-	35,625	35,625	35,625
Other Leases	(80)	-	80	4,100	-	(4,100)	-
Repairs and Maintenance	-	167	167	-	2,000	2,000	2,000
Total Facilities, Repairs & Other Leases	(80)	3,135	3,215	4,100	37,625	33,525	37,625
Professional/Consulting Services							
IT	-	-	-	700	-	(700)	-
Audit & Taxes	-	-	-	-	16,625	16,625	16,625

Lake View Charter School

Budget vs Actual

For the period ended June 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Show/Hide Filter	YTD Budget	YTD Budget Variance	Total Budget
Legal	-	833	833	3,280	9,999	6,719	9,999
Professional Development	-	1,010	1,010	1,110	10,099	8,988	10,099
General Consulting	-	238	238	1,400	2,375	975	2,375
Special Activities/Field Trips	155	16,524	16,370	16,858	127,110	110,251	127,110
Bank Charges	35	40	5	35	399	364	399
Printing	12	60	48	36	599	563	599
Other Taxes and Fees	450	238	(212)	7,085	2,376	(4,709)	2,376
Payroll Service Fee	1,374	594	(780)	12,636	7,125	(5,511)	7,125
Management Fee	24,485	14,507	(9,978)	143,866	80,311	(63,555)	80,311
District Oversight Fee	62,041	21,200	(40,841)	119,587	125,692	6,105	125,692
SPED Encroachment	12,077	2,033	(10,044)	12,077	24,206	12,129	24,206
Public Relations/Recruitment	-	400	400	750	4,000	3,250	4,000
Total Professional/Consulting Services	100,628	57,677	(42,952)	319,420	410,914	91,494	410,914
Interest							
Interest Expense	-	-	-	98,986	60,912	(38,074)	60,912
Total Interest	-	-	-	98,986	60,912	(38,074)	60,912
Total Expenses	\$ 468,357	\$ 436,419	\$ (31,938)	\$ 3,788,078	\$ 4,443,166	\$ 655,088	\$ 4,443,166
Change in Net Assets	933,672	392,557	541,115	525,333	146,034	379,299	146,034
Net Assets, Beginning of Period	(408,339)			-			
Net Assets, End of Period	\$ 525,333			\$ 525,333			

Lake View Charter School

Statement of Financial Position

June 30, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 296,089	\$ -	\$ 296,089	0%
Public Funding Receivable	891,324	-	891,324	0%
Factored Receivable	(295,400)	-	(295,400)	0%
Due To/From Related Parties	(30,637)	-	(30,637)	0%
Prepaid Expenses	(105,093)	-	(105,093)	0%
Total Current Assets	756,283	-	756,283	0%
Total Assets	\$ 756,283	\$ -	\$ 756,283	0%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 91,785	\$ -	\$ 91,785	0%
Accrued Liabilities	139,165	-	139,165	0%
Total Current Liabilities	230,950	-	230,950	0%
Total Liabilities	230,950	-	230,950	0%
Net Assets	525,333	-	525,333	0%
Total Liabilities and Net Assets	\$ 756,283	\$ -	\$ 756,283	0%

Lake View Charter School

Statement of Cash Flows

For the period ended June 30, 2020

	Month Ended 06/30/20	YTD Ended 06/30/20
Cash Flows from Operating Activities		
Changes in Net Assets	\$ 933,672	\$ 525,333
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivable	(891,324)	(891,324)
Grants, Contributions & Pledges Receivable	(295,400)	295,400
Due from Related Parties	(58,029)	30,637
Prepaid Expenses	18,496	105,093
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(9,908)	91,785
Accrued Expenses	92,968	139,165
Total Cash Flows from Operating Activities	(209,524)	296,089
Change in Cash & Cash Equivalents	(209,524)	296,089
Cash & Cash Equivalents, Beginning of Period	505,613	-
Cash and Cash Equivalents, End of Period	\$ 296,089	\$ 296,089

Cover Sheet

Public Hearing - Local Continuity and Attendance Plan

Section: III. Academic Excellence
Item: A. Public Hearing - Local Continuity and Attendance Plan
Purpose: Discuss
Submitted by: Julie Haycock
Related Material:
DRAFTLCAP20.21LVCSv.2.pdf
Lake View Charter School_ Public Hearing for Learning Continuity and Attendance Plan, v. 2.pdf

BACKGROUND:

The Learning Continuity and Attendance Plan (Learning Continuity Plan) is a key part of the overall budget package for K-12 that seeks to address funding stability for schools while providing information at the local educational agency (LEA) level for how student learning continuity will be addressed during the COVID-19 crisis in the 2020–21 school year. The provisions for the plan were approved by the Governor and Legislature in June in SB 98 and can be found in EC Section 43509. The Learning Continuity Plan adoption timeline of September 30, 2020 is intended to ensure the Learning Continuity Plan is completed in the beginning of the 2020–21 school year. Additionally, the timeline is intended to allow for communication of decisions that will guide how instruction will occur during the 2020–21 school year. This includes in-person instruction, according to health guidance, and distance learning, while providing critical opportunities for stakeholder engagement. The Learning Continuity Plan template memorializes the planning process already underway for the 2020–21 school year and includes descriptions of the following: addressing gaps in learning; conducting meaningful stakeholder engagement; maintaining transparency; addressing the needs of unduplicated pupils, students with unique needs, and students experiencing homelessness; providing access to necessary devices and connectivity for distance learning; providing resources and supports to address student and staff mental health and social-emotional well-being; and continuing to provide school meals for students. As part of the timeline for adopting the plan, LEAs are required to: - Hold a public hearing to allow input from the stakeholders and the public - Present the final plan for board approval at the next regular board meeting

RECOMMENDATION:

Public Hearing

California Department of Education, July 2020

Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at

<https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Lake View Charter School	Julie Haycock, Executive Director	julie@lakeviewcharter.org , (916) 568-9959

General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

On March 20, 2020, our Board approved to physically close Lake View Charter School in response to the COVID-19 pandemic. We transitioned to our emergency distance learning plan on April 20, 2020. Our emergency distance learning plan continued through the end of the school year on June 19, 2020. We have provided staff and parents with ongoing updates and guidance from State and local agencies over the past few months. We have worked to prepare for a safe and successful fall reopening that considers current challenges. We are located within Glenn County. We communicate regularly with the Glenn County Office of Education and monitor the Glenn County Public Health Department (EDPHD) health guidelines. The most recent GCPHD advisory for the operation of schools is dated August 12, 2020. It allows all public, charter, and private schools to hold classes and other school activities if we adhere to State COVID-19 guidelines and have an approved waiver.

As a non-classroom-based independent study charter school, we offer a variety of independent-study learning options, including online, distance, and in person. (For more details, see Learning Continuity section) While we have been able to sustain most of our learning options during the pandemic, its effects have impacted several approaches. For example, we emphasize Place-Based Learning that immerses students in local cultures, landscapes, and resources to contextualize our curriculum. Because many museums, centers, and other local resources remain closed during the pandemic, students and families have been unable to visit/use them. Additionally, our students and families have confirmed in survey responses that the COVID-19 crises and societal unrest have directly affected them. To mitigate the negative impact of COVID-19 and societal unrest on the education of our students, we have increased and refined various services and approaches, including social-emotional support.

Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

Beginning in the spring of 2020, we communicated with our stakeholders about the impact of COVID-19 impact on our school. We engaged them in assessing needs through a variety of mediums, including surveys administered in August 2020 and virtual meetings in August and September 2020. We continue making a concerted effort to inform all stakeholders of opportunities to participate in the development of our Learning Continuity Plan, including our September 9, 2020, public hearing. We translated questionnaires used in surveys into appropriate

languages and provided translation services during virtual meetings. Since a substantive portion of our curriculum is occurs online, we know an overwhelming majority of our parents and students have access to and are knowledgeable about using the internet. We work with new families to ensure they quickly have access to technology and the internet. Our communication strategies with families include surveys, email, social media, and school websites. We also identify families who do not speak English at home (based on Language Surveys) and translate communications in a language accessible to them. We want to ensure all stakeholders have notice of opportunities to contribute to our Learning Continuity and Attendance Plan, including proposed actions and expenditures. We encourage verbal and written comments.

[A description of the options provided for remote participation in public meetings and public hearings.]

Board meetings, public hearings, and stakeholder input meetings are open to the public via Zoom, ensuring transparency. We inform the public or our Learning Continuity Plan public hearing through emails and our school website. We translate communications as appropriate. We held our public hearing during a special board meeting September 9, 2020. The Board is scheduled to formally approve the Learning Continuity and Attendance Plan on September 23, 2020. We publicize on our website notice of the Learning Continuity and Attendance Plan public hearing (72-hour notice), as well as the separate meeting wherein the Board will decide whether to approve it. We also make a draft of our Learning Continuity plan available for public review at least 72 hours before the public hearing. Members of the public can participate in the public hearing via Zoom and submit comments during the public hearing via Zoom, telephone, or email. Members of the public may also address the Board during the regularly scheduled meeting to approve the Learning Continuity Plan. Members of the public who wish to provide public comment during a regularly scheduled meeting via Zoom or may call a designated number.

[A summary of the feedback provided by specific stakeholder groups.]

We received feedback regarding our Learning Continuity and Attendance Plan from parents and teachers.

Teachers- Our teachers expressed a desire to learn more about mitigating the negative impact on our placed-based-learning by exploring and implementing virtual programs to contextualize the curriculum. Teachers expressed professional development to support trauma due to Covid.

Parents-Given the closures of many community resources, including museums, our parents want access to a compendium of virtual placed-based learning resources such as virtual tours of museums to help contextualize the curriculum. Parents would like access to more connections when the counties open.

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

Our stakeholder feedback (outlined in the previous section) informed the final version of our Learning Continuity and Attendance Plan in the following manner:

Teachers- One of our planned expenditures explicitly supports this input.

Parents- Feedback informed various sections of this plan, particularly the Pupil Learning Loss Strategies and expenditures related to social-emotional resources and training.

Continuity of Learning

In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

While we have been able to sustain most of our learning options during the pandemic, its effects have impacted several approaches. For example, we emphasize Place-Based Learning that immerses students in local cultures, landscapes, and resources to contextualize our curriculum. Because many museums, centers, and other local resources remain closed in our county, students and families have been unable to visit/use them. We will adhere to all guidelines, including physical distancing, when State and county guidelines allow us to re-open our in-person activities.

We are implementing trauma-informed practices to mitigate the effects of the COVID-19 pandemic and societal. We elaborate on trauma-informed practices in subsequent sections. As an independent study school, we ensure students are engaged in appropriate educational activities on instructional days, assess the time value of independent work, and the quality of contemporaneous work samples. Additionally, some of our families/students choose conventional courses led by a credentialed teacher.

We provide homeschooling families with a variety of curriculum delivery options and instructional material aligned with California state and Common Core standards. Curriculum delivery options include online instruction courses led by credentialed teachers, offline courses, and virtual courses. Upon enrollment, we assign an appropriately certified home school teacher (HST) to a family to collaboratively create an individual education that reflects a combination of optimal learning approaches. The role of an HST is similar to that of a case manager teacher within and the exceptional needs education environment, including monitoring the academic progress of students assigned to their caseload and supporting parents. During regularly scheduled meetings, HSTs collaborate with families to provide needed support and to review student performance and progress to date. HSTs also schedule additional appointments and support as needed. As we have done before the State and county in-person restrictions, we discuss with each family the curriculum delivery options available during the COVID19 shelter in place restrictions. Below is a summary:

1) Teacher-Directed Instructional Model

- Teacher and families select materials (e.g., district-adopted textbooks and placed-based-learning resources)
- Students engage through asynchronous or on-demand approaches and synchronous or live sessions using digital platforms such as Zoom and an online learning management system called Schoology.
- Teacher prioritizes learning goals and determines full or partial credit
- Teacher communicates with students and families regarding academic progress through phone, meetings (in-person or virtual), and Schoology.

2) Online Instructional Model

- Instruction provided through district-licensed online content resources such as

Edgenuity.

- Students engage through asynchronous or on-demand approaches and synchronous or live sessions using digital platforms such as Zoom and an online learning management system called Schoology
- Credentialed teacher communicates with students and families through the a school-licensed online program, phone, meetings (in-person or virtual), and Schoology.
- Our online middle and high school models are called virtual academies

3) Blended Instructional Model

- Teacher and families select materials (e.g., digital links, digitized materials, district-adopted textbooks, and placed-based-learning resources)
- Students engage through asynchronous or on-demand approaches, as well as synchronous or live sessions using digital platforms such as Zoom and an online learning management system called Schoology.
- Teacher enhances district-licensed online content resources (e.g., Edgenuity), prioritizes learning goals, and determines full or partial credit
- Teacher communicates with students and families through a school-licensed online program, phone, meetings (in-person or virtual), and Schoology
- Our online middle and high school models are called virtual academies

We do not attempt to recreate long, traditional school days at home. Instead, we focus on strategically combining synchronous (live) and on-demand (asynchronous) approaches that leverage the full array of technology and online-based resources to individualize support for each student, including the amount of time spent on a learning activity. We also make an effort to divide learning objectives into manageable chunks to accommodate reduced attention spans resulting from home and societal level distractions.

Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Expenditures associated with researching and access to virtual access to community resources, including museum, Nature program, STEM Experiences, Aerospace Museum Virtual Guided Learning Experiences specifically for unduplicated students who have challenges paying for the programs	\$500	Y

Distance Learning Program

Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

Because we are a non-classroom-based independent study charter school, we have been able to sustain most of our learning options during the pandemic. We are implementing trauma-informed practices to mitigate the effects of the COVID-19 pandemic and societal. We elaborate on trauma-informed practices in subsequent sections. We ensure students are engaged in appropriate educational activities on instructional days, assess the time value of independent work, and the quality of contemporaneous work samples. Additionally, some of our families/students choose conventional courses led by a credentialed teacher.

We provide homeschooling families with a variety of curriculum delivery options and instructional material aligned with California state and Common Core standards. Curriculum delivery options include online instruction courses led by credentialed teachers, offline courses, and virtual courses. Upon enrollment, we assign an appropriately certified home school teacher (HST) to a family to collaboratively create an individual education that reflects a combination of optimal learning approaches. The role of an HST is similar to that of a case manager teacher within and the exceptional needs education environment, including monitoring the academic progress of students assigned to their caseload and supporting parents. During regularly scheduled meetings, HSTs collaborate with families to provide needed support and to review student performance and progress to date. HSTs also schedule additional appointments and support as needed. As we have done before the State and county in-person restrictions, we discuss with each family the curriculum delivery options available during the COVID19 shelter in place restrictions. Below is a summary:

1) Teacher-Directed Instructional Model

- Teacher and families select materials (e.g., district-adopted textbooks and placed-based-learning resources)
- Students engage through asynchronous or on-demand approaches and synchronous or live sessions using digital platforms such as Zoom and an online learning management system called Schoology.
- Teacher prioritizes learning goals and determines full or partial credit
- Teacher communicates with students and families regarding academic progress through phone, meetings (in-person or virtual), and Schoology.

2) Online Instructional Model

- Instruction provided through district-licensed online content resources such as Edgenuity.
- Students engage through asynchronous or on-demand approaches and synchronous or live sessions using digital platforms such as Zoom and an online learning management system called Schoology
- Credentialed teacher communicates with students and families through the

a school-licensed online program, phone, meetings (in-person or virtual), and Schoology.

- Our online middle and high school models are called virtual academies

3) Blended Instructional Model

- Teacher and families select materials (e.g., digital links, digitized materials, district-adopted textbooks, and placed-based-learning resources)
- Students engage through asynchronous or on-demand approaches, as well as synchronous or live sessions using digital platforms such as Zoom and an online learning management system called Schoology.
- Teacher enhances district-licensed online content resources (e.g., Edgenuity), prioritizes learning goals, and determines full or partial credit
- Teacher communicates with students and families through a school-licensed online program, phone, meetings (in-person or virtual), and Schoology
- Our online middle and high school models are called virtual academies

We do not attempt to recreate long, traditional school days at home. Instead, we focus on strategically combining synchronous (live) and on-demand (asynchronous) approaches that leverage the full array of technology and online-based resources to individualize support for each student, including the amount of time spent on a learning activity. We also make an effort to divide learning objectives into manageable chunks to accommodate reduced attention spans resulting from home and societal level distractions.

Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

As part of our emergency closure in March of 2020, we began administering surveys and holding planning meetings intended to identify needed technology, particularly for students identified as English Learners (ELs), those with exceptional learning needs, and those living in poverty or foster care, and those experiencing homelessness. We have continued administering these surveys and meetings in August and September 2020. Through surveys and discussions, we have made a concerted effort to identify families in need of technology devices or access to the internet. Most importantly, each of our students and families meets with their designated HST regularly to focus on academic progress and identify needs, including technology. When we learn of families in need of technology, the HST follows through immediately to process an appropriate order. We hand-delivered computers and hard copies of the curriculum to students (and their caregivers) living domestic violence shelters. Of course, we make sure to provide families with distance learning packets, including hard copies of the curriculum, while they receive the ordered technology.

We have used appropriate funding sources to provide all families with the technology needed to participate in our curriculum equitably. We pay particular attention to the needs of English learners, those with exceptional learning needs, those living in poverty, those living in foster care, and those experiencing homelessness. High-speed internet access is critical to the smooth operation of our regular curriculum delivery options. Based on survey responses and communications, most families and students have access to the technology necessary to participate in learning effectively, including access to high-speed internet. However, we have purchased devices and equipment to access

the internet, including Wi-Fi hotspots, and provided them to families who need them. We also attempt to use external resources to help families, including a list of free and reduced internet companies as options.

We are also vigilant of student privacy (e.g., FERPA and California Student Online Personal Protection Act). We take care not to record or take pictures of virtual meetings and use passwords to help prevent security breaches such as Zoom bombing. We also use Zoom educator accounts (instead of consumer accounts) that offer more stringent privacy policies. We make a concerted effort to use only technology products that have that meet privacy compliance concerns.

We elaborate on related professional development in the section below called Distance Learning Professional Development.

Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

We are aware that COVID-19 and societal unrest may influence many of our students to disengage. Accurately monitoring engagement is one of the most important ways we can help ensure student learning and monitor student wellbeing during a pandemic and societal unrest.

We are a non-classroom-based independent study work charter school and have operated as such for several years. While our school year is longer than 175 instructional days, some of the language in Education Code §43502 (based on AB77), including daily synchronous instructional minutes with a teacher, do not apply to our format. To ensure each student is engaged in appropriate educational activities on instructional days, we assess the time value of independent work and the quality of contemporaneous work samples. We also monitor participation in conventional courses led by a credentialed teacher and those provided by a third-party provider such as Edgenuity.

Additionally, we measure student engagement through regular meetings (in-person or virtual) with families (minimum of every 20 days) and students, office hours via telephone or online, participation in scheduled live synchronous sessions, completion of asynchronous assignments, participation in diagnostic assessments and formative assessments. We use our student information system (Pathways) to track progress, including daily engagement records.

Distance Learning Professional Development

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

Our staff training includes learning how to use Google Classroom, an online learning management system that allows teachers to create lessons and implement them, assignments, make announcements, store or link instructional materials, monitor progress, etc. Our middle and high school teachers also participate in professional training specific to our virtual academies. We have also developed a new resource for parents that includes community and academic information.

Our distance learning professional training also focuses on peaking student interest in a topic, concept, or phenomenon before engaging them in a related lesson. We use a variety of online (mostly asynchronous or on-demand) and place-based learning approaches to build student curiosity. Often, this requires vetting information ahead of time to modify for various learning needs.

We make an effort to learn how to create lessons that leverage the vast array of available digital resources without replicating a conventional linear lesson plan. As an example, if one were to look at a digitized instructional unit plan, it is interactive, dynamic. It includes visually rich options (highlighted with icons) with hyperlinks. All synchronous and asynchronous tasks directly support an overarching unit question.

Our professional training also focuses on the Universal Design Learning framework, including maximizing the variety of learning and communication modalities. We do not all learn or communicate in the same way. Sometimes students need visual representations to understand, while others need to practice a skill. In the same, students may express their comprehension better if allowed to do it in a variety of ways, including comics, podcasts, short videos, voice-to-text dictation, etc. Thus, we also try to differentiate asynchronous tasks to address student ability levels and learning styles. As an example, many web-based programs infuse algorithms to automatically adjust the starting point or pace of a learning task. Targeted animations, videos, or other media delivered asynchronously also provide a critical context of an abstract concept and allow students to review as often as needed and at their optimal pace. This approach facilitates student application of what they learn or experience through place-based-learning.

This year, we have added two new aspects of our professional training related to distance learning. First, we are focusing on strategies to accelerate learning. We explain our accelerated learning approach in greater detail in other sections, including Pupil Learning Loss. Second, we are helping staff and families learn how to implement trauma-informed practices within a distance format. Trauma-informed practices were implemented as tier 2 supports before the pandemic but will implement them as tier 1 support this year. Our approach to trauma-informed practices is explained in greater detail in other sections, including Mental Health and Social and Emotional Well-Being.

Staff Roles and Responsibilities

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

The roles of our teachers have not changed drastically due to COVID-19. All Homeschool Teachers will be meeting with their families through a virtual program such as ZOOM for their Learning Period Meetings. HST's will be providing Trauma-Based Practices into their meeting with students.

Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

Below is a summary of the support we provide students with unique needs. More than any other aspect of our curriculum, we will address the individual needs of students through a tiered trauma-informed practice approach. We explain our trauma-informed practices in greater detail within other sections, including Mental Health and Social and Emotional Well-Being. The following is a summary of how we support the individual needs of students beyond our trauma-informed practices:

English learners

We provide live online leveled designated ELD classes composed of approximately 20 students. Our ELD Director monitors student progress and communicates with administrators and teachers. Students identified as long-term English learners receive additional English language development, twice a week in 45-minute live sessions. Additionally, we integrate English language development in and through

subject matter courses. Further, our virtual curriculum options (E.g., MobyMax, BrainPop, McGraw-Hill ODI) facilitate embedded ELD instructional support, including built-in accommodations, parent portals, instructional videos, hands-on activities, performance tasks, and progress monitoring. Our staff professional development related to English learners focuses on learning to use a range of information systems (e.g., graphic organizers, diagrams, videos, or other media) and improved language models (e.g., sentence frames and stems) to provide comprehensible input and structure. These instructional supports are aligned with our core instructional approach (UDL), emphasizing multiple means of engagement, representation, and expression. Further, we will offer virtual events and workshops (called Community Connections) that facilitate opportunities for students to practice their English verbal skills and improve their connection to other students. Our Community Connections initiative also offers scheduled workshops for the parents of our English learners.

Pupils with exceptional needs

Our core program implements California's multi-tiered system of support framework (MTSS), an inclusive model for meeting the needs of all students, including those with exceptional needs. Essentially, MTSS is a whole-school, data-driven, prevention-based framework through which we provide a continuum of supports to address varying student needs. We combine our MTSS approach with an inclusive core instructional program based on the principles of UDL, regular monitoring of academic and behavioral indicators, and tailored differentiated support for all students. Tier 1 supports are available to all and are intended to meet the needs of approximately 80 to 90% of students. This year, our tier 1 supports include trauma-informed practices. When our universal supports are insufficient to address individual academic or behavioral needs, we administer level 2 or additional supports individually and in small groups. These supports are short term and deployed rapidly to address issues as they arise for approximately 5-10% of students. For example, our Community Coordinators offer workshops that address specific science math standards to engage students and provide outreach during the pandemic. However, there approximately 1-5% of our students require additional focused tier 3 supports. These supports are intensive and often are longer-term.

Despite COVID-19 and societal unrest, we have not experienced any student disengaging for ten instructional days or longer, necessitating the crafting of specific distance learning plans within a student's individualized education program, or IEP. However, we are working with families to determine how best to administer occupational, speech, or physical therapy virtually. Our attempted solution varies according to the need of each student and family. We are also trying to find a way to administer assessments virtually as needed optimally.

We launched a directed studies course. And improved our Life Skills and ATP courses. Google Classroom was also created for SAI with both an Instructional and Compliance Coach. A Reading specialist is also available to help and support students.

Pupils who are experiencing homelessness and those in foster care

Many of our students in foster care are experiencing a negative impact due to COVID-19 and societal unrest. As an example, we are noticing a higher transiency rate among foster families. An increased number of students are also experiencing homelessness (including doubling up with another family) as a direct result of COVID-19. To improve services for students experiencing homelessness or foster care, we are:

1. Strategically planning for and implementing a time during the instructional day to learn more about students and to listen to their concerns and needs. For example, teachers use communication circles during class (synchronous and online) to help normalize student struggles and to increase resiliency
2. Focusing on maintaining a personalized relationship with students and families. The impact of the pandemic and societal unrest increases student concerns about the safety and emotional wellbeing of their family. We strive to establish meaningful relationships with families to mitigate the adverse effects of the pandemic and unrest by helping facilitate a safe and supportive environment for learning. We do this in a variety of ways, explained in greater detail with the Mental Health and Social-Emotional Support section.

3. Maximize instructional flexibility and support. Students in foster care or experiencing homelessness may be unable to attend each real-time class or meet a project deadline. We are aware of the need for increased flexibility. We will work with students and parents/guardians to avoid any unnecessary academic penalties related to matters beyond their control.
4. Increased outreach and coordination with community resources to provide basic needs, including food, shelter, clothing, and technology. Given the impact of the pandemic and societal unrest, we are unable to meet every student's need without the support of community resources, including county and state agencies. For example, we are active members of a community resource network where we learn more about available resources for our students and how to expedite referrals. Additionally, we are delivering to all of our students experiencing homeless or foster care with care backpacks that contain school supplies.

Actions Related to the Distance Learning Program [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
MobyMax and other instructional material/resources to help EL	\$873	Y
Technology to support EL Designees to support communication with our students legibly via zoom. Provide modeling and scaffolding during these lessons.	\$1,800	Y

Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

In response to Governor Newsom's Executive Order N-33-20, we stopped our normal school operations from March through June of 2020. Also, in March 2020, the Governor suspended the California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC). The pandemic also directly affected many of our families, rendering it difficult for them to participate in or focus on our interim assessments during the second half of the 2019-20 school year. Thus, many of our students were unable to complete their ELPACs and STAR360 diagnostic assessment cycle. The validity of spring 2020 interim assessment results for those students who did participate is uncertain given the impact of the pandemic on our families, including trauma experienced by students. Additionally, in late March 2020, the U.S. Department of Education approved California's waiver of the Every Student Succeeds Act (ESSA) assessment and accountability requirements for the 2019–20 school year. Consequently, the California Department of Education did not report Dashboard results for the 2019-20 school year.

The foundation of our plan to mitigate learning loss and accelerate learning is the infusion of trauma-informed practices into the curriculum. We explain this approach in greater detail in the Mental Health and Social and Emotional Well-Being section. Beyond our trauma-informed practices, we will use a balanced array of assessments to determine the extent of learning loss carried over from the 2019-20 school year, including formative and diagnostic assessments. We will administer the STAR360 diagnostic for ELA, early literacy, and math at the

beginning of the school year, again at the end of semester 1, and a third time toward the end of semester 2. We plan to analyze the results of our diagnostic assessments to formulate a general understanding of how students are progressing toward understanding State content standards. The results of these assessments may influence our grade and course scope and sequences.

We are doing our best to administer Initial ELPAC within 30 days and are aware of a possible 45-day extension (not official). If a student is unable to complete the Initial ELPAC within 30 days, we use the results of the Home Language Survey to identify presumptive English learner students and notify their parents/guardians that English language development courses and resources.

Beyond our diagnostics results, we will rely heavily on formative assessments to formulate additional details of student learning proficiencies. A formative assessment refers to a first-hand evaluation of student proficiency during a lesson. Teachers can engage in this type of evaluation using a variety of methods, including asking probing questions and observing students during student to student discussions. In this manner, a teacher may also consider English language proficiency and make immediate adjustments. We explain our strategies for implementing formative assessments and accelerating learning in greater detail in the next section.

We will use the same approach explained in the Pupil and Family Engagement and Outreach section to communicate with parents regarding student learning loss and progress.

Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

As stated in the previous section, the foundation of our plan to mitigate learning loss and accelerate learning is the infusion of trauma-informed practices into the curriculum. Trauma-informed practices help meet student social-emotional needs facilitating an improved focus on their education. In particular, English learners, students living in poverty, students placed in foster care, students experiencing homelessness, and those with exceptional needs are most vulnerable to the effects of risk factors outside of school. We cannot reasonably expect a student to focus on her geometry class if her family is unable to pay the rent. Our trauma-informed practices include establishing a safe and comfortable learning environment. For example, teachers foster a safe learning environment by incorporating community-building activities into live classes. These opportunities encourage students to share personal information, including their interests or concerns, or difficulties focusing on schoolwork. We also use Zoom break-out rooms to facilitate more intimate students grouping reducing anxiety and allowing teachers to check in with each group. Additionally, we try to increase student perspectives, backgrounds, interests, and experiences in both synchronous and asynchronous sessions to improve their agency. Within asynchronous tasks or resources, we include a personalized message or words of encouragement. Regardless of synchronous or asynchronous approach, we refine our lesson learning objectives to help with student attentional spans and break tasks into smaller chunks.

Our instructional supports also reflect the Universal Design Learning framework and focuses on maximizing the variety of learning and communication modalities. We do not all learn or communicate in the same way. Sometimes students need visual representations to understand, while others need to practice a skill. In the same, students may express their comprehension better if allowed to do it in a variety of ways, including comics, podcasts, short videos, voice-to-text dictation, etc. Thus, we also try to differentiate asynchronous tasks to address student ability levels and learning styles. As an example, many web-based programs infuse algorithms to automatically adjust the starting point or pace of a learning task. Targeted animations, videos, or other media delivered asynchronously also provide a critical context of an abstract concept and allow students to review as often as needed and at their optimal pace.

Our instructional strategies focus on filling the most critical gaps, not in isolation, but at the moment students need them. This approach differs from isolated remediation concentrated on the previous year's curriculum. To know what instructional supports are required, when, and how, we strive to identify the content, skills, and knowledge considered essential in grade and course.

After reducing our curriculum to its essential learning priorities, we administer academic supports (or scaffolds) to help students access content, skills, and concepts. Examples of scaffolding or instructional support for literacy include: using text sets and systemically order them from less to more complex, by topic, to build students background knowledge; using varying strategies before reading a text, during the initial reading and subsequent readings, and after reading to support all students in comprehending complex texts; building vocabulary with a focus on words that are key to text comprehension; planning time for differentiated support for individual or small groups of students depending on their needs.

In math, we use the Understand-Diagnose-Take Action cycle to provide appropriate scaffolding or instructional supports. Understand refers to teachers understanding the revised learning priorities for this year, including prerequisite skills students need to access grade-level content. Diagnosing refers to having an accurate understanding of where individual students stand about the revised learning priorities. To do this, teachers engage in formative assessments and review the results of diagnostic assessments. Take Action refers to planning for and appropriately implementing needed supports/scaffolds during a lesson.

The following is a summary of how we further support the acceleration of learning for specific demographic groups:

English learners

We implement a range of information systems (e.g., graphic organizers, diagrams, videos, or other media) and improved language models (e.g., sentence frames and stems) to provide comprehensible input and structure. These instructional supports are aligned with our core instructional approach (UDL), emphasizing multiple means of engagement, representation, and expression.

Pupils with exceptional needs

Our instruction methodologies are part of our overall multi-tiered system of support framework (MTSS). When our universal supports are insufficient to address individual academic or behavioral needs, we administer tier 2 and tier 3 supports. Tier 3 supports are more intensive and provided for an extensive period in collaboration with community agencies.

Pupils who are experiencing homelessness and those in foster care

We maximize instructional flexibility and support. Students in foster care or experiencing homelessness may be unable to attend each real-time class or meet a project deadline. We are aware of the need for increased flexibility. We will work with students and parents/guardians to avoid any unnecessary academic penalties related to matters beyond their control. We also will engage in increased outreach and coordination with community resources to provide basic needs, including food, shelter, clothing, and technology. For example, we are delivering to all of our students experiencing homeless or foster care with care backpacks that contain school supplies.

Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

Due to school closures, waiver of ESSA requirements, and the effects of the pandemic, many of our students were unable to complete their ELPACs and STAR360 diagnostic assessment cycle during the last school year. The validity of spring 2020 diagnostic assessment results

for those students who did participate is uncertain given the impact of the pandemic on our families, including trauma experienced by students. Additionally, the State waived the CAASPP, precluding us from analyzing results in math, ELA, and science.

We will administer the STAR360 diagnostic for ELA, early literacy, and math at the beginning of the school year, again at the end of semester 1, and a third time toward the end of semester 2. We plan to analyze the results of our diagnostic assessment to formulate a general understanding of how students are progressing toward understanding State content standards. The results of these assessments may influence our grade and course scope and sequences.

However, we will rely heavily on formative assessments to formulate details of student learning proficiencies. Ideally, formative assessments occur during each lesson. They do not look like a traditional quiz or final examination. A formative assessment refers to a teacher evaluation of student proficiency during a class. This type of assessment takes on a variety of methods whereby the teacher observes and processes evidence of learning. In this manner, a teacher may also consider English language proficiency and make immediate adjustments.

We will use the same approach explained in the Pupil and Family Engagement and Outreach section of this document to communicate with parents regarding student learning loss and progress. These strategies consider a family's home language, literacy level, and access to technology.

Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Staff and parent training related to understanding our MTSS, and expressly what resources are provided at each tier	\$500	Y

Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional wellbeing of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

As stated in the section Pupil Learning Loss Strategies, accelerated learning will not occur if instructional practices leave students feeling displaced, invisible, or unsafe. In particular, English learners, students living in poverty, students placed in foster care, students experiencing homelessness, and those with exceptional needs are most vulnerable to the effects of risk factors outside of school. For example, we cannot reasonably expect a student to focus on her geometry class if her family is unable to pay the rent. Worse, students who live in poverty often do not have equitable access to outside mental health support. To mitigate the adverse effects of the pandemic and societal, we will implement tiered trauma-informed practices per our MTSS. Generally speaking, trauma-informed practices are strategies or techniques that help students regulate emotions, build resilience, and overcome the impact of trauma/stress. We based our trauma-informed on the Collaborative for Academic, Social, and Emotional Learning or CASEL Framework.

Our tier 1 universal supports include trauma-informed practices to help meet student social-emotional needs facilitating an improved focus on their education. Our trauma-informed practices include establishing a safe and comfortable learning environment. For example, our teachers try to incorporate community-building activities into synchronous classes that offer students opportunities to share personal information,

including their interests or concerns, or difficulties focusing on schoolwork. Zoom break-out rooms are used to facilitate more intimate students grouping reducing anxiety, and allowing teachers to check in with each group. We also try to increase student perspectives, backgrounds, interests, and experiences in both synchronous and asynchronous sessions to improve their agency. Within asynchronous tasks or resources, we include a personalized message or words of encouragement. We also use asynchronous methods to differentiate instruction according to student ability levels and learning styles. Many web-based programs infuse algorithms to automatically adjust the starting point or pace of a learning task. Targeted animations, videos, or other media delivered asynchronously also provide a critical context of an abstract concept and allow students to review as often as needed and at their optimal pace. Regardless of synchronous or asynchronous approach, we refine our lesson learning objectives to help with student attentional spans and break tasks into smaller chunks.

Tier 1 supports include webinars for students and families and focus on social-emotional-learning strategies (SEL). We offer SEL webinars on the first Monday of each month. Additionally, we invite students to share how they have used SEL strategies and to ask questions. We hold the SEL sharing and Q & A sessions on the third Monday of each month. We have also created a collection of Growth Mindset resources for teachers and families. Growth Mindset approaches help normalize students' struggles with learning loss and to increase resiliency. We have also added new SEL resources for teachers and parents and publicized crisis hotlines. We expect our tier 1 supports will meet the needs of approximately 80 to 90% of our students.

Our second tier of supports includes educating staff and families about the signs and symptoms of trauma in students, including changes in behavior, unexplained headaches or body pain, irritation, and depression, and strategies to mitigate them. We use a variety of resources for tier 2 supports, including the Everfi virtual social-emotional curriculum. When we identify a student in need of level 2 supports, a Student in Crisis Coordinator monitors collaborates with families to customize support. Tier 2 supports include enrollment in a new program called Mindset Mondays, wherein students and families focus on social-emotional-learning strategies.

We anticipate that approximately 5-10% of students will require tier 2 supports through individual or small group settings. We deploy tier 2 supports rapidly to address issues as they arise. For example, students in foster care, experiencing homelessness, or struggling with poverty may be unable to focus on school despite our tier 1 supports. In these cases, our staff will immediately reach out to families and schedule a meeting to explore appropriate supports. Parents play a critical role in helping us identify issues and helping customize supports.

We anticipate that approximately 1-5% of our students will require additional individual supports beyond those provided in tiers 1 and 2. Tier 3 supports are intensive, for longer durations, and can involve outreach to and coordination with community resources. Given the impact of the pandemic and societal unrest, we are simply unable to meet every student's need without coordinating with community resources, including county and state agencies. Many community mental health organizations use HIPPA compliant mediums such as telehealth.

Pupil and Family Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not is not engaging in instruction and is at risk of learning loss.]

Because we operated as a non-classroom-based independent study work charter school during the 2019-20 fiscal year, much of Education Code section 43504 is not applicable, particularly distance learning requirements. Instead, we continue to meet all of the independent study statutory requirements, including ensuring each student is engaged in appropriate educational activities on instructional days by assessing

the time value of independent work and the quality of contemporaneous work samples. Further, our school year is longer than 175 instructional days, and we maintain daily engagement records for each student.

We are aware that the COVID-19 pandemic and societal unrest may influence many of our students to disengage. Monitoring participation is vital to help ensure student learning and wellbeing during these challenging times. Thus, our student and family engagement approach reflects positive strategies, including maintaining strong personalized relationships with students and families. These meaningful relationships help us to quickly discern student disengagement, particularly for those who disengage or are absent for three days or more (60% of the instructional days in a school week).

We assess student engagement through regular meetings with families and students, check-in meetings, office hours via telephone or internet, participation in scheduled live synchronous sessions, participation in diagnostic assessments, formative assessments, and completion of assignments as documented in our student information system (Pathways). We upload daily engagement records to our student information system. Because we will not report student attendance for funding purposes during the 2020-21 school year, we plan to use different and temporary internal codes when a student is considered disengaged or absent.

When a student disengages, our Homeschool Teacher connects with the family and if needed begins the board approved non-compliance policy. Depending on what we learn during this meeting, we will provide additional and appropriate supports to meet student needs. Of course, there are times when students will need intensive supports, including referrals to outside services. When this occurs, we collaborate with the family to explore options and facilitate referrals.

When communicating with families about student disengagement, we do not assume families speak or understand English, have access to the internet, or know how to access an email.

School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

As a non-classroom-based independent study work charter school, we do not have facilities to serve congregate meals, including cafeterias. Consequently, we do not provide congregate meals to students through the Summer Food Service Program (SFSP) or the National School Lunch Program Seamless Summer Option (SSO), including non-congregate meals during our COVID-19 closure. However, we help families find needed resources within the community.

Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
n/a			

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment Based on the Enrollment of Foster Youth, English Learners, and Low-Income students
10.07%	This year for LVCS, we plan to spend \$3,673.08 of our supplemental concentration funds. From a percentage perspective, we plan to spend 100% of our LCFF. Last year LVCS did NOT have a LCAP.

Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

English learners, students living in poverty, and students placed in foster care, vulnerable to the effects of the pandemic, societal unrest, and resulting learning loss that exacerbates previous achievement gaps. As such, we considered the unique needs of unduplicated groups throughout this plan. We focus on evidence-based practices when identifying and implementing support for our unduplicated students. For example, we aligned our trauma-informed practices with the CASEL framework.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

The actions/services intended to increase the quantity and improve the quality of support for English learners, students living in poverty, and students placed in foster care are summarized below according to respective sections:

Continuity of Learning

- staff and parent training related trauma-informed practices
- access to community resources.

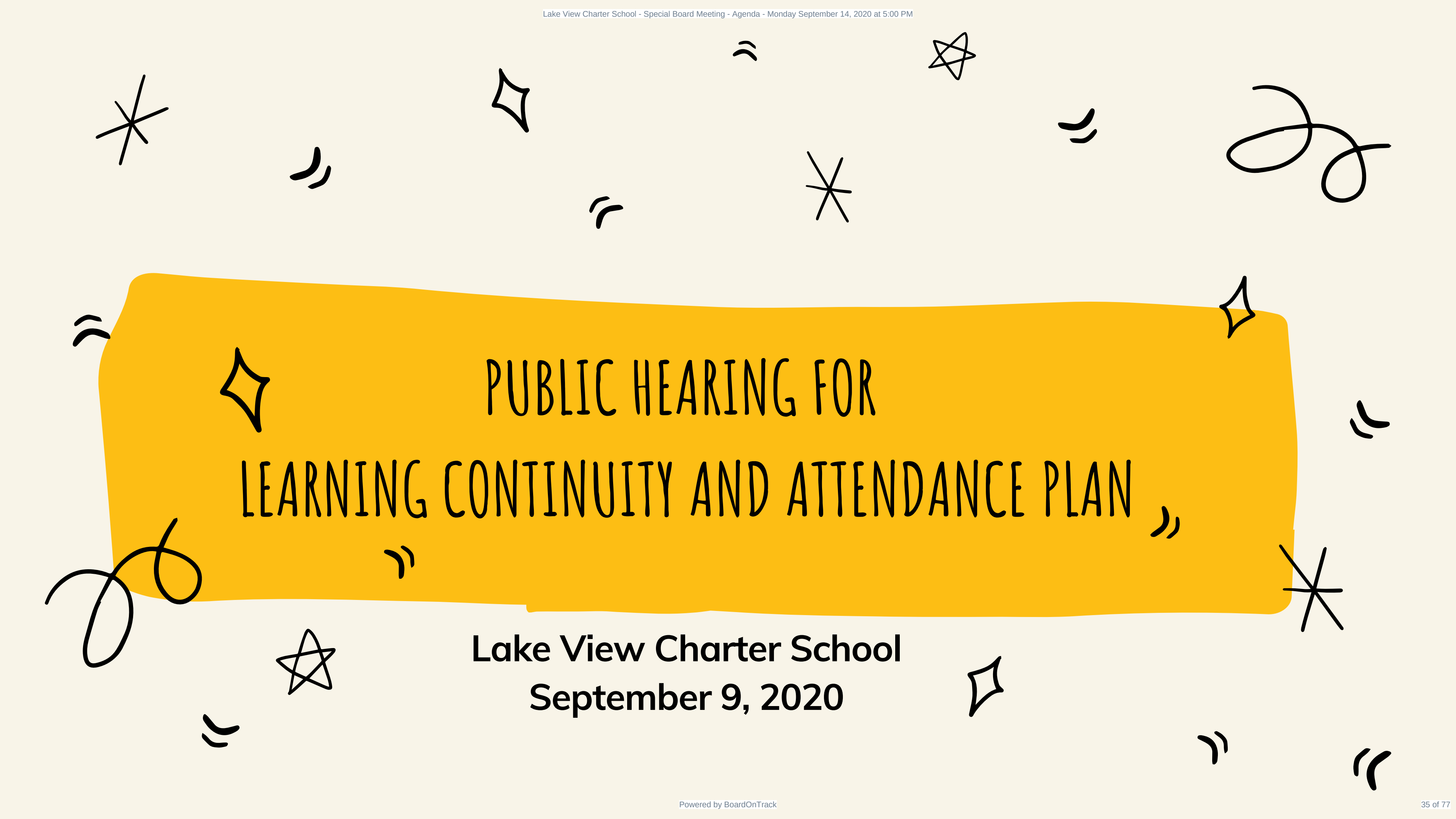
Distance Learning-

- staff and parent training related trauma-informed practices in a *distance-learning format*
- diagnostic and interim assessments
- additional devices to access the distance-learning curriculum
- expenditures associated with ensuring access to the high-speed internet, including hot-spots
- online learning resources

Learning Loss¹

- Junior High Virtual Academy, High School Virtual Academy, JHVA Lead Teacher to help maximize our MTSS

- staff and parent training related to our MTSS
- staff and parent training related to our English Language Development program
- staff training related to formative assessments, instructional supports, and the refinement of our Scope and Sequences-as explained in the Learning Loss section, these strategies are critical to accelerating learning.



PUBLIC HEARING FOR LEARNING CONTINUITY AND ATTENDANCE PLAN

**Lake View Charter School
September 9, 2020**

SENATE BILL (SB) 98

- Due to disruptions to public education, the California Department of Education is replacing the LCAP with the Learning Continuity and Attendance plan for (2020-2021) (SB98 established California EC 43509)
- The Learning Continuity and Attendance Plan is not as comprehensive as the LCAP



LEARNING CONTINUITY AND ATTENDANCE PLAN



- Like the LCAP, the Learning Continuity and Attendance Plan is a process that must be transparent and include **input from all stakeholders**.
- Today's public hearing is a part of the transparency and is intended to provide an opportunity for all stakeholders to provide and ask questions and provide input.
- A draft of the Learning Continuity and Attendance Plan was available for review 72 hours before today's public hearing.

LCAP

- Mental Health and Social and Emotional Well-Being
- Pupil Engagement and Outreach
- School Nutrition
- Increased or Improved Services for Foster Youth, English Learners and Low-Income Students

Stakeholder engagement



TIMELINE



July 31, 2020

Template released



Public Hearing

September 9, 2020



**Board of Directors
plan adoption**

September 23, 2020

Cover Sheet

2020-2021 EL Master Plan

Section:	III. Academic Excellence
Item:	B. 2020-2021 EL Master Plan
Purpose:	Vote
Submitted by:	Julie Haycock
Related Material:	Lake View v.2 Charter School EL Master Plan_Updated Aug 2020.pdf

BACKGROUND:

Every year, each school is required to provide an annual update to its plan to serve English Language Learners. The goal of the plan is to help students learn English, have full access to a challenging academic curriculum, and build the multicultural proficiency that is necessary in today's complex and challenging world. This plan is a practical guide for all staff to ensure that we provide consistent, coherent services to each and every English Learner in our school. We are all expected to follow the plan, and it provides specific ways for us to hold ourselves accountable for obtaining optimal results. This plan describes how we identify, serve, and support students who initially enroll in our school with limited proficiency in the English language. English Learner (EL) programs will be fully implemented. Parents of English Learners and Reclassified Fluent English Proficient Students (RFEPs) will participate meaningfully in their children's education. English Learners will master the English language as efficiently and effectively as possible. English Learners will achieve academic success comparable to English Only (EO) students. English Learners and Reclassified Fluent English Proficient Students will be at no greater risk for school failure than English Only Students. Form an English Learners Advisory Committee to foster a better involvement of EL parents, thereby increasing academic achievement of the EL population, advise the School Board, principal, and EL Coordinator, on issues pertaining to English Learners (ELs), assist in the development of the school's needs assessment and Language Census Report, and provide input on formal school plans, such as WASC self study and LCAP.

RECOMMENDATION:

Board Approval

ENGLISH LEARNER MASTER PLAN 2020-2021





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Master Plan for Services to English Learners

2020-2021

Lake View Charter School aims for outstanding programs for all our students. English Learners have enormous challenges but also have the opportunity to develop the asset of bilingualism within a global community. They face the double task of learning the challenging state standards and mastering a new language.

To make sure we reach optimal results for English Learners we developed this Master Plan to ensure that they learn English, have full access to a challenging academic curriculum, and that they build the multicultural proficiency that is necessary in today's complex and challenging world. This plan is a practical guide for all staff to ensure that we provide consistent, coherent services to each and every English Learner in our school. We are all expected to follow the plan, and it provides specific ways for us to hold ourselves accountable for obtaining optimal results.

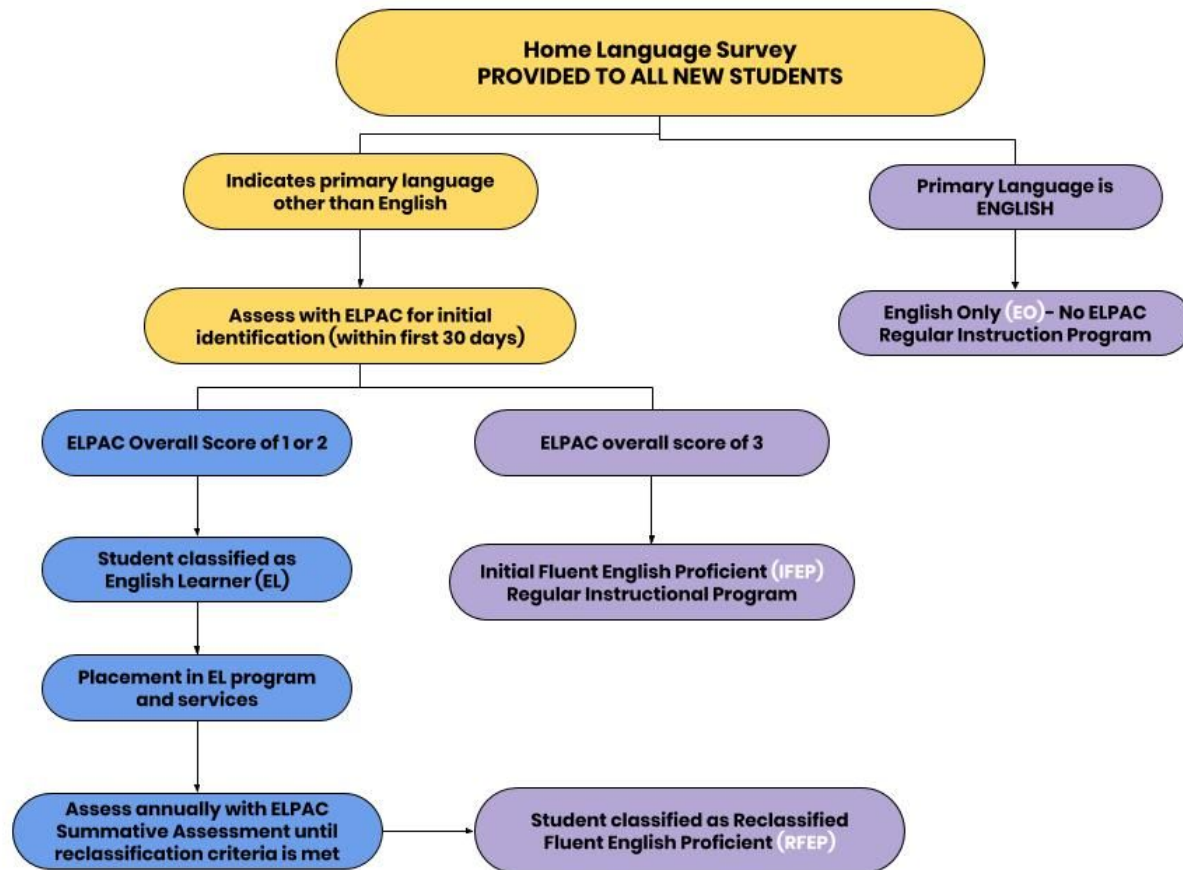
This plan describes how we identify, serve and support students who initially enroll in our school with limited proficiency in the English language. The plan sets forth six goals for this work:

1. English Learner (EL) programs will be fully implemented.
2. Parents of English Learners and Reclassified Fluent English Proficient Students (RFEPs) will participate meaningfully in their children's education.
3. English Learners will master the English language as efficiently and effectively as possible.
4. English Learners will achieve academic success comparable to English Only (EO) students.
5. English Learners and Reclassified Fluent English Proficient Students will be at no greater risk for school failure than English Only Students.
6. Form an English Learners Advisory Committee to foster a better involvement of EL parents, thereby increasing academic achievement of the EL population, advise the School Board, principal, and EL Coordinator, on issues pertaining to English Learners (ELs), assist in the development of the school's needs assessment and Language Census Report, and provide input on formal school plans, such as WASC self study and LCAP.



Identification Tools:

- Home Language Survey upon enrollment
- Additionally, look in CALPADS and cumulative folders



Step 1: Registration, including Completion of the Home Language Survey

Upon enrollment, parents complete a Home Language Survey or HLS as required by state law. This survey is completed the first time the parent enrolls the child in Lake View Charter School and the results are maintained thereafter in the charter school's student information system and the English Learner folder in the child's cumulative record (CUM).

If the answers to Items 1, 2, 3 on the HLS are "English", the child is classified as English Only or EO. The parent is notified of the result and is given an explanation of the placement options open to the student. The default option is Mainstream English.



If Item 1, 2, or 3 on the Home Language Survey is answered with a language other than English, the child is tested for English proficiency. (Continue to Step 2)

However, if the parent's response to the first three questions on the HLS is English, and the response to the fourth question is other than English, then reasonable doubt may exist as to the student's home language. If there is evidence of significant non-English exposure, then the pupil must be administered the state English language proficiency assessment, currently known as the English Language Proficiency Assessments for California (ELPAC). The parent will be consulted by a certificated staff member regarding the need to administer the assessment, the results, and the subsequent program placement of the child.

NOTE: When reasonable doubt is established, the school must annotate the HLS to document the reasons for ELPAC administration. The school administrator/designee must sign and date the annotations provided.

The parent has the right to amend the HLS at any time. However, if the student has already been administered the initial ELPAC, any changes to the HLS will not affect the student's official language classification. If the parent amends the HLS prior to initial ELPAC administration, the school must honor the changes made while continuing to take reasonable doubt into consideration, given the probable impact of the change relative to the parent's or student's observed linguistic behavior.

Parents who enroll their child in Pre-Kindergarten must complete the HLS as part of the enrollment process. The first HLS (e.g., Pre-K) on file for a student supersedes all HLS forms completed at later times. Therefore, the answers provided on the **initial** HLS are documented permanently in CALPADS.

Assessment		
Initial ELPAC	Within 30 days of enrollment: pending possible extension from the state.	July 1-May 30
Initial ELPAC score report and Notification Letter will be mailed, after testing. See Appendix 1		
Summative ELPAC	Given to current EL students	Feb 1- May 30

Step 2: English Language Proficiency Assessment

State regulations require that if the student's Home Language Survey indicates that a language other than English is used at home in Item 1, 2, or 3, the student's English language



proficiency level must be assessed and given the results (pending an extension from the state) within 30 calendar days of initial enrollment.

The ELPAC is a standardized language proficiency test designed to measure the English proficiency of non-native speakers in four areas: Listening, Speaking, Reading and Writing. The child receives a score for each part of the test that is taken (Listening, Speaking, Reading, and Writing) as well as an overall score. The score types include scale scores and proficiency levels.

School staff calculates a preliminary score for the purpose of determining the default program and placement options. These results, including proficiency level results for each subtest, are communicated to the parent on the Parent Notification of English Language Testing Form. The assessment is also forwarded by the EL Coordinator for official scoring. These official results override the informal scoring if the scores differ. The official results are sent to the parent within 30 days of receipt by the school. ELPAC results are maintained in the student's English Learner folder inside the cumulative folder, and in the school's student information system for future use in the monitoring of student progress and in the program evaluation.

If an Individual Education Plan (IEP) team has determined that a student is unable to take all or part of the ELPAC, the student will be given a California Department of Education (CDE) approved alternative assessment.

The School will annually assess the ELP and academic progress of each English learner. The School shall administer the ELPAC summative assessment during the annual summative assessment window.

When administering an initial or summative ELPAC assessment to a pupil with a disability, the School shall provide designated supports or accommodations, in accordance with the student's individualized education plan (IEP) or Section 504 plan. When a student's IEP or Section 504 plan specifies that the student has a disability that precludes assessment such that there are no appropriate accommodations for assessment in one or more of the listening, speaking, reading, and writing domains, the student shall be assessed in the remaining domains in which it is possible to assess the student.

When a student's IEP team determines that the student has a significant cognitive disability such that the student is unable to participate in the initial or summative assessment, or a Section of either test, even with resources, the student shall be assessed as specified in the student's IEP.

On the basis of the English language assessment, students are classified as either English Learner (EL) or Initially Fluent English Proficient (IFEP).

Criteria for reasonable fluency in English

Level	Description
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Initial Fluent English Proficient [IFEP]	Students at this level have well developed oral (listening and speaking) and written (reading and writing) skills. They can use English to learn and communicate in meaningful ways that are appropriate to different tasks, purposes, and audiences in a variety of social and academic contexts. They may need occasional linguistic support to engage in familiar social and academic contexts; they may need light support to communicate on less familiar tasks and topics. This test performance level corresponds to the upper range of the “Bridging” proficiency level as described in the 2012 <i>California English Language Development Standards, Kindergarten Through Grade Twelve (2012 ELD Standards)</i>.
Intermediate English Learner	Students at this level have somewhat developed to moderately developed oral (listening and speaking) and written (reading and writing) skills. This level captures a broad range of English learners, from those who can use English only to meet immediate communication needs to those who can, at times, use English to learn and communicate in meaningful ways in a range of topics and content areas. They may need some degree of linguistic support to engage in familiar social and academic contexts (depending on the student, the level of support needed may be moderate, light, or minimal); they may need substantial-to-moderate support to communicate on less familiar tasks and topics. This test performance level corresponds to the entire “Expanding” proficiency level and to the lower range of the “Bridging” proficiency level as described in the 2012 <i>ELD Standards</i>.
Novice English Learner	Students at this level have minimally developed oral (listening and speaking) and written (reading and writing) English skills. They tend to rely on learned words and phrases to communicate meaning at a basic level. They need substantial-to-moderate linguistic support to communicate in familiar social and academic contexts; they need substantial linguistic support to communicate on less familiar tasks and topics. This test performance level corresponds to the “Emerging” proficiency level as described in the 2012 <i>ELD Standards</i>.

NOTE: Students classified as IFEP are not eligible to receive EL services and will receive grade-level instruction in an instructional program designed for Native-English and Fluent-English speakers.



IFEP Students - The parents of IFEP students are informed of the results and given the same program options as those given EO students- the default program is Mainstream English. Placement is made on the same basis as for EOs.

English Learners proceed to primary language assessment. Parents of ELs will be notified each year of their child's current language classification along with the annual assessment results. A student will remain an EL until he or she has met the criteria for reclassification.

Parent Notification

- Results of assessments
- Student Placement

Step 3: Parent Notification of Results

Parent Notification of Initial Assessment Results and Program Placement

Parents of students (ELs and IFEPs) who are administered the **initial** ELPAC will receive official notification informing them of their child's:

- Initial English language proficiency level and how it was assessed
- Official language classification
- Instructional program placement

In addition to the above, parents must also receive information regarding the:

- Various instructional program options, educational strategies, and educational materials to be used in each program
- Reclassification, or program exit, criteria
- Instructional program for ELs with a disability (with an IEP) and how such a program will meet the objectives of the IEP
- Expected rate of graduation for ELs

Parent Notification of Annual Assessment Results and Program Placement

Program Placement/Instructional

- **English Language Mainstream (ELM)**—A classroom setting for English learners who have acquired reasonable fluency in English, as defined by the school district. In addition to ELD instruction, English learners continue to receive additional and appropriate educational services in order to recoup any academic deficits that may have been incurred in other areas of the core curriculum as a result of language barriers.
- **Core Instruction in English**



- **Daily Leveled ELD** for 30 – 60 minutes based on the student need and level independently at home through BrainPop ELL program with teacher monitoring progress.
- **SDAIE** strategies/vocabulary development will be embedded in curriculum and enhanced with teacher support in person or during online sessions. (SDAIE Strategies for English Learner Intervention is attached).
- Monitor student progress and evaluate programs regularly.
- Designated ELD Direct Instruction Classes—via a virtual online platform.
- **BrainPop ELL**- brings English language learning to life in your classroom! To help you make the most of this product, explore this rich collection of support resources, from ELL-specific graphic organizers and action images to learning strategies, lesson plans, vocabulary activities, and more. Proficiency-based English language learning program appropriate for all ages, at no cost to students.
- **Reading Eggs**- provides a comprehensive range of research-based online reading lessons, activities and books that teach children aged 2–13 the literacy skills needed for a lifetime of reading success. The comprehensive reading program is grounded in solid educational research and covers the five pillars of reading – phonics, phonemic awareness, vocabulary, comprehension, and fluency. Provided with a minimal cost.
- Mathseeds/Mathletics- It is a comprehensive online mathematics program for children aged 3-13. It offers a vast range of carefully structured lessons and activities that build mathematical skills over a broad range of numbers, shapes, and measurement topics. This program can be used for intervention in math. This eligibility is dependent on their STAR360 scores and is only given to students who score in the yellow intervention or red urgent intervention categories.
- In addition, any other school-provided online programs.

Step 4: Program Placement

The following process is used to identify the most appropriate program for the English Learner. ELPAC results indicate whether the student is *reasonably fluent in English* or not.

The criteria for reasonable fluency in English are the same as the criteria for “Probably English Proficient” in the ELPAC Scoring Guide. They include:

1. Student’s *overall* proficiency level is Early Advanced or higher, *and*
2. Proficiency in *each* skill area is Intermediate or higher. The skill areas are Listening, Speaking, Reading, and Writing (Kindergarten through 12th grade).

If the child is *reasonably fluent in English* by these criteria, then the default placement is the *mainstream English program*. Additional support services may be recommended, as appropriate. The child will normally continue in this placement until reclassified. Support services in the mainstream program must include English Language Development and may include one or more of the following:

- Content instruction using SDAIE strategies



- Specialized instruction by an English Learner Development teacher
- Participation in Benchmark, Strategic, or Intensive interventions in variety of setting based on student need
- McGraw Hill Flex Curriculum (EL supports based on Level)

AT RISK EL STUDENTS & LTEL's (Long Term English Learners)

Lake View will annually run a list of the at risk ELs (4-5 years as an EL) and our LTELs (6+ years as EL) and work with HSTs to strongly encourage the following supports:

- * Automatic access to BrainPop ELL
- *Virtual Reading Comprehension virtual classes offered by qualified instructors
- *Reading Horizons option
- *ELD Support Class option
- *School's EL designee will collaborate with HSTs and parents to determine best practices to encourage and support each student to show English fluency and be able to reclassify

STAFFING

Per state and federal law all teachers of our EL students hold a valid CA teaching credential with authorization to instruct English Learners. This CLAD or English Learner authorization is met through coursework completion, passing scores on the 3 CTEL examinations. EL students are not assigned to teachers who have not yet earned this authorization, or, as in the case of a new teacher, with a preliminary credential, who is still working to clear their credential. Lake View will:

- Ensure appropriate assignments of teachers for English Learners
- Recruit qualified EL certified teachers through position postings
- Assure that teachers hold proper California Teacher Credentialing (CTC) authorizations
- Provide opportunities for teachers who do not hold appropriate certification to enroll in training

PROFESSIONAL DEVELOPMENT FOR STAFF AND ADMINISTRATORS ON INITIAL IDENTIFICATION, PLACEMENT, AND RELATED PARENTAL RIGHTS/INFORMED CONSENT

Lake View Charter School is committed to providing ongoing annual professional development for administrators and staff, including special education teachers and staff, on legal requirements and school procedures relating to the implementation of the identification and placement requirements of this *English Learner Master Plan*, including but not limited to:

- Initial identification
- Placement options and procedures
- Communicating assessment results to families effectively



- Parental rights and informed consent regarding initial identification and placement, including the parental exception waiver process.

Those who must participate in the training include but are not limited to: administrators, teaching staff, counselors, Enrichment Center staff, staff members who work with ELs' student records, office staff members responsible for registration, special education teachers, paraprofessionals and specialists, and other support staff as necessary. The training places special emphasis on sensitivity to parents, including how to make parents feel welcome, and how to ensure that they are truly informed and able to take an active role in the process of determining the appropriate instructional program for their child.

The professional development offered will be designed to improve the instruction and assessment of ELs; designed to enhance the ability of teachers, principals and other school leaders to understand and implement curricula, assessment practices and measures and instructional strategies for ELs; effective in increasing the student's English language proficiency or substantially increasing the teacher's subject matter knowledge, teaching knowledge and teaching skills as demonstrated through classroom observation.

INITIAL ELPAC-ELAS CORRECTION POLICY AND PROCESS

Local Educational Agencies are allowed to make one correction per student per lifetime to an English Language status. This process can be used if a parent/guardian or certificated employee of the LEA requests a review of the student's classification on the basis of the results of the Initial ELPAC. Typically, the process will be used if a parent/guardian or certificated employee can provide evidence that a student who was classified as English Learner (EL) after taking the Initial ELPAC should be classified as Initially Fluent English Proficient (IFEP). This process must occur before the first administration of the Summative ELPAC starting in February.

If a student was tested with the initial ELPAC and was designated EL but, based on evidence and observation, you feel that they are proficient in English, the HST can request a status correction to IFEP (Initially Fluent English Proficient).

1. HST submits the Google Survey--ELAS Correction Request for Initial ELPAC; found in the EL Resources Folder.
2. If the request is approved for further review, HST will receive an Evidence Form and info sheet.
3. HST and family review the examples of possible evidence for student's grade span.
4. HST and family gather appropriate, grade-level evidence in all domains to illustrate student's English Language Proficiency



5. Complete the Evidence Form, signed by HST and Parent, then email, along with evidence, the EL Coordinator.

RECLASSIFICATION

Lake View Charter School reclassifies EL students to Reclassified English Fluent Proficient (RFEP) at the point when specialized language and academic support services are deemed no longer needed for ELs to be successful in their educational program at a level commensurate to non-ELs. This decision is made using criteria that include assessment of English language proficiency using the ELPAC, Smarter Balanced Assessment Consortium (SBAC) or California Alternative Assessment (CAA) scores in English-Language Arts, teacher evaluation, and parent consultation.

Once ELs are reclassified, they retain RFEP status for the rest of their educational careers. However, the academic progress of RFEP students must be monitored for a minimum of four years, as required by state and federal guidelines, and if their continued linguistic and academic performance declines or stalls, interventions are provided to ensure that these students reach and maintain grade level academic proficiency. A full description of the reclassification process is detailed below.

ELPAC proficiency level, in addition, common, grade-level standards-based assessments and English language development (ELD) assessments are examined to determine if the student is able to function at a level commensurate with his or her English-speaking peers.

Reclassification Policy, Criteria, and Process:

Lake View Charter School's Director of ELD, in conjunction with teacher input, will specifically evaluate students who are potentially qualified for reclassification. This will occur upon release of ELPAC scores by the state.

Per California Department of Education recommendations and requirements, EL Reclassification will be based on the following four criteria:

- 1) ELPAC Score - Student must have an Overall Performance Level score of 4 (the statewide standardized ELP criterion), with no more than one subscore of 2.
- 2) Teacher Evaluation - Student progress as observed by the teacher, as well as student's grades/progress indicators in math and English. Grade must be a C or higher in both courses. Progress in standards must be Meeting or Exceeding Expectations.



- 3) Parent Opinion and Consultation - Parents will be invited to and are strongly encouraged to participate in a phone conference, as noted in Parent Notification Letter of Reclassification.
- 4) English Language Proficiency - EL student's English language proficiency will be compared with that of an English Proficient Student. This will take the form of the AR STAR Assessment and SBAC scores. The cut score requirements/criteria are indicated in the chart below.
- 5) Math Proficiency- EL students should be performing at or above grade level in math. Student should perform at standard nearly met on SBAC math and/or have a Min. Math score for STAR 360 that is provided in the chart, per grade level.

Grade	Minimum ELA SBAC Score	Minimum Reading Score on STAR360	Minimum Math SBAC Score	Minimum Math Score on STAR360
TK/K	n/a	50	n/a	n/a
1st	n/a	71	n/a	240
2 nd	n/a	182	n/a	396
3 rd	Standard nearly met	323	Standard nearly met	482
4 th	Standard nearly met	424	Standard nearly met	567
5 th	Standard nearly met	525	Standard nearly met	634
6 th	Standard nearly met	626	Standard nearly met	699
7 th	Standard nearly met	713	Standard nearly met	736
8 th	Standard nearly met	847	Standard nearly met	767
9 th	n/a	925	n/a	780
10 th	n/a	981	n/a	782
11 th	Standard nearly met	1026	Standard nearly met	803
12 th	n/a	1141	n/a	817

Process



1. The ELD coordinator will complete the Reclassification Form for students who meet the first criteria. (Appendix 2).
2. Form will then be sent to the teacher for further input and completion of grades, test scores, etc.
3. If a student meets criteria 1, 2, and 4, a Parent Notification Letter of Reclassification will be sent to the parents, inviting them to a phone conference where they can consult with the Director of ELD and/or teacher, and their child. See Appendix 3
4. At this point, if everyone is in agreement, student is then redesignated RFEP.
5. If a student has not met criteria 1, 2, or 4, they will remain EL and will be reevaluated the next school year.

RECLASSIFYING ENGLISH LEARNERS WITH DISABILITIES

The reclassification criteria and process are the same for Special Education students being considered for reclassification, except in those cases where the IEP team feels that the student's disability, more so than a language barrier, is the reason why the student is not qualifying for reclassification. In such cases, it is the responsibility of the IEP team, case carrier, or teacher to initiate contact with the Director of ELD to consider the alternative reclassification criteria and form. The IEP team, to include parent and the Director of ELD, will discuss and complete the form. If the student is found to meet these criteria, he/she will then be reclassified to RFEP and four-year monitoring will commence, as with all other RFEP students. See Appendix 4

RFEP Monitoring

Per the California Department of Education requirements, once a student is reclassified as RFEP, they are no longer required to take the summative ELPAC, but there is a requirement for four years of continued monitoring of that student.

Lake View Charter School will monitor RFEP's curriculum, interventions and assessments quarterly. RFEPs will also have a formal **yearly monitoring check** each year over the four years, using the Reclassification Monitoring form. Below is the RFEP Monitoring Schedule, based on student last name:

Annual RFEP Monitoring Schedule

Student's	Monitoring Month,	Student's Last	Monitoring Month,
-----------	-------------------	----------------	-------------------



Last Name	Annually for Four Years	Name	Annually for Four Years
A-C	October	M-O	February
D-F	November	P-R	March
G-H	December	S-V	April
I-L	January	W-Z	May

If at any point the student is scoring below grade level, intervention measures will be put in place, so as to ensure that the student is receiving as much support as possible, toward maintaining English language proficiency and academic growth. See Appendix 5

INITIAL ELPAC NOTIFICATION LETTER

To the parent(s)/guardian(s) of: <Last_Name>, <First_Name> Date: <Date_Testing_Completed>

SSID: <SSID> Date of Birth: <Date_of_Birth> Grade: <Tested_Grade>

Dear Parent(s) or Guardian(s): When your child enrolled in our school, a language other than English was noted on your child's Home Language Survey. The law requires us to assess your child and notify you of your child's proficiency level in English. In California, the name of the test is the Initial English Language Proficiency Assessments for California (ELPAC). This letter also explains the criteria for a student to exit, or reclassify out of, the English learner program. (20 United States Code Section 6312[e][3][A][i],[v],[vi])

Language Assessment Results

See enclosed Student Score Report

Based on the results of the English language proficiency assessment, your child has been identified as an <Calculated_ELAS> student.

Program Placement

If your student was identified as **IFEP**, he/she is assigned to a regular academic program, will not need to participate in an English language instructional support program, will not be designated as an English



Learner (EL student), nor will he/she need to take the ELPAC exam again. Please note, that this does not change your student's homeschool teacher.

If your student was identified as an **English Learner (EL)**, he/she has been assigned to an appropriate English language instructional support program based on the results. The goal of this program is to help your child become proficient in English and succeed in the school's academic curriculum. Instructional support is added by your child's teacher as needed, according to the ELPAC results. Please note, that this does not change your student's homeschool teacher.



Exit (Reclassification) Criteria

The goal of language acquisition programs is for students to become proficient in English as rapidly as possible and to meet state academic achievement measures. This district's exit (reclassification) criteria are listed below.

(20 U.S.C. Section 6312[e][3][A][vi])

Required Criteria (California <i>Education Code</i> [EC] Section 313[f])	LEA Criteria Lake View Charter School EL Master Plan
English Language Proficiency Assessment	Overall Performance Level score of 4 (the statewide standardized ELP criterion) with no more than one subscore of 2 in the domains of reading, writing, listening and speaking.
Teacher Evaluation	Student progress as observed by teacher, as well as student's grades/progress indicators in math and English. Grade must be a C or higher in both courses. Progress in standards must be Meeting or Exceeding Expectations.
Parental Opinion and Consultation	Parents will be invited to and are strongly encouraged to participate in a phone conference, as noted in Parent Notification Letter of Reclassification.
Comparison of Performance in Basic Skills	EL student's English language proficiency will be compared with that of an English Proficient Student. This will take the form of the STAR 360 Assessment and SBAC scores.



Intervention and Support Options

In addition to the instructional support provided by your homeschool teacher, Lake View Charter School offers MTSS and other programs to help your student with their English fluency and academic achievement goals through a multi-tiered system of supports (MTSS).

Response to Instruction and Intervention through the Multi-Tiered System of Supports (MTSS)

The school will provide intervention for all students TK-12. The following descriptors provide an overview of specific interventions to support ELs. Intervention for Long Term ELs is the responsibility of the Home School Teachers as well as the entire intervention team.

Tier 1 intervention: Provided until proficiency goal is reached

- The general education teacher begins and/or provides Tier 1 level supports on a class/roster-wide basis. Additionally, the teacher ensures that the students are working in an evidence-based curriculum. To complement the evidence-based curriculum, parents and students have access to high quality, school created direct instruction video libraries. The video libraries meet the needs of academic intervention and success. Video libraries are also offered for speech production, stuttering (fluency) and spoken language. These video libraries educate the parents/learning coach on developmental milestones. They also guide the parent/learning coach or HST specifically on how to support the student within the general education program with strategies they can start using immediately.

Tier 2 Intervention: Provided for students who have not yet reached proficiency through Tier 1 interventions

- Tier 1 plus online Interventions, as well as video libraries and direct instruction offered through Tier 2.
- Long Term ELs will continue to receive intensive intervention during direct virtual English Language Development instruction.
- Students receive direct virtual instruction.

Tier 3 Interventions: Provided for students who have not reached proficiency through Tier 2 strategies

- Tiers 1 and 2 Interventions, plus
- Direct Individual virtual instruction and intervention program
- Long Term ELs receive additional small group direct virtual or one-on-one assistance during the virtual intervention instruction.
- Long Term ELs receive additional intervention through an online program

Tier 4 Intervention: Provided for students who have not reached proficiency through previously administered intervention strategies

- Students who do not show progress after a designated time will be recommended to a Student Study Team with possible recommendation for Special Education testing.

Additional Online Programs:

1. **BrainPop**—BrainPOP ELL brings English language learning to life in your classroom! To help you make the most of this pr ELL is organized in three levels, corresponding to beginning, intermediate, and advanced. Each level consists of six units, and each unit includes five movies with associated features. We recommend that absolute beginners start with the first Level 1,



Unit 1 movie. oduct, explore this rich collection of support resources, from ELL-specific graphic organizers and action images to learning strategies, lesson plans, vocabulary activities, and more.

2. **Curriculum supplemental support**—check with student’s chosen curriculum platform, as some have a built-in ELD/intervention component. For example, Edgenuity students can access MyPath.
3. **MathSeeds/Mathletics**—It is a comprehensive online mathematics program for children aged 3-13. It offers a vast range of carefully structured lessons and activities that build mathematical skills over a broad range of numbers, shapes and measurement topics. This program can be used for intervention in math. This eligibility is dependent on their STAR360 scores and is only given to students who score in the yellow intervention or red urgent intervention categories
4. **Reading Horizons**--When a student is more than 2 grade levels behind in ELA. This is also a great support for EL students
5. **Learning Ally**—this program is an audiobook program that reads books to students so that they can hear what it should sound like, as it is read by an English fluent person.
6. **Reading Eggs**--instructs students in the five core literacy areas outlined by the National Reading Panel as essential components of reading instruction. These include: Phonemic Awareness, Phonics, Fluency, Vocabulary, and Comprehension. It develops essential reading skills in a progression that will take a non-reader through to a grade 2 reading level.



Evidence Form

Initial ELPAC Correction: Correcting ELAS from EL to IFEP

HST Name: _____

Student Name: _____

SSID: _____ **Scope:** _____

List of evidence attached:

Reading	Writing
Listening	Speaking

Additional teacher comments and observations:

Teacher Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Final Outcome: Student ELAS will be corrected to IFEP: Yes No



EL Coordinator: _____

Date: _____

Complete all information below and email along with evidence documentation to the EL Designee.

English Language Learner Reclassification Form

Student Name:	Grade:
Teacher Name:	Date:

1. ELPAC Scores

2. English Language Proficiency/ Academic Performance

Overall Score		Comparison Data	English	Mathematic
Subscores: Reading		Grades/Progress Indicators		
Writing		SBAC Scores		
Listening		STAR360 Scores		
Speaking		Other		

3. Teacher Evaluation

4. Parent Opinion



Final Outcome: Student will be reclassified: Yes No

Teacher Signature:

EI Coordinator:

Parent Signature:

Official RFP Date:



Parent Notification Letter of Reclassification

Date:

Dear Parent/Guardian of _____

State and federal laws require all school districts in California to give a state assessment of English proficiency each year to every student who is identified as an English Learner. The assessment is called “English Language Proficiency Assessments for California (ELPAC).” The results of the ELPAC help to measure how each student is progressing toward proficiency in English in the areas of listening, speaking, reading, and writing.

Your child has been given the ELPAC for this year. Scores are in and based on your child’s performance on this test, your child may be Reclassified as Fluent English Proficient (RFEP). In addition to the ELPAC scores, criteria used to make this decision include:

- an evaluation of your child’s academic performance by the teacher,
- your child’s English proficiency as measured by Smarter Balance Assessment (SBAC), Star 360 and/or iReady assessment
- your opinion as the parent/guardian regarding your child’s proficiency in English and readiness to be reclassified.

You are invited to contact me on the number below for a phone conference, so that we may discuss and decide on your child’s readiness and overall qualification for reclassification. Questions regarding the ELPAC or your child’s results may be directed to me as well.

We urge you to make this contact and hold this conference as soon as possible. Together we can make decisions that are in the best interest of your child.

Sincerely,

Jaimie Chapman
English Learner Designee
Lake View Charter School
jaimiec@inspireschools.org



English Language Learner RFEP Monitoring Form

Student Name:	Grade:	Evaluation Interval: Year 1 Year 3 Year 2 Year 4
Teacher Name:	Date:	RFEP Date:

Academic Achievement		
	English	Mathematics
Classroom Grades		
SBAC Scores		
STAR 360 Scores		
Other		

Was academic performance satisfactory? Yes No

Are intervention strategies necessary? Yes No

Target Intervention (if required)		
Specific Academic Need:	Description of Specific Intervention:	Performance Target (SMART Goal):
Specific Academic Need:	Description of Specific Intervention:	Performance Target (SMART Goal):
Specific Academic Need:	Description of Specific Intervention:	Performance Target (SMART Goal):

Additional Comments/Information
--



Teacher Signature Date

Parent Signature Date

EL Coordinator or Designee Date



Reclassification Form For English Learners with Disabilities

Student Name:	Grade:
Teacher Name:	Today's Date:
Primary Disability:	Date of last IEP:
Secondary Disability	

1. **Indicate which assessment the student took:** ELPAC _____ Alternate Version _____

2. ELPAC Scores

3. English Language Proficiency/ Academic Performance

Overall Score		Comparison Data	English	Mathematic
Subscores: Reading		Grades/Progress Indicators		
Writing		SBAC Scores		
Listening		STAR360 Scores		
Speaking		Other		

4. Has student met language proficiency criteria as assessment by ELPAC? Yes___ No___
5. Does the IEP/reclassification team believe the student's disability impedes the student's ability to demonstrate English proficiency on the ELPAC? Yes___ No___
6. **If so, in which domains?** Reading_____ Writing_____ Listening_____ Speaking_____



Provide an explanation below by using the following criteria to help determine if factors other than English Language Proficiency are responsible for limited achievement on the ELPAC and/or ELA:

- _____ Student's performance is commensurate with the student's ability, due to the student's learning disability.
- _____ Student's performance is commensurate with that of peers who have a similar learning disability and are NOT English Learners.
- _____ Student's errors are indicative of the student's disability versus a language barrier.
- _____ Other/also:

7. Was an English proficiency goal written into the student's IEP?

Yes _____ No _____

8. Did the student meet the English proficiency goal?

Yes _____ No _____

9. Is it the belief of the IEP/reclassification team that the student has reached an appropriate level of English proficiency and should be reclassified?

Yes _____ No _____

10. Teacher Evaluation

11. Parent Opinion



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Final Outcome: Student will be reclassified: Yes ____ No ____

Teacher Signature:	EL Coordinator
Parent Signature:	Official RFEP Date:
Case Carrier:	IEP Team Member:
IEP Team Member:	IEP Team Member:

Cover Sheet

English Language Development Process

Section: III. Academic Excellence
Item: C. English Language Development Process
Purpose: Vote
Submitted by: Julie Haycock
Related Material: English Language Development Process - Lake View V2.pdf

BACKGROUND:

This process replaces the previously approved English Language Compliance Policy. Upon further review, the language in the process has been aligned with educational standards of support

RECOMMENDATION:

Approval by board



~~English Language Development Compliance Policy~~ 2020-2021 English Language Development Process

Lake View Charter School is committed to providing English Language Development. English Language Development (ELD) is considered by the CDE to be core instruction for Multilingual students and not an elective, intervention, or an instructional service. According to [Title V California Code of Regulations](#) 11300 (a), the Charter School must comply with offering Designated English Language Development. “Designated English Language Development” means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development (ELD) standards to assist Multilingual students in developing critical English language skills necessary for academic content learning in English.

It has been determined that 30 minutes a day can be sufficient to provide instruction to ensure that English learners are meeting their language and academic goals. The 30 minutes should include daily specific vocabulary building - both academic and social language. Students should also be practicing speaking and reading every day. This can be done with online programs that include interactive activities and videos and/or textbook and workbook activities. See our available ELD resources here.

HSTs will work with parents to provide documentation that demonstrates that the requirement is being fulfilled. Failure to comply with the guidelines set forth will result in steps towards non-compliance for the student.

EL Requirement Process

- Students will log a minimum of 30 minutes of ELD time per day
 - An English Language Development Log will be provided by the EL Department with options listed to satisfy the requirement.
- HST collects log filled out by parent each LP
- HST will upload EL learning log for each LP requiring an upload
- HST fills out an ELD participation sheet to confirm the 30 minute daily requirement for each LP.

Support Actions

- **1st Action:** If the student has completed less than 60% of the required time, then the parent/guardian receives a 1st notification email to schedule a meeting from the EL Designee.
 - HST, EL Designee, and family meet to discuss student non-participation concerns. Learning objectives and state requirements are reviewed with student and parents.
 - EL Designee sends ELD Success Plan to HST and family that includes a scheduled follow-up meeting

- **2nd Action:** If the student has completed less than 60% of the required time, then they receive the 2nd notification email to schedule a meeting from the EL Designee.
 - HST, EL Designee, EL Coordinator and family meet to discuss student non-participation concerns. Learning objectives and state requirements are reviewed with student and parents
 - EL Designee sends ELD Success Plan to HST and family that includes a scheduled follow-up meeting
- **3rd Action:** If the student has completed less than 60% of the required time, then they receive the 3rd notification email to schedule a meeting from the EL Designee.
 - HST, EL Designee, EL Coordinator, School Administrator, and family meet to discuss student non-participation concerns. Learning objectives and state requirements are reviewed with student and parents
- EL Designee sends ELD Success Plan to HST and family that includes a scheduled follow-up meeting

The purpose of the Lake View Charter School Governing Board approving this English Language Compliance is to accomplish the following:

1. ~~Define Designated English Language Development~~
2. ~~Establish the Expected Timeline for Instruction~~
3. ~~Outline the Non-Compliance Procedures~~

~~**1. Definition of Designated English Language Development:** “Designated English Language Development” means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development (ELD) standards to assist Multilingual students in developing critical English language skills necessary for academic content learning in English.~~

~~**2. Expected Timeline for Instruction:** It has been determined that 30 minutes a day is sufficient to provide instruction to ensure that English learners are meeting their language and academic goals. The 30 minutes should include daily specific vocabulary building both academic and social language. Students should also be practicing speaking and reading every day. This can be done with online programs that include interactive activities and videos and/or textbook and workbook activities. See our available [ELD resources](#) here.~~

~~**3. Non-Compliance Procedures:** HSTs will work with parents to provide documentation that demonstrates that the requirement is being fulfilled. Failure to comply with the guidelines set forth will result in steps towards non-compliance for the student.~~

~~EL Compliance Policy~~

- ~~Students will log a minimum of 30 minutes of ELD time per day~~
 - ~~An English Language Development Log will be provided by the EL Department with options listed to satisfy the requirement.~~
- ~~HST collects log filled out by parent each LP~~
- ~~HST will upload EL compliancy log for each LP requiring an upload~~
- ~~HST fills out a ELD Compliance sheet to confirm compliance each LP~~

~~Non-Compliance Actions~~

- ~~1st Warning: If the student has completed less than 60% of the required time, then they receive 1st warning of EL non-compliance consisting of an email and a phone call from the EL Designee.~~
 - ~~HST emails Designee to notify that there has been non-compliance. Designee sends email and makes a follow up phone call for clarification.~~
- ~~2nd Warning: If the student has 2 LP's in a row of less than 60% of the required time, they will receive their 2nd warning of EL non-compliance consisting of a hard copy letter mailed home, an administrator phone call, and a follow-up email to recap what was discussed in the phone call.~~
 - ~~HST emails Designee to notify that there is a 2nd non-compliance.~~
- ~~3rd Warning: If the student has 3 LP's in a row of less than 60% of the required time, they receive 3rd warning of EL non-compliance consisting of an administrator phone call communicating that they are in danger of being dismissed unless immediate corrective steps are taken and reported within 3 days.~~
 - ~~HST emails Designee to notify that there has been a 3rd non-compliance in a row.~~
- ~~Administrative Withdrawal: If by LP 4, the student has 3 non-compliant LPs, they will be administratively withdrawn.~~

Cover Sheet

Board Training Calendar

Section: IV. Governance
Item: B. Board Training Calendar
Purpose: Vote
Submitted by:
Related Material: Board Training Plan_Lake View.pdf



Board Training Plan Options

School	Date(s)	In-Person or Virtual	Brown Act (Option 1-4)	Planned Topics in Addition to the Brown Act
Lake View				

TRAINING

I. Required Training

Brown Act

Option 1 - Charter School Development Center (Asynchronous)

A series of short instructional videos that discuss in-depth the Ralph M. Brown Act. This online training opportunity is a self-paced instructional tutorial that can be done individually at home or viewed as part of a collective board training.

Option 2 - California Special Districts Association (Asynchronous)

We Should See You- Brown Act Compliance

On-Demand Webinar

Description: This webinar will provide education for public officials and employees at all levels about the legal requirements and procedures to ensure public business is conducted in full compliance with California's transparency laws. Attendees will learn the Brown Act's requirements concerning agendas, meeting procedures, public participation and permissible closed session exceptions. Attendees will also learn about potential pitfalls that may lead to inadvertent violations as a result of the use of email, text messaging and social media as well as emerging issues and legislative updates.

Cost: \$85

+



Board Training Plan Options

Brown Act Compliance During a Pandemic

[On Demand Webinar](#)

Description: Learn how to conduct an open and public meeting at a time when public health officials are recommending or requiring cancellation of public assemblies and social distancing. Find out how the Governor's Executive Order N-25-20 temporarily suspends certain Brown Act provisions to allow special districts to make meetings accessible electronically. In this webinar, Alexandra Barnhill, an experienced municipal lawyer and General Counsel for several special districts, will walk you through what an agency can and cannot do under the revised laws. She will discuss complex questions about maintaining attorney/client privilege in closed sessions and recommend best practices to achieve transparency in these uncertain times.

Cost: \$85

Option 3 - HANSBERGER & KLEIN School Law (Asynchronous)

[Online Course](#)

This course covers the following topics:

1. Purpose and Scope of the Act
2. Definition of Meetings
3. Notice and Agenda Requirements for Meetings
4. Rights of the Public
5. Permissible Closed Sessions
6. Penalties and Remedies for Violations of the Act

Cost: \$24.99 (must be completed in 30 days)

Option 4 - Private Legal Counsel/Consultant (Live Training)

Hire a legal expert like lawyer, Jennifer McQuarrie, to lead a Brown Act Training Session.

Cost: Hourly Rate



Board Training Plan Options

II. Optional + Recommended

1. Financial Training - Charter Impact
2. Legislative - Authorizer, Legal, Lobbyist, or School Team Member

III. Other Optional Topics

CSDC Asynchronous Trainings

Online, self-paced videos and quizzes that allow charter school board members to learn at their own pace

MODULE 1

On Being a Board Member

This module covers all the basics, from the best practices in board member on-boarding to a basic understanding of the “power” a governing board has in charter school leadership.

MODULE 2

Speaking the Language

The education community speaks its own language and often talks in acronyms. This module provides a basic translation for the most commonly used education vernacular.

MODULE 3

Laws, Lobbying, and the Legislature

Charter schools were created by the California Legislature and are subject to new laws and changes every year. In this module, board members will gain an understanding of the role of the Legislature in governing charter schools and of how charter leaders play a part in impacting the Legislature.

MODULE 4

Governing Board Roles and Responsibilities

A difficult part of governing a charter school can be understanding the difference between governance and management. This module walks board members through traditional divisions of duties and clarifies some best practices.



Board Training Plan Options

MODULE 5

Human Resources

The majority of a charter school's budget is spent on personnel costs – both salary and benefits. Governing board members need to have a basic understanding of issues like PERS, STRS, and labor negotiations in order to make educated decisions. This module provides a framework for those discussions.

MODULE 6

California Charter Basic

Have you ever wondered how California charter schools came to be? This module gives a basic understanding of the past 25 years of charter school history and asks some important questions about the future of chartered schools in California.

California Special Districts Association

What Every Board Member Should Know [On-Demand Webinar](#)

Being a Board member and representing the public is an obligation that most individuals never hold. It is clearly necessary that the multi-faceted responsibilities and expectations of a Board member be well understood. This class outlines the basic responsibilities of a Board member for the candidate, the newly elected, or the experienced sitting Board members.