



# Clarksville Charter School

## Special Board Meeting

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### Date and Time

Wednesday September 9, 2020 at 6:00 PM PDT

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Zoom Link: <https://zoom.us/j/99211506364>

Meeting ID: 992 1150 6364

Dial by your location

+1 669 900 6833 US (San Jose)

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
<b>A.</b> Record Attendance			1 m
<b>B.</b> Call the Meeting to Order			
<b>C.</b> Approval of the Agenda	Vote		1 m
<b>D.</b> Public Comments			2 m
<b>E.</b> Executive Director's Report		Jenell Sherman	5 m
• Board on Track Platform Introduction			



	Purpose	Presenter	Time
<b>II. Academic Excellence</b>			<b>6:09 PM</b>
<b>A.</b> Local Continuity and Attendance Plan Public Hearing	Discuss	Jenell Sherman	5 m
<b>B.</b> 2020-2021 EL Master Plan	Vote	Jenell Sherman	5 m
<b>C.</b> English Language Development Process	Vote	Jenell Sherman	2 m
<b>III. Finance</b>			<b>6:21 PM</b>
<b>A.</b> Unaudited Actuals for 2019-2020	Vote	Darlington Ahaiwe	20 m
<b>IV. Governance</b>			<b>6:41 PM</b>
<b>A.</b> Board Training Calendar	Vote		5 m
<b>V. Closing Items</b>			<b>6:46 PM</b>
<b>A.</b> Announcement of Next Regular Scheduled Board Meeting September 24, 2020 at 7:00 p.m.	FYI	Bryanna Brossman	1 m
<b>B.</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)).



# Coversheet

## Local Continuity and Attendance Plan

**Section:** II. Academic Excellence  
**Item:** A. Local Continuity and Attendance Plan  
**Purpose:** Discuss  
**Submitted by:** Jenell Sherman  
**Related Material:**  
DRAFTLCAP20.21CVv.2.pdf  
Clarksville 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
Clarksville Charter School	Jenell Sherman, Executive Director	<a href="mailto:jenell@clarksvillecharter.org">jenell@clarksvillecharter.org</a> , (916) 241-8653

## 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 Clarksville 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 El Dorado County. We communicate regularly with the El Dorado County Office of Education and monitor the El Dorado County Public Health Department (EDPHD) health guidelines. The most recent EDPHD 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 to open with 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 24, 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 develop to support trauma due to covid mitigation of learning loss.

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. They also want to learn more about how to support the social-emotional needs of their students better with creating a connection with others in the community.

[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
Provide instructional state standard aligned materials and ensure that we administer appropriate trauma informed practice, training and materials.	\$ 1,000	Y
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	\$1,000	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 is 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
Professional learning for staff and parents related to incorporating trauma-informed practices into lessons, specifically in a distance learning format	\$2,500	Y
Provide school counselors to support students in targeted services with social and academic wellness	\$5,100	Y
STAR360 diagnostic/interim assessments: Implement a variety of assessments to monitor student progress and continual assessment to provide targeted instruction and intervention	\$13,703	Y
MobyMax and other instructional material/resources to help EL	\$1,285	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
Costs to implement Community Connections program include hot spots for connectivity, web cameras/tripods for the Community Coordinators to host/produce the workshops	\$1,500	N

### **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
Creation of Junior High Virtual Academy Program Coordinator	\$6,200	Y
Creation of High School Virtual Academy Program Coordinator	\$7,050	Y
Creation of Junior High Virtual Academy Lead Teacher	\$4,379	Y
Staff and parent training related to understanding our MTSS, and expressly what resources are provided at each tier	\$1,500	Y
Staff and parent training related to understanding our English Language Development strategies	\$1,000	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 or 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
6.93%	This year for CCS, we plan to spend \$47,017 of our supplemental concentration funds. CCS plans to spend 100% of their supplemental concentration funds. This represents an increase of \$92,502 in the 18-19 School Year (last official LCAP.) From a percentage perspective, we plan to spend 100% of our LCFF. Compare the percentage from 18-19 of 8.48% to 100%, this represents an increase of 91.52%.

## 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 Loss<sup>1</sup>

- 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

**Clarksville 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 24, 2020



# Coversheet

## 2020-2021 EL Master Plan

**Section:** II. Academic Excellence  
**Item:** B. 2020-2021 EL Master Plan  
**Purpose:** Vote  
**Submitted by:** Jenell Sherman  
**Related Material:** Clarksville 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



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# ENGLISH LEARNER MASTER PLAN 2020-2021

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## Master Plan for Services to English Learners

### **2020-2021**

Clarksville 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.

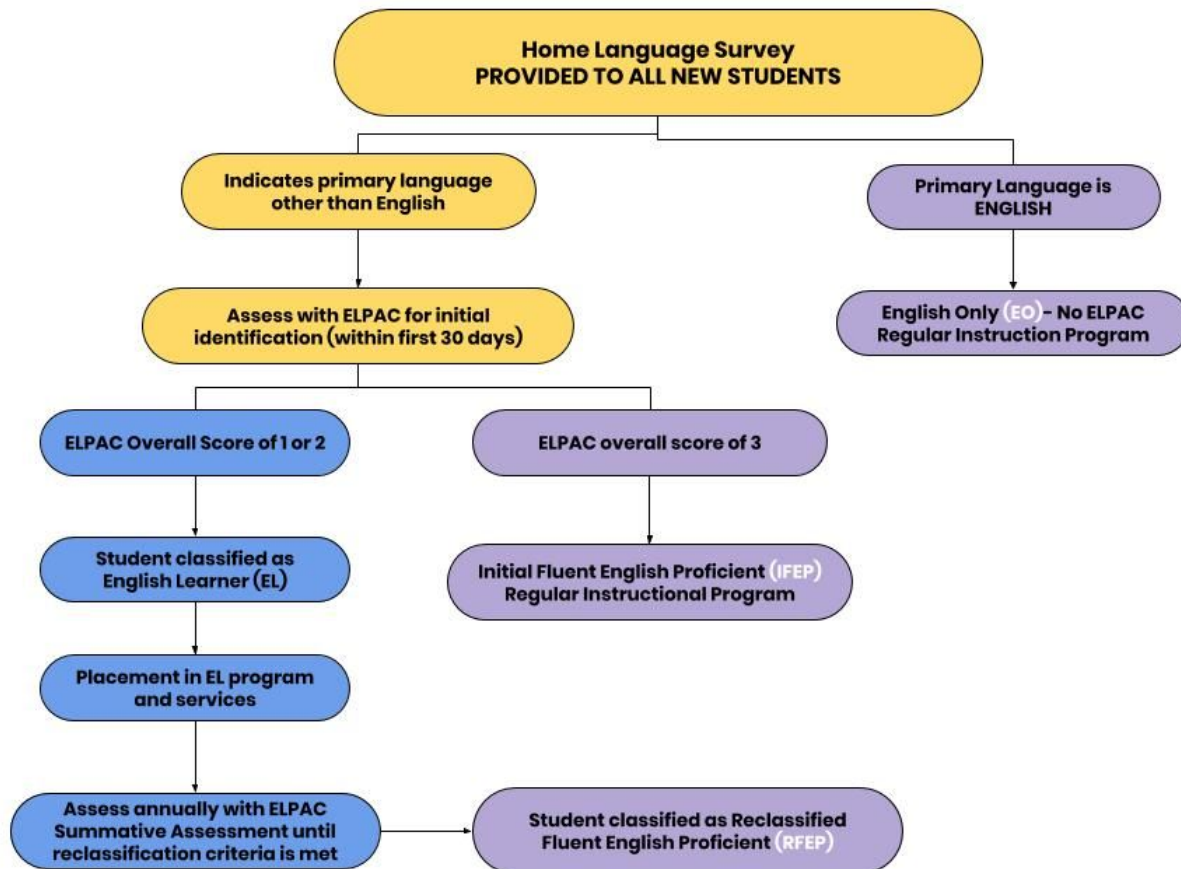
This plan describes how we identify, serve and support students who initially enroll in our school with limited proficiency in the English language. The plan sets forth six goals for this work:

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 Clarksville 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 EI 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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<b>Initial Fluent English Proficient</b>  <b>[IFEP]</b>	Students at this level have <b>well developed</b> 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> .
<b>Intermediate English Learner</b>	Students at this level have <b>somewhat developed to moderately developed</b> 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> .
<b>Novice English Learner</b>	Students at this level have <b>minimally developed</b> 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)**

Clarksville 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. Clarksville 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**

Clarksville 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

Clarksville 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:

Clarksville 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 <sup>nd</sup>	n/a	182	n/a	396
3 <sup>rd</sup>	Standard nearly met	323	Standard nearly met	482
4 <sup>th</sup>	Standard nearly met	424	Standard nearly met	567
5 <sup>th</sup>	Standard nearly met	525	Standard nearly met	634
6 <sup>th</sup>	Standard nearly met	626	Standard nearly met	699
7 <sup>th</sup>	Standard nearly met	713	Standard nearly met	736
8 <sup>th</sup>	Standard nearly met	847	Standard nearly met	767
9 <sup>th</sup>	n/a	925	n/a	780
10 <sup>th</sup>	n/a	981	n/a	782
11 <sup>th</sup>	Standard nearly met	1026	Standard nearly met	803
12 <sup>th</sup>	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.

Clarksville 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 Last Name	Monitoring Month, Annually for Four Years	Student's Last Name	Monitoring Month, 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 <b>Clarksville Charter School EL Master Plan</b>
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, Clarksville 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 program 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. To 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.



### Initial ELPAC Correction: Correcting ELAS from EL to IFEP

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

<b>Student Name:</b>	<b>Grade:</b>
<b>Teacher Name:</b>	<b>Date:</b>

### 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:

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El Coordinator:

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Parent Signature:

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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  
Clarksville Charter School  
[jaimiec@inspireschools.org](mailto: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
<b>Classroom Grades</b>		
<b>SBAC Scores</b>		
<b>STAR 360 Scores</b>		
<b>Other</b>		

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):

<b>Additional Comments/Information</b>
--





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 \_\_\_\_

<b>Teacher Signature:</b>	<b>EL Coordinator</b>
<b>Parent Signature:</b>	<b>Official RFEP Date:</b>
<b>Case Carrier:</b>	<b>IEP Team Member:</b>
<b>IEP Team Member:</b>	<b>IEP Team Member:</b>



# Coversheet

## English Language Development Process

**Section:** II. Academic Excellence  
**Item:** C. English Language Development Process  
**Purpose:** Vote  
**Submitted by:** Jenell Sherman  
**Related Material:** English Language Development Process - Clarksville 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:**

Board Approval





## ~~English Language Development Compliance Policy~~

### 2020-2021 English Language Development Process

Clarksville 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 Clarksville 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 compliance 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.~~



# Coversheet

## Unaudited Actuals for 2019-2020

**Section:** III. Finance  
**Item:** A. Unaudited Actuals for 2019-2020  
**Purpose:** Vote  
**Submitted by:** Jenell Sherman  
**Related Material:** FY1920-Clarksville-UAR-51714560133934.pdf  
Clarksville\_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 Charter Impact Presentation



# CHARTER SCHOOL UNAUDITED ACTUALS

## FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2019 to June 30, 2020

Charter School Name: Clarksville Charter

CDS #: 09618380136200

Charter Approving Entity: Buckeye Union Elementary

County: El Dorado

Charter #: 1891

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 7438, 9400-9489, 9660-9669, 9796, and 9797)

☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
<b>A. REVENUES</b>				
1. LCFF Sources				
State Aid - Current Year	8011	8,185,847.00		8,185,847.00
Education Protection Account State Aid - Current Year	8012	231,630.00		231,630.00
State Aid - Prior Years	8019	(107,862.00)		(107,862.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	2,088,422.00		2,088,422.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		10,398,037.00	0.00	10,398,037.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		0.00	0.00
Special Education - Federal	8181, 8182		115,918.00	115,918.00
Child Nutrition - Federal	8220		0.00	0.00
Donated Food Commodities	8221		0.00	0.00
Other Federal Revenues	8110, 8260-8299		0.00	0.00
Total, Federal Revenues		0.00	115,918.00	115,918.00
3. Other State Revenues				
Special Education - State	StateRevSE		600,915.00	600,915.00
All Other State Revenues	StateRevAO	99,196.90	47,388.95	146,585.85
Total, Other State Revenues		99,196.90	648,303.95	747,500.85
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	346.70	0.00	346.70
Total, Local Revenues		346.70	0.00	346.70
5. TOTAL REVENUES		10,497,580.60	764,221.95	11,261,802.55
<b>B. EXPENDITURES (see NOTE in Section L)</b>				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	3,362,579.17	893,442.42	4,256,021.59
Certificated Pupil Support Salaries	1200	200.00	89,891.52	90,091.52
Certificated Supervisors' and Administrators' Salaries	1300	537,384.44	58,712.50	596,096.94
Other Certificated Salaries	1900	0.00	0.00	0.00
Total, Certificated Salaries		3,900,163.61	1,042,046.44	4,942,210.05
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	164,836.35	0.00	164,836.35
Noncertificated Support Salaries	2200	0.00	0.00	0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	0.00	0.00	0.00
Clerical, Technical and Office Salaries	2400	0.00	0.00	0.00
Other Noncertificated Salaries	2900	59,041.65	0.00	59,041.65
Total, Noncertificated Salaries		223,878.00	0.00	223,878.00



# CHARTER SCHOOL UNAUDITED ACTUALS

## FINANCIAL REPORT -- ALTERNATIVE FORM

July 1, 2019 to June 30, 2020

Charter School Name: Clarksville Charter

CDS #: 09618380136200

Description	Object Code	Unrestricted	Restricted	Total
<b>3. Employee Benefits</b>				
STRS	3101-3102	607,643.91	165,729.50	773,373.41
PERS	3201-3202	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	71,742.04	14,749.96	86,492.00
Health and Welfare Benefits	3401-3402	318,593.32	77,012.96	395,606.28
Unemployment Insurance	3501-3502	30,200.33	6,120.72	36,321.05
Workers' Compensation Insurance	3601-3602	35,274.75	9,270.61	44,545.36
OPEB, Allocated	3701-3702	0.00	0.00	0.00
OPEB, Active Employees	3751-3752	0.00	0.00	0.00
Other Employee Benefits	3901-3902	23,561.81	0.00	23,561.81
Total, Employee Benefits		1,087,016.16	272,883.75	1,359,899.91
<b>4. Books and Supplies</b>				
Approved Textbooks and Core Curricula Materials	4100	0.00	0.00	0.00
Books and Other Reference Materials	4200	0.00	0.00	0.00
Materials and Supplies	4300	882,852.96	31,893.19	914,746.15
Noncapitalized Equipment	4400	54,586.52	0.00	54,586.52
Food	4700	0.00	0.00	0.00
Total, Books and Supplies		937,439.48	31,893.19	969,332.67
<b>5. Services and Other Operating Expenditures</b>				
Subagreements for Services	5100	2,281,351.71	84,947.93	2,366,299.64
Travel and Conferences	5200	11,933.17	124.02	12,057.19
Dues and Memberships	5300	4,065.00	0.00	4,065.00
Insurance	5400	47,563.99	0.00	47,563.99
Operations and Housekeeping Services	5500	0.00	0.00	0.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	(12,525.15)	0.00	(12,525.15)
Transfers of Direct Costs	5700-5799	669,257.48	(669,257.48)	0.00
Professional/Consulting Services and Operating Expend.	5800	821,703.70	2,824.10	824,527.80
Communications	5900	2,055.27	0.00	2,055.27
Total, Services and Other Operating Expenditures		3,825,405.17	(581,361.43)	3,244,043.74
<b>6. Capital Outlay</b>				
(Objects 6100-6170, 6200-6500 modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Depreciation Expense (accrual basis only)	6900	2,152.44	0.00	2,152.44
Total, Capital Outlay		2,152.44	0.00	2,152.44
<b>7. Other Outgo</b>				
Tuition to Other Schools	7110-7143	0.00	0.00	0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE		0.00	0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00
All Other Transfers	7281-7299	0.00	0.00	0.00
Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00
Debt Service:				
Interest	7438	308,526.45	0.00	308,526.45
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		308,526.45	0.00	308,526.45
Total, Other Outgo		308,526.45	0.00	308,526.45
<b>8. TOTAL EXPENDITURES</b>		10,284,581.31	765,461.95	11,050,043.26



**CHARTER SCHOOL UNAUDITED ACTUALS**  
**FINANCIAL REPORT -- ALTERNATIVE FORM**  
**July 1, 2019 to June 30, 2020**

Charter School Name: Clarksville Charter

CDS #: 09618380136200

Description	Object Code	Unrestricted	Restricted	Total
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		212,999.29	(1,240.00)	211,759.29
<b>D. OTHER FINANCING SOURCES / USES</b>				
1. Other Sources	8930-8979	0.00	0.00	0.00
2. Less: Other Uses	7630-7699	0.00	0.00	0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0.00	0.00	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)</b>		212,999.29	(1,240.00)	211,759.29
<b>F. FUND BALANCE / NET POSITION</b>				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	1,017.15	0.00	1,017.15
b. Adjustments/Restatements	9793, 9795	82,367.85	0.00	82,367.85
c. Adjusted Beginning Fund Balance /Net Position		83,385.00	0.00	83,385.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		296,384.29	(1,240.00)	295,144.29
<b>Components of Ending Fund Balance (Modified Accrual Basis only)</b>				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
<b>3. Components of Ending Net Position (Accrual Basis only)</b>				
a. Net Investment in Capital Assets	9796	0.00	0.00	0.00
b. Restricted Net Position	9797		0.00	0.00
c. Unrestricted Net Position	9790A	296,384.29	(1,240.00)	295,144.29



**CHARTER SCHOOL UNAUDITED ACTUALS****FINANCIAL REPORT -- ALTERNATIVE FORM****July 1, 2019 to June 30, 2020****Charter School Name:** Clarksville Charter**CDS #:** 09618380136200

Description	Object Code	Unrestricted	Restricted	Total
<b>G. ASSETS</b>				
1. Cash				
In County Treasury	9110	0.00	0.00	0.00
Fair Value Adjustment to Cash in County Treasury	9111	0.00	0.00	0.00
In Banks	9120	891,051.84	(1,240.00)	889,811.84
In Revolving Fund	9130	0.00	0.00	0.00
With Fiscal Agent/Trustee	9135	0.00	0.00	0.00
Collections Awaiting Deposit	9140	0.00	0.00	0.00
2. Investments	9150	0.00	0.00	0.00
3. Accounts Receivable	9200	1,976,799.05	0.00	1,976,799.05
4. Due from Grantor Governments	9290	0.00	0.00	0.00
5. Stores	9320	0.00	0.00	0.00
6. Prepaid Expenditures (Expenses)	9330	126,359.32	0.00	126,359.32
7. Other Current Assets	9340	5,500.00	0.00	5,500.00
8. Capital Assets (accrual basis only)	9400-9489	11,879.29	0.00	11,879.29
9. TOTAL ASSETS		3,011,589.50	(1,240.00)	3,010,349.50
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>				
1. Deferred Outflows of Resources	9490	0.00	0.00	0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
<b>I. LIABILITIES</b>				
1. Accounts Payable	9500	923,436.55	0.00	923,436.55
2. Due to Grantor Governments	9590	0.00	0.00	0.00
3. Current Loans	9640	0.00	0.00	0.00
4. Unearned Revenue	9650	1,791,766.00	0.00	1,791,766.00
5. Long-Term Liabilities (accrual basis only)	9660-9669	0.00	0.00	0.00
6. TOTAL LIABILITIES		2,715,202.55	0.00	2,715,202.55
<b>J. DEFERRED INFLOWS OF RESOURCES</b>				
1. Deferred Inflows of Resources	9690	0.00	0.00	0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
<b>K. FUND BALANCE /NET POSITION</b>				
Ending Fund Balance /Net Position, June 30 (G9 + H2) - (I6 + J2)				
(must agree with Line F2)		296,386.95	(1,240.00)	295,146.95



**CHARTER SCHOOL UNAUDITED ACTUALS**  
**FINANCIAL REPORT -- ALTERNATIVE FORM**  
**July 1, 2019 to June 30, 2020**

Charter School Name: Clarksville Charter  
CDS #: 09618380136200

**L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT**

**NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:**

**1. Federal Revenue Used for Capital Outlay and Debt Service**

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. NONE	\$		0.00
b.			0.00
c.			0.00
d.			0.00
e.			0.00
f.			0.00
g.			0.00
h.			0.00
i.			0.00
j.			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

**2. Community Services Expenditures**

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999
b. Noncertificated Salaries	2000-2999
c. Employee Benefits	3000-3999
d. Books and Supplies	4000-4999
e. Services and Other Operating Expenditures	5000-5999
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00



**CHARTER SCHOOL UNAUDITED ACTUALS**  
**FINANCIAL REPORT -- ALTERNATIVE FORM**  
**July 1, 2019 to June 30, 2020**

**Charter School Name:** Clarksville Charter

**CDS #:** 09618380136200

**3. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:**

Results of this calculation will be used for comparison with 2018-19 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2021-22.

a. Total Expenditures (B8)	11,050,043.26
b. Less Federal Expenditures (Total A2)	115,918.00
[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	
c. Subtotal of State & Local Expenditures [a minus b]	10,934,125.26
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total]	310,678.89
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 10,623,446.37





# Clarksville Charter School

## Unaudited Actual Report



# CLARKSVILLE - Enrollment

<i>Enrollment &amp; Per Pupil Data</i>			
	<u><i>Actual</i></u>	<u><i>Forecast</i></u>	<u><i>Budget</i></u>
<i>Average Enrollment</i>	<i>1,175</i>	<i>1158</i>	<i>1251</i>
<i>ADA</i>	<i>1,151</i>	<i>1158</i>	<i>1188</i>
<i>Attendance Rate</i>	<i>98.0%</i>	<i>100.0%</i>	<i>95.0%</i>
<i>Unduplicated %</i>	<i>36.5%</i>	<i>36.5%</i>	<i>37.7%</i>
<i>Revenue per ADA</i>		<i>\$9,724</i>	<i>\$9,904</i>
<i>Expenses per ADA</i>		<i>\$9,541</i>	<i>\$9,407</i>

Year-end actual ADA slightly under budgeted projections.



# CLARKSVILLE - Revenue

- Annual (-) variance due to budget v. actual ADA.

## Revenue

Year-to-Date		
Actual	Budget	Fav/(Unf)
\$ 10,398,037	\$ 10,784,873	\$ (386,836)
115,918	104,254	11,664
747,501	877,281	(129,780)
347	-	347
<u>\$ 11,261,803</u>	<u>\$ 11,766,408</u>	<u>\$ (504,606)</u>

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 10,398,037	\$ 10,784,873	\$ (386,836)
115,918	104,254	11,664
747,501	877,281	(129,780)
347	-	347
<b>\$ 11,261,803</b>	<b>\$ 11,766,408</b>	<b>\$ (504,606)</b>



# CLARKSVILLE - Expenses

- Year-end expenses are favorable to budgeted projections.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Expenses</b>						
Certificated Salaries	\$ 4,942,210	\$ 3,775,850	\$ (1,166,360)	\$ 4,942,210	\$ 3,775,850	\$ (1,166,360)
Classified Salaries	223,878	138,000	(85,878)	223,878	138,000	(85,878)
Benefits	1,359,900	1,123,195	(236,705)	1,359,900	1,123,195	(236,705)
Books and Supplies	969,333	1,264,670	295,338	969,333	1,264,670	295,338
Subagreement Services	2,366,300	3,222,220	855,921	2,366,300	3,222,220	855,921
Operations	65,741	94,716	28,974	65,741	94,716	28,974
Facilities	(12,525)	265,807	278,333	(12,525)	265,807	278,333
Professional Services	824,528	1,287,861	463,333	824,528	1,287,861	463,333
Depreciation	2,152	2,671	518	2,152	2,671	518
Interest	308,526	-	(308,526)	308,526	-	(308,526)
<b>Total Expenses</b>	<b>\$ 11,050,043</b>	<b>\$ 11,174,990</b>	<b>\$ 124,947</b>	<b>\$ 11,050,043</b>	<b>\$ 11,174,990</b>	<b>\$ 124,947</b>



# CLARKSVILLE - Fund Balance

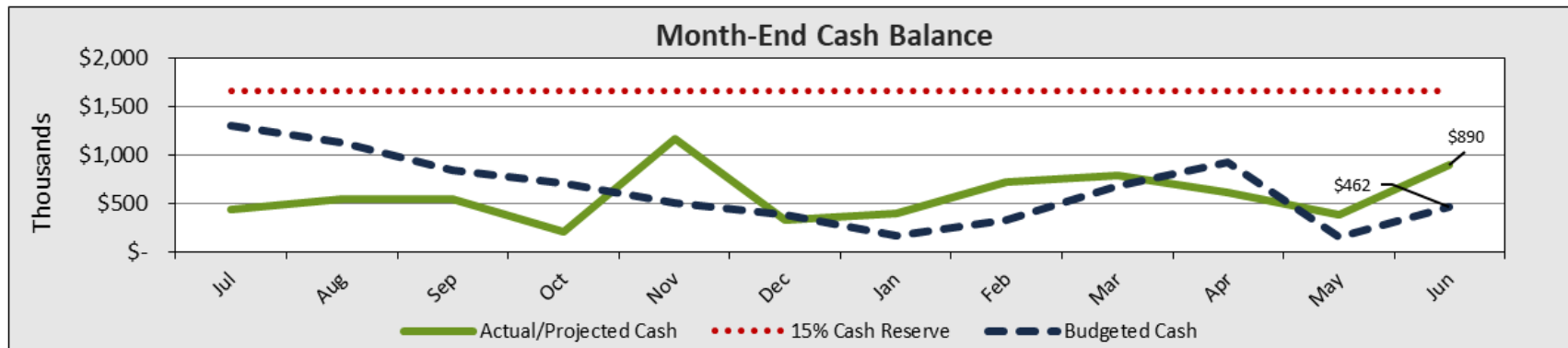
- Actual year-end surplus aligns to adjusted ADA.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Total Surplus(Deficit)</b>	\$ 211,760	\$ 591,418	\$ (379,659)	\$ 211,760	\$ 591,418	\$ (379,659)
Beginning Fund Balance	<u>83,388</u>	<u>83,388</u>		<u>83,388</u>	<u>83,388</u>	
<b>Ending Fund Balance</b>	<u><b>\$ 295,148</b></u>	<u><b>\$ 674,806</b></u>		<u><b>\$ 295,148</b></u>	<u><b>\$ 674,806</b></u>	
<i>As a % of Annual Expenses</i>	2.7%	6.0%		2.7%	6.0%	



# CLARKSVILLE - Cash Balance

- Minor deviation in cash balance from Quarter 2 through Quarter 4.
- Year-end cash balance above projected target.





# CLARKSVILLE - Appendix

- Monthly Cash Flow / Forecast 19-20



## Inspire Charter School - Clarksville

### Monthly Cash Flow/Forecast FY19-20

Revised 9/1/2020

**ADA = 1158.15**



ADA = 1158.15																	
	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	Annual Forecast	Annual Budget	Favorable / (Unfav.)	
															ADA= 1188.45		
Revenues																	
State Aid - Revenue Limit																	
8011	LCFF State Aid	288,615	288,615	519,508	519,508	519,508	519,508	1,003,125	1,003,125	1,003,125	1,003,125	998,577	-	8,185,847	7,689,852	495,995	
8012	Education Protection Account	-	-	43,897	-	-	-	43,896	-	85,283	-	-	-	231,630	237,690	(6,060)	
8019	State Aid - Prior Year	-	-	-	-	-	-	-	(21,574)	(21,574)	(21,574)	(21,574)	-	(107,862)	-	(107,862)	
8096	In Lieu of Property Taxes	-	121,134	242,268	161,512	161,512	161,512	161,512	297,139	148,570	148,570	323,181	-	2,088,422	2,857,331	(768,909)	
														10,398,037	10,784,873	(386,836)	
Federal Revenue																	
8181	Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	115,918	-	115,918	104,254	11,664	
														115,918	104,254	11,664	
Other State Revenue																	
8311	State Special Education	-	22,957	22,957	-	-	-	165,292	110,748	69,425	69,425	140,111	-	600,915	615,320	(14,405)	
8550	Mandated Cost	-	-	-	-	19,517	-	-	-	-	-	-	-	19,517	19,517	(0)	
8560	State Lottery	-	-	-	-	-	46,271	-	-	44,789	-	(4,270)	-	86,789	242,444	(155,655)	
8598	Prior Year Revenue	170	-	-	-	-	17,984	-	2,069	255	-	2,848	-	23,326	-	23,326	
8599	Other State Revenue	-	-	-	-	-	-	-	34,320	-	-	(17,366)	-	16,954	-	16,954	
														747,501	877,281	(129,780)	
Other Local Revenue																	
8660	Interest Revenue	-	275	-	-	-	71	-	-	-	-	-	-	347	-	347	
														347	-	347	
Total Revenue														11,261,803	11,766,408	(504,606)	
Expenses																	
Certificated Salaries																	
1100	Teachers' Salaries	233,335	290,608	333,155	336,634	(5,010)	713,949	344,306	343,686	358,773	359,938	360,553	361,746	-	4,031,673	3,195,000	(836,673)
1170	Teachers' Substitute Hours	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
1175	Teachers' Extra Duty/Stipends	3,259	6,559	5,254	8,380	187	22,602	7,858	4,755	74,210	7,353	7,353	76,579	-	224,349	95,850	(128,499)
1200	Pupil Support Salaries	8,757	7,007	7,007	7,107	14,331	(316)	7,007	7,057	7,057	7,007	11,061	-	90,092	150,000	59,908	
1300	Administrators' Salaries	33,917	44,325	49,383	49,515	(38,394)	142,719	51,635	51,788	56,308	51,633	51,633	51,633	-	596,097	335,000	(261,097)
1900	Other Certificated Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
														4,942,210	3,775,850	(1,166,360)	
Classified Salaries																	
2100	Instructional Salaries	5,271	17,810	17,989	18,843	31,122	3,629	16,278	13,305	10,258	10,194	9,953	10,184	-	164,836	138,000	(26,836)
2200	Support Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2300	Classified Administrators' Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2400	Clerical and Office Staff Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2900	Other Classified Salaries	-	-	2,292	6,250	24,435	(11,935)	6,250	6,250	6,250	6,250	6,625	6,375	-	59,042	-	(59,042)
														223,878	138,000	(85,878)	
Benefits																	
3101	STRS	46,975	57,548	64,863	67,899	(3,010)	114,723	68,050	67,311	74,587	70,515	70,405	73,506	-	773,373	630,567	(142,806)
3202	PERS	-	-	-	-	3,884	(3,884)	-	-	-	-	-	-	-	-	-	
3301	OASDI	380	1,178	1,450	1,497	3,474	(710)	1,290	1,151	983	979	987	986	-	13,644	8,556	(5,088)
3311	Medicare	4,009	5,184	5,832	6,001	432	12,140	6,120	6,016	7,264	6,242	6,288	7,319	-	72,848	56,751	(16,097)
3401	Health and Welfare	(8,725)	45,720	33,440	37,415	35,719	36,219	35,825	33,753	34,841	34,841	37,232	39,326	-	395,606	320,000	(75,606)
3501	State Unemployment	5,496	3,759	1,813	846	(1,249)	1,641	17,110	4,634	1,261	123	0	886	-	36,321	31,360	(4,961)
3601	Workers' Compensation	-	6,254	3,127	3,127	3,127	3,127	3,191	3,127	3,127	3,759	7,693	4,886	-	44,545	54,794	10,249
3901	Other Benefits	-	0	-	0	(0)	0	-	-	-	0	-	23,562	-	23,562	21,167	(2,395)
														1,359,900	1,123,195	(236,705)	
Books and Supplies																	
4100	Textbooks and Core Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4200	Books and Reference Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4302	School Supplies	35,756	49,027	78,326	92,812	72,971	46,146	67,598	55,889	24,618	70,246	86,360	72,690	-	752,439	894,067	141,628
4305	Software	279	2,444	4,617	3,935	3,930	1,054	10,234	4,445	4,179	66,951	27,152	23,384	-	152,605	186,693	34,088
4310	Office Expense	(27)	182	2,067	1,190	969	464	520	1,508	-	736	707	278	-	8,595	13,610	5,015
4311	Business Meals	-	-	194	197	71	-	83	-	395	-	-	-	-	939	54	(886)
4312	School Fundraising Expense	-	-	-	-	-	-	168	-	-	-	-	-	-	168	-	(168)
4400	Noncapitalized Equipment	-	-	-	-	10	200	-	-	-	27,065	2,204	25,107	-	54,587	141,144	86,558
4700	Food Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
														969,333	1,264,670	295,338	
Subagreement Services																	
5101	Nursing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5102	Special Education	1,188	6,949	17,043	15,631	60,506	35,416	46,987	22,785	50,176	33,550	52,042	72,320	-	414,595	182,131	(232,463)
5103	Substitute Teacher	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5104	Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5105	Security	-	837	-	89	-	-	-	-	-	-	-	-	-	926	998	72
5106	Other Educational Consultants	23,866	25,663	48,858	134,161	156,049	201,528	199,252	177,624	174,087	103,546	175,450	(665,059)	-	755,025	1,685,954	930,929
5107	Instructional Services	33,210	50,932	238,886	107,676	107,676	107,676	48,433	93,952	110,073	101,828	97,705	97,705	-	1,195,754	1,353,137	157,383
														2,366,300	3,222,220	855,921	



## Inspire Charter School - Clarksville

### Monthly Cash Flow/Forecast FY19-20

Revised 9/1/2020

**ADA = 1158.15**



ADA = 1158.15														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	Annual Forecast	Annual Budget	Favorable / (Unfav.)			
Operations and Housekeeping																																
5201 Auto and Travel														1,907	4,465	206	2,255	1,009	225	526	295	899	271	-	-	-	12,057	-	21,255	9,198		
5300 Dues & Memberships														740	2,250	75	-	-	-	-	1,000	-	-	-	-	-	4,065	-	10,487	6,422		
5400 Insurance														-	5,999	2,048	3,905	2,048	2,048	4,371	2,919	1,742	7,454	10,094	4,936	-	47,564	-	40,701	(6,863)		
5501 Utilities														-	2,638	3,138	2,290	-	-	(8,066)	-	-	-	-	-	-	(0)	-	-	0		
5502 Janitorial Services														-	595	233	-	-	-	(828)	-	-	-	-	-	-	-	-	15,569	15,569		
5516 Miscellaneous Expense														-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
5531 ASB Fundraising Expense														-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
5900 Communications														-	-	-	-	-	-	-	-	-	-	-	1,930	-	1,930	-	(1,930)			
5901 Postage and Shipping														-	-	-	-	-	-	-	125	-	-	-	-	-	125	-	6,704	6,578		
														2,647	15,947	5,700	8,450	3,057	2,273	(3,997)	4,339	2,641	7,725	10,094	6,866	-	65,741	94,716	28,974			
Facilities, Repairs and Other Leases																																
5601 Rent														10,206	(13,608)	10,206	10,206	10,206	10,206	(61,234)	-	-	-	1,575	4,010	-	(18,229)	221,707	239,936			
5602 Additional Rent														-	-	-	-	-	-	-	-	-	-	-	1,122	-	1,122	1,929	807			
5603 Equipment Leases														81	237	111	81	-	-	-	-	-	-	-	-	-	510	967	457			
5604 Other Leases														-	-	-	-	75	-	-	300	3,947	-	(250)	-	-	4,072	-	(4,072)			
5605 Real/Personal Property Taxes														-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
5610 Repairs and Maintenance														-	5,003	2,438	1,346	-	-	(8,787)	-	-	-	-	-	-	0	41,204	41,204			
														10,286	(8,368)	12,755	11,632	10,281	10,206	(70,021)	300	3,947	-	1,325	5,132	-	(12,525)	265,807	278,333			
Professional/Consulting Services																																
5801 IT														-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,186	3,186		
5802 Audit & Taxes														-	-	-	-	-	5,400	-	-	-	850	900	3,000	-	10,150	8,731	(1,419)			
5803 Legal														-	720	767	-	612	77	3,513	11,680	198	1,892	269	2,317	-	22,045	16,484	(5,561)			
5804 Professional Development														249	-	1,295	-	-	652	-	-	-	-	-	-	-	2,196	10,189	7,993			
5805 General Consulting														-	(1,267)	-	500	1,000	750	(82)	750	1,000	-	-	-	-	2,651	29,104	26,453			
5806 Special Activities/Field Trips														15,425	16,579	14,956	12,867	12,428	5,100	3,070	1,864	-	206	2,221	853	-	85,569	470,787	385,218			
5807 Bank Charges														-	-	118	493	260	171	177	425	195	155	66	109	-	2,168	184	(1,984)			
5808 Printing														-	-	-	-	-	-	-	-	-	24	-	73	-	96	992	896			
5809 Other taxes and fees														-	10,932	249	-	-	20	8	-	(20)	6,464	-	10	-	17,662	7,323	(10,339)			
5810 Payroll Service Fee														-	-	-	-	-	-	-	-	-	-	371	1,088	-	1,459	-	(1,459)			
5811 Management Fee														10,107	15,501	72,704	32,771	32,771	32,771	14,878	28,594	33,501	30,957	31,606	31,680	-	367,841	411,824	43,984			
5812 District Oversight Fee														-	-	-	-	-	-	0	-	-	-	-	311,941	-	311,941	323,546	11,605			
5813 County Fees														-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
5814 SPED Encroachment														-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
5815 Public Relations/Recruitment														-	-	-	750	-	-	-	-	-	-	-	-	-	750	5,510	4,760			
5820 Scholarships														-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
														25,782	42,465	90,089	47,381	47,071	44,941	21,565	43,312	34,873	40,548	35,431	351,071	-	824,528	1,287,861	463,333			
Depreciation																																
6900 Depreciation Expense														179	179	179	179	179	179	179	179	179	179	179	179	-	2,152	2,671	518			
														179	179	179	179	179	179	179	179	179	179	179	179	-	2,152	2,671	518			
Interest																																
7438 Interest Expense														-	2,799	-	48,957	76,100	-	36,814	34,382	37,766	15,784	9,578	46,346	-	308,526	-	(308,526)			
														-	2,799	-	48,957	76,100	-	36,814	34,382	37,766	15,784	9,578	46,346	-	308,526	-	(308,526)			
Total Expenses														465,841	675,011	1,024,319	1,015,802	607,921	1,483,987	922,737	981,550	1,077,856	1,026,996	1,063,957	704,067	-	11,050,043	11,174,990	124,947			
Monthly Surplus (Deficit)														(177,056)	(242,029)	(195,689)	(334,782)	73,099	(783,378)	(133,566)	326,805	433,254	217,594	135,589	891,919	-	211,759	591,418	(379,659)			
Cash Flow Adjustments																																
Monthly Surplus (Deficit)														(177,056)	(242,029)	(195,689)	(334,782)	73,099	(783,378)	(133,566)	326,805	433,254	217,594	135,589	891,919	-	211,759					
Cash flows from operating activities																																
Depreciation/Amortization														179	179	179	179	179	179	179	179	179	179	179	179	-	2,152					
Public Funding Receivables														239,325	104,527	-	(478,436)	-	-	23,638	(462,043)	(85,283)	85,283	-	(509,285)	-	(1,082,274)					
Grants and Contributions Rec.														36	-	5,243	-	-	-	-	-	826,700	-	-	(484,752)	-	347,226					
Due To/From Related Parties														90,151	259,546	185,630	(823,519)	(685,993)	576,098	(377,682)	19,312	(349,137)	(22,389)	16,917	(332,070)	-	(1,443,136)					
Prepaid Expenses														12,004	595	10,206	(11,921)	35,292	10,206	100,213	5,126	(31,776)	91,974	(99,141)	70,679	-	193,457					
Other Assets														-	-	-	-	-	-	13,000	-	(5,243)	(257)	(37,731)	-	-	(30,231)					
Accounts Payable														(139,110)	12,499	18,023	(8,537)	28,679	25,479	(3,803)	16,704	16,760	60,279	189,518	(5,044)	-	211,447					
Accrued Expenses														(32,459)	23,663	(25,511)	(2,165)	932	(228,807)	59,025	100,950	9,481	(120,612)	7,799	515,055	-	307,351					
Other Liabilities														-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Cash flows from investing activities																																
Purchases of Prop. And Equip.														-	-	(5,243)	-	-	-	-	-	5,243	(5,243)	-	-	-	-	(5,243)				
Notes Receivable														-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Cash flows from financing activities																																
Proceeds from Factoring														-	-	-	1,324,500	1,508,800	-	827,600	755,500	834,300	348,700	307,700	1,118,000	-	7,025,100					
Payments on Factoring														-	-	-	-	-	(441,500)	(441,500)	(441,500)	(1,581,100)	(826,600)	(755,400)	(755,500)	-	(5,243,100)					
Proceeds from Debt														-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Payments on Debt														(2,251)	(41,342)	-	-	-	-	-	-	-	-	-	-	-	-	(43,593)				
Total Change in Cash														(9,181)	117,639	(7,162)	(334,680)	960,988	(841,724)	67,104	321,033	73,379	(171,092)	(234,571)	509,182							
Cash, Beginning of Month														438,896	429,715	547,354	540,192	205,512	1,166,500	324,777	391,880	712,913	786,292	615,201	380,630							
Cash, End of Month														429,715	547,354	540,192	205,512	1,166,500	324,777	391,880	712,913	786,292	615,201	380,630	889,812							



# Coversheet

## Board Training Calendar

<b>Section:</b>	IV. Governance
<b>Item:</b>	A. Board Training Calendar
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Board Training Plan_Clarksville.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
Clarksville				

## 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.