



# The Cottonwood School

## Special Board Meeting

### Date and Time

Wednesday December 2, 2020 at 6:00 PM PST

Zoom Link:

<https://zoom.us/j/95116121878>

Meeting ID: Meeting ID:  
951 1612 1878

Join by Phone: +1 (669) 900-6833

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:00 PM</b>
A. Record Attendance			1 m
B. Call the Meeting to Order			1 m
C. Public Comments			2 m
Limited to Closed Session Agenda Items Only			
D. Closed Session - Property Lease	Vote	Cindy Garcia & Tom Conwell, Jr.	20 m
E. Announcement of Any Action Taken in Closed Session	Discuss	Dr. Norman Lorenz	1 m
<b>II. Open Session - Opening Items</b>			<b>6:25 PM</b>
A. Approval of the Agenda	Vote		1 m
B. Public Comment	FYI		2 m
<b>III. Finance</b>			<b>6:28 PM</b>
A. Budget Overview For Parents - Public Hearing	Discuss	Ann Buxton & Darlington Ahaiwe	15 m
<b>IV. Operations</b>			<b>6:43 PM</b>
A. Procurify Contract	Vote	Cindy Garcia	5 m
<b>V. Closing Items</b>			<b>6:48 PM</b>

<b>A. Board of Directors Comments &amp; Requests</b>	Discuss	5 m
<b>B. Announcement of Next Regular Scheduled Board Meeting</b> December 8, 2020 at 6:00 pm	FYI	1 m
<b>C. Adjourn Meeting</b>	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 with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Members of the public are permitted to comment on both non-agenda item matters and agenda item matters when public comment is called. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

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

# Cover Sheet

## Budget Overview For Parents - Public Hearing

**Section:** III. Finance  
**Item:** A. Budget Overview For Parents - Public Hearing  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Budget Overview for Parents 2020-21 + LCAP + LCaP- Cottonwood.pdf

# LCFF Budget Overview for Parents

Local Educational Agency (LEA) Name: The Cottonwood School

CDS Code: 09 61838 0139006

School Year: 2020-2021

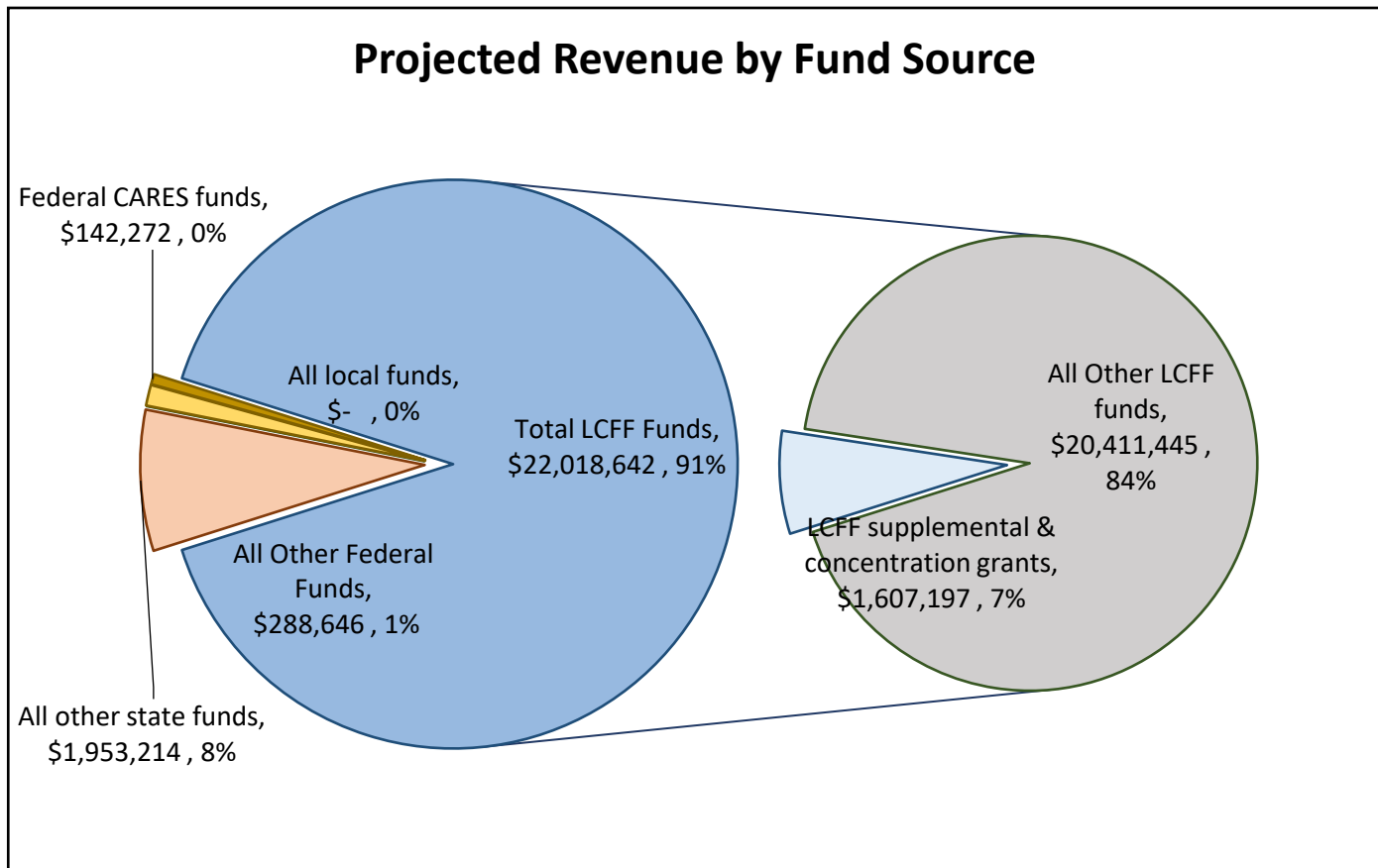
LEA contact information: Cindy Garcia

cindy.garcia@cottonwood.school

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

## Budget Overview for the 2020-2021 School Year

### Projected Revenue by Fund Source

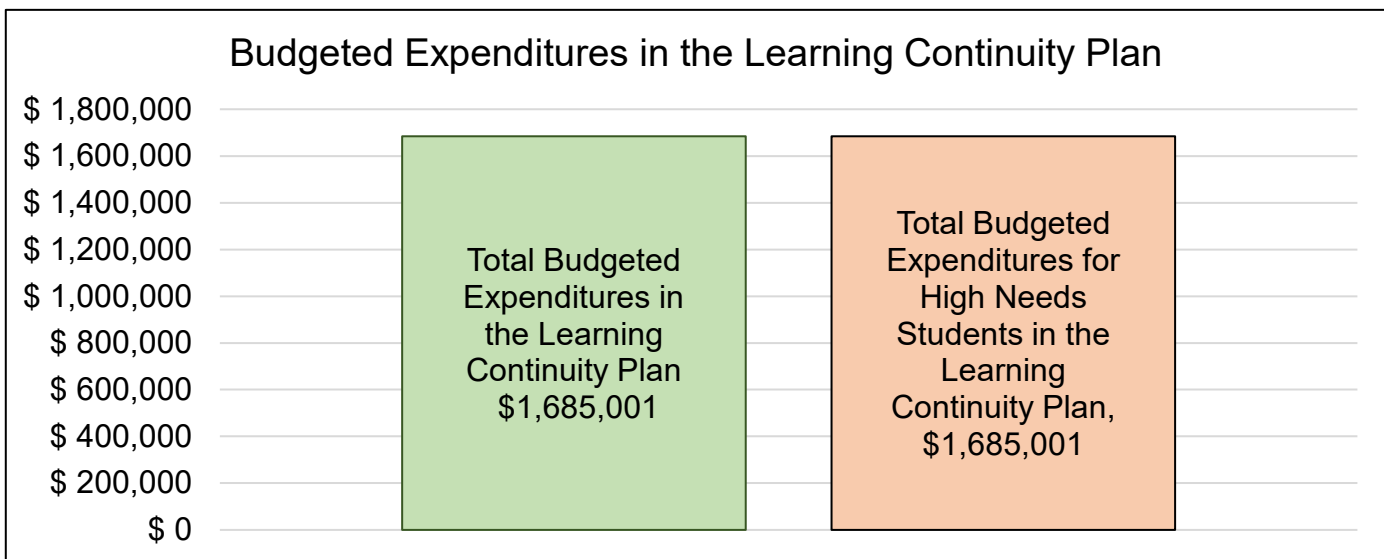


This chart shows the total general purpose revenue The Cottonwood School expects to receive in the coming year from all sources.

## LCFF Budget Overview for Parents

The total revenue projected for The Cottonwood School is \$24,402,774.31, of which \$22,018,642.00 is Local Control Funding Formula (LCFF) funds, \$1,953,214.40 is other state funds, \$0.00 is local funds, and \$430,917.91 is federal funds. Of the \$430,917.91 in federal funds, \$142,272.00 are federal CARES Act funds. Of the \$22,018,642.00 in LCFF Funds, \$1,607,197.00 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).

For the 2020-21 school year school districts must work with parents, educators, students, and the community to develop a Learning Continuity and Attendance Plan (Learning Continuity Plan). The Learning Continuity Plan replaces the Local Control and Accountability Plan (LCAP) for the 2020–21 school year and provides school districts with the opportunity to describe how they are planning to provide a high-quality education, social-emotional supports, and nutrition to their students during the COVID-19 pandemic.



This chart provides a quick summary of how much The Cottonwood School plans to spend for planned actions and services in the Learning Continuity Plan for 2020-2021 and how much of the total is tied to increasing or improving services for high needs students.

The Cottonwood School plans to spend \$22,764,021.00 for the 2020-2021 school year. Of that amount, \$1,685,001.00 is tied to actions/services in the Learning Continuity Plan and \$21,079,020.00 is not included in the Learning Continuity Plan. The budgeted expenditures that are not included in the Learning Continuity Plan will be used for the following:

Staffing and related benefits, textbooks and general instructional materials, special education and instructional services, professional services, rent and facility costs and other general operational costs.

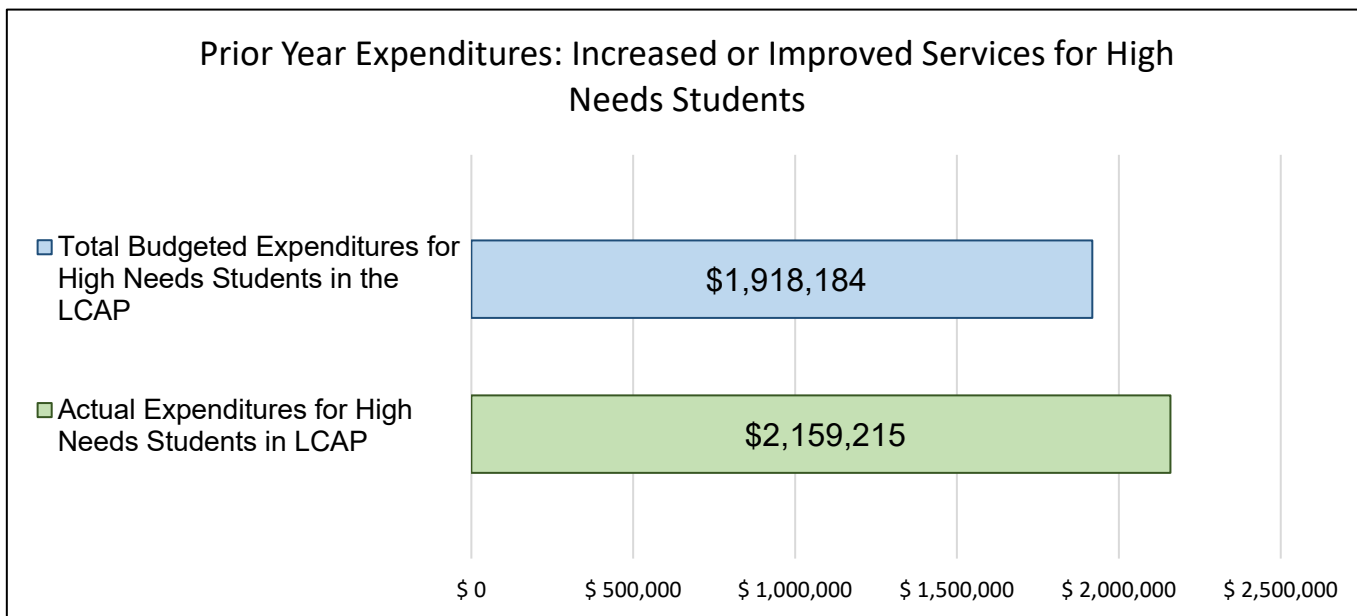
### Increased or Improved Services for High Needs Students in in the Learning Continuity Plan for the 2020-2021 School Year

## **LCFF Budget Overview for Parents**

In 2020-2021, The Cottonwood School is projecting it will receive \$1,607,197.00 based on the enrollment of foster youth, English learner, and low-income students. The Cottonwood School must describe how it intends to increase or improve services for high needs students in the Learning Continuity Plan. The Cottonwood School plans to spend \$1,685,001.00 towards meeting this requirement, as described in the Learning Continuity Plan.

# LCFF Budget Overview for Parents

## Update on Increased or Improved Services for High Needs Students in 2019-2020



This chart compares what The Cottonwood School budgeted in the 2019-20 LCAP for actions and services that contributed to increasing or improving services for high needs students with what The Cottonwood School actually spent on actions and services that contributed to increasing or improving services for high needs students in the 2019-20 school year.

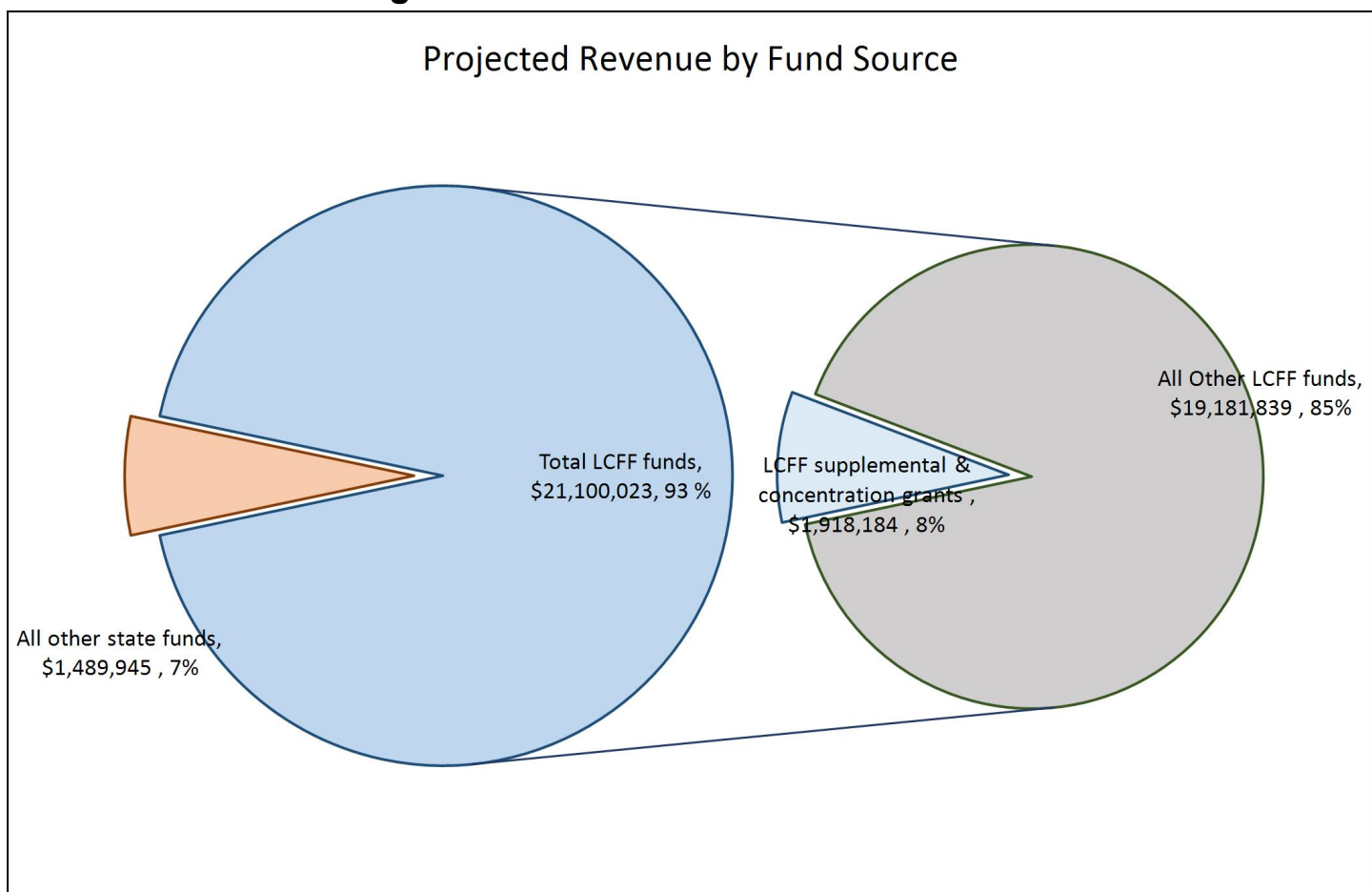
In 2019-2020, The Cottonwood School's LCAP budgeted \$1,918,184.00 for planned actions to increase or improve services for high needs students. The Cottonwood School actually spent \$2,159,215.24 for actions to increase or improve services for high needs students in 2019-2020.

# LCFF Budget Overview for Parents

Local Educational Agency (LEA) Name: Cottonwood Charter School  
 CDS Code: 09 61838 0139006  
 Local Control and Accountability Plan (LCAP) Year: 2019-20  
 LEA contact information: Jenell Sherman, Senior Director

School districts receive funding from different sources: state funds under the Local Control Funding Formula (LCFF), other state funds, local funds, and federal funds. LCFF funds include a base level of funding for all LEAs and extra funding - called "supplemental and concentration" grants - to LEAs based on the enrollment of high needs students (foster youth, English learners, and low-income students).

## Budget Overview for the 2019-20 LCAP Year



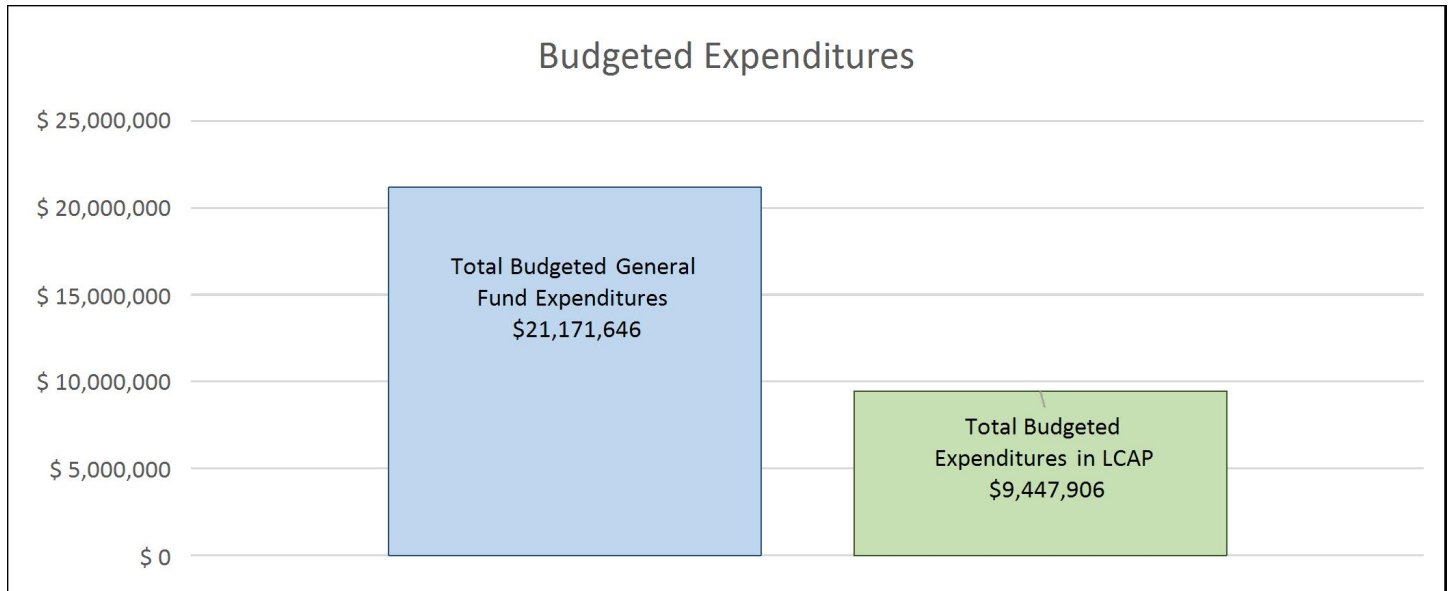
This chart shows the total general purpose revenue Cottonwood Charter School expects to receive in the coming year from all sources.

The total revenue projected for Cottonwood Charter School is \$22,589,968, of which \$21,100,023 is Local Control Funding Formula (LCFF), \$1,489,945 is other state funds, \$0.00 is local funds, and \$0.00 is federal funds. Of the \$21,100,023 in LCFF Funds, \$1,918,184 is generated based on the enrollment of high needs students (foster youth, English learner, and low-income students).



## LCFF Budget Overview for Parents

The LCFF gives school districts more flexibility in deciding how to use state funds. In exchange, school districts must work with parents, educators, students, and the community to develop a Local Control and Accountability Plan (LCAP) that shows how they will use these funds to serve students.



This chart provides a quick summary of how much Cottonwood Charter School plans to spend for 2019-20. It shows how much of the total is tied to planned actions and services in the LCAP.

Cottonwood Charter School plans to spend \$21,171,646 for the 2019-20 school year. Of that amount, \$9,447,906 is tied to actions/services in the LCAP and \$11,723,740 is not included in the LCAP. The budgeted expenditures that are not included in the LCAP will be used for the following:

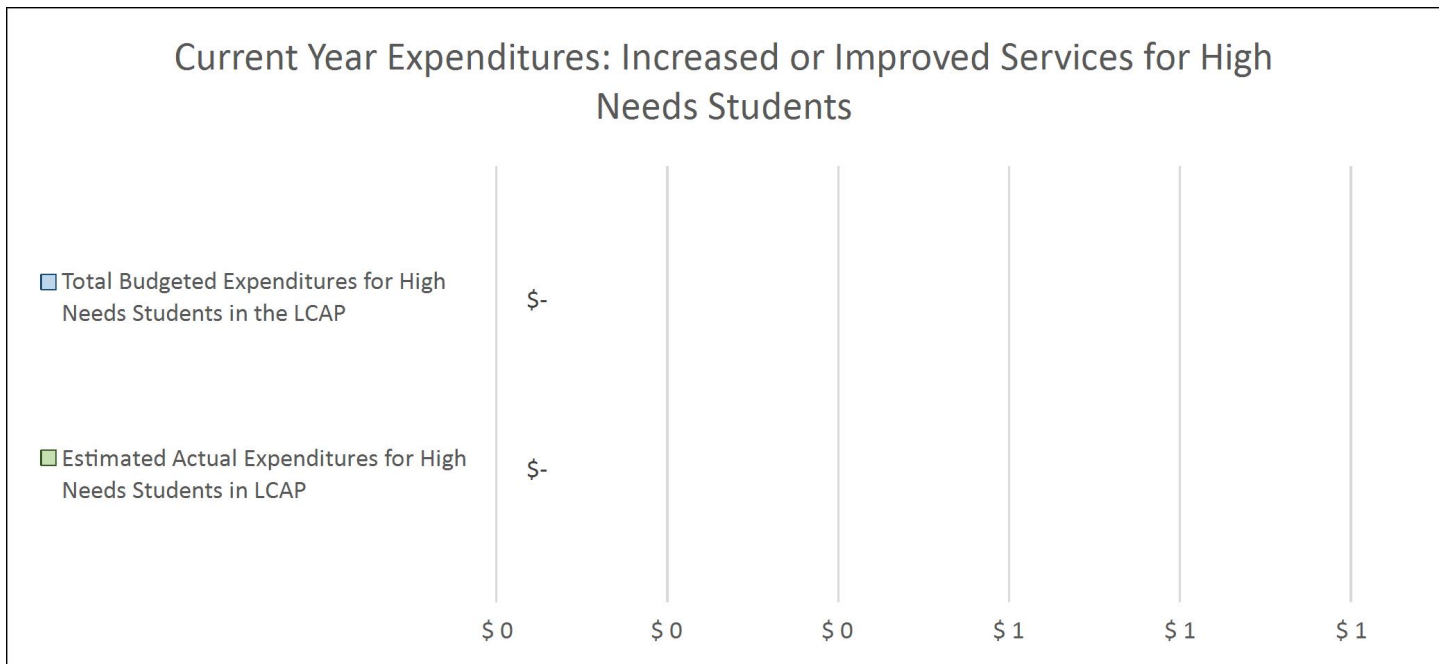
Classified salaries/benefits, administrator salaries/benefits, instructional materials, operations, professional services, and facility-related costs. The cost of our instructional materials is significant because we offer a variety of educational platforms including online courses, blended models of online course work, educational enrichment opportunities, and individual tutoring services.

### Increased or Improved Services for High Needs Students in 2019-20

In 2019-20, Cottonwood Charter School is projecting it will receive \$1,918,184 based on the enrollment of foster youth, English learner, and low-income students. Cottonwood Charter School must demonstrate the planned actions and services will increase or improve services for high needs students compared to the services all students receive in proportion to the increased funding it receives for high needs students. In the LCAP, Cottonwood Charter School plans to spend \$1,918,184 on actions to meet this requirement.

# LCFF Budget Overview for Parents

## Update on Increased or Improved Services for High Needs Students in 2018-19



This chart compares what Cottonwood Charter School budgeted last year in the LCAP for actions and services that contribute to increasing or improving services for high needs students with what Cottonwood Charter School estimates it has spent on actions and services that contribute to increasing or improving services for high needs students in the current year.

In 2018-19, Cottonwood Charter School's LCAP budgeted \$N/A for planned actions to increase or improve services for high needs students. Cottonwood Charter School estimates that it will actually spend \$N/A for actions to increase or improve services for high needs students in 2018-19.

LCAP Year (select from 2017-18, 2018-19, 2019-20)

2019-20

# Local Control Accountability Plan and Annual Update (LCAP) Template

[Addendum](#): General instructions & regulatory requirements.

[Appendix A](#): Priorities 5 and 6 Rate Calculations

[Appendix B](#): Guiding Questions: Use as prompts (not limits)

LEA Name	Contact Name and Title	Email and Phone
Cottonwood Charter School	Jenell Sherman Senior Director	jenell@inspireschools.org 916-532-5923

## 2017-20 Plan Summary

### The Story

Describe the students and community and how the LEA serves them.

Cottonwood is a tuition-free public charter school offering personalized student learning in grades TK through 12. Our mission is to provide educational options including Montessori-based pathways and other personalized educational pathways to meet each student's needs and interests. The Montessori-based pathways include both a homeschool program and a classroom-based personalized learning experience grounded in Montessori philosophy. Students have the option of choosing from online coursework, offline textbook work, and unique hands-on and experiential learning experiences facilitated in partnership with students, parents, staff, and community.

### LCAP Highlights

Identify and briefly summarize the key features of this year's LCAP.

Although this is our first year of operation, we will focus on our four-year graduation rate and performance on state assessments through the following actions:

- Implement four-year graduation rate needs assessment and root cause analysis including related professional development (Goal 4, Action1)
- Implement Project Recovery for students, particularly for unduplicated students including those who are English Learners, Foster Youth, or have a low socio-economic background. (Goal 4, Action 4); and
- Targeted Professional Development for teachers to support students who are performing below grade level standard on the Smarter Balance Assessment or district diagnostic assessments (Goal 2, Action 4)

## Review of Performance

Based on a review of performance on the state indicators and local performance indicators included in the California School Dashboard, progress toward LCAP goals, local self-assessment tools, stakeholder input, or other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.

### **Greatest Progress**

Because we are opening this year, we do not have California School Dashboard results to measure our performance. We look forward to analyzing our Dashboard results next year.

Referring to the California School Dashboard, identify any state indicator or local performance indicator for which overall performance was in the “Red” or “Orange” performance category or where the LEA received a “Not Met” or “Not Met for Two or More Years” rating. Additionally, identify any areas that the LEA has determined need significant improvement based on review of local performance indicators or other local indicators. What steps is the LEA planning to take to address these areas with the greatest need for improvement?

### **Greatest Needs**

We are expecting to receive our initial California School Dashboard results in December 2020 and will assess our greatest needs at that point.

Referring to the California School Dashboard, identify any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the LEA planning to take to address these performance gaps?

### **Performance Gaps**

This is our first year and thus do not expect to receive any California Dashboard results until 2020. When released, we will review Dashboard results to discern whether we are experiencing any performance gaps among student groups.

## **Comprehensive Support and Improvement**

An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act must respond to the following prompts.

### **Schools Identified**

Identify the schools within the LEA that have been identified for CSI.

N/A

### **Support for Identified Schools**

Describe how the LEA supported the identified schools in developing CSI plans that included a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.

N/A

## Monitoring and Evaluating Effectiveness

Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

N/A

# Stakeholder Engagement

LCAP Year: **2019-20**

## Involvement Process for LCAP and Annual Update

How, when, and with whom did the LEA consult as part of the planning process for this LCAP/Annual Review and Analysis?

We plan to engage with our stakeholders regularly to review goals, progress toward goals and follow up to support all students.

## Impact on LCAP and Annual Update

How did these consultations impact the LCAP for the upcoming year?

2019-2020 will be the school's first year.

# Goals, Actions, & Services

Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA's goals. Duplicate the table as needed.

(Select from New Goal, Modified Goal, or Unchanged Goal)

New Goal

## Goal 1

Provide high-quality teaching and learning that promotes opportunity for applying knowledge within an independent study/online curriculum structure.

### State and/or Local Priorities addressed by this goal:

State Priorities: Priority 1: Basic (Conditions of Learning)  
 Priority 7: Course Access (Conditions of Learning)  
 Local Priorities: Basic Conditions

### Identified Need:

As an independent study school, students need a variety of ways to engage with the school community to positively impact their educational experience. Focused professional development for parents/learning coaches continues to be a need because they provide daily instructional support to students.

### Expected Annual Measurable Outcomes

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Percent of teachers appropriately credentialed and assigned.	Baseline will be based on 19- 20 results	N/A	N/A	TBD
Percent of facilities considered safe as demonstrated in the Facilities Inventory (FIT) Report.	Baseline will be based on 19- 20 results	N/A	N/A	TBD

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Percent of student with access to CA state standards-aligned instructional materials (text and e-text) for all core subject areas.	Baseline will be based on 19- 20 results	N/A	N/A	TBD
Percent of students who have access to a computer.	Baseline will be based on 19- 20 results	N/A	N/A	TBD
Percent of students who have a broad course of study through vendor lobby electives and enrichment opportunities.	Baseline will be based on 19- 20 results	N/A	N/A	TBD

## Planned Actions / Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

### Action 1

All	All Schools Specific Grade Spans: K-12
-----	---

OR

[Add Students to be Served selection here]	[Add Scope of Services selection here]	[Add Location(s) selection here]
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### Actions/Services

		New Action
		Ensure teachers are appropriate credentialed and assigned.

### Budgeted Expenditures



Amount			\$5,880,000
Source			LCFF
Budget Reference			1000-1999: Certificated Personnel Salaries Certificated Teachers

**Action 2**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served:**

(Select from All, Students with Disabilities, or Specific Student Groups)

All

**Location(s):**

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served:**

(Select from English Learners, Foster Youth, and/or Low Income)

[Add Students to be Served selection here]

**Scope of Services:**

(Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))

[Add Scope of Services selection here]

**Location(s):**

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

[Add Location(s) selection here]

**Actions/Services**

Select from New, Modified, or Unchanged for 2017-18

Select from New, Modified, or Unchanged for 2018-19

Select from New, Modified, or Unchanged for 2019-20

New Action

2017-18 Actions/Services

2018-19 Actions/Services

2019-20 Actions/Services

Staff will meet in monthly PLNs to share and discuss best practices and resources for supporting learning in a virtual environment.

**Budgeted Expenditures**

Year	2017-18	2018-19	2019-20
Amount			\$48,000
Budget Reference			5800: Professional/Consulting Services And Operating Expenditures Professional Development

**Action 3**

All	All Schools
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OR

[Add Students to be Served selection here]	[Add Scope of Services selection here]	[Add Location(s) selection here]
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**Actions/Services**

		New Action
		Provide access to broad course of study such as VAPA courses and enrichment opportunities

**Budgeted Expenditures**

Amount			\$1,477,310
Source			LCFF
Budget Reference			5000-5999: Services And Other Operating Expenditures Reference new account 5106 Other Educational Consultants

**Action 4**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served:**

(Select from All, Students with Disabilities, or Specific Student Groups)

**Location(s):**

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

OR

**For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:**

**Students to be Served:**

(Select from English Learners, Foster Youth, and/or Low Income)

**Scope of Services:**

(Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))

**Location(s):**

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

**Actions/Services**

Select from New, Modified, or Unchanged for 2017-18

Select from New, Modified, or Unchanged for 2018-19

Select from New, Modified, or Unchanged for 2019-20

2017-18 Actions/Services

2018-19 Actions/Services

2019-20 Actions/Services

**Budgeted Expenditures**

Year	2017-18	2018-19	2019-20
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# Goals, Actions, & Services

Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA's goals. Duplicate the table as needed.

(Select from New Goal, Modified Goal, or Unchanged Goal)

New Goal

## Goal 2

Provide appropriate tiered supports that promote and sustain positive social/emotional development as well increased academic achievement for all students.

### State and/or Local Priorities addressed by this goal:

State Priorities:     Priority 2: State Standards (Conditions of Learning)  
                           Priority 4: Pupil Achievement (Pupil Outcomes)  
                           Priority 7: Course Access (Conditions of Learning)

Local Priorities:     Implementation of Academic Standards

### Identified Need:

In our initial year, this goal is focused on our performance on the California School Dashboard.

### Expected Annual Measurable Outcomes

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
CAASPP participation rate will be at least 95%	Baseline will be based on 19- 20 results	N/A	N/A	TBD
The percentage of Inspire students meeting or exceeding standards on CAASPP ELA assessments, including all subgroups	Baseline will be based on 19- 20 results	N/A	N/A	TBD
The percentage of Inspire students meeting	Baseline will be based on 19- 20 results	N/A	N/A	TBD

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
or exceeding standards on CAASPP Mathematics assessments, including all subgroups				
10% of English Learners will increase one level of proficiency on the English Learner Progress Indicator annually	Baseline will be based on 19- 20 results	N/A	N/A	TBD
At least 10% of EL students will reclassify	Baseline will be based on 19- 20 results	N/A	N/A	TBD
100% of teachers will engage in >15 hours of curriculum training and CCSS PD during the school year	Baseline will be based on 19- 20 results	N/A	N/A	TBD
95% of all students will participate in quarterly interim benchmark assessments to show mastery of standards taught	Baseline will be based on 19- 20 results	N/A	N/A	TBD

## Planned Actions / Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

### Action 1

All	All Schools
-----	-------------

OR

[Add Students to be Served selection here]	[Add Scope of Services selection here]	[Add Location(s) selection here]
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**Actions/Services**

		New Action
		Administer interim benchmark assessments to identify the standards not yet mastered and prepare for state testing in ELA and Math.

**Budgeted Expenditures**

Amount			\$60,844
Source			LCFF
Budget Reference			4000-4999: Books And Supplies

**Action 2**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

<p><b>Students to be Served:</b> (Select from All, Students with Disabilities, or Specific Student Groups)</p> <p>All Students with Disabilities</p>	<p><b>Location(s):</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)</p> <p>All Schools</p>
--	--

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

<p><b>Students to be Served:</b> (Select from English Learners, Foster Youth, and/or Low Income)</p> <p>[Add Students to be Served selection here]</p>	<p><b>Scope of Services:</b> (Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))</p> <p>[Add Scope of Services selection here]</p>	<p><b>Location(s):</b> (Select from All Schools, Specific Schools, and/or Specific Grade Spans)</p> <p>[Add Location(s) selection here]</p>
--	--	---

**Actions/Services**

Select from New, Modified, or Unchanged for 2017-18	Select from New, Modified, or Unchanged for 2018-19	Select from New, Modified, or Unchanged for 2019-20
		New Action

2017-18 Actions/Services

2018-19 Actions/Services

2019-20 Actions/Services

Continue Multi-Tiered Systems of Supports to identify student attendance and academic/social needs, or exceptional needs and to individualize support including online virtual instruction license assignments, and enrichment tutoring services

**Budgeted Expenditures**

Year	2017-18	2018-19	2019-20
Amount			\$67,914
Source			LCFF
Budget Reference			4000-4999: Books And Supplies See software costs listed in goal 1 action 4

**Action 3**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served:**

(Select from All, Students with Disabilities, or Specific Student Groups)

[Add Students to be Served selection here]

**Location(s):**

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

[Add Location(s) selection here]

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served:**

(Select from English Learners, Foster Youth, and/or Low Income)

English Learners

**Scope of Services:**

(Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))

Limited to Unduplicated Student Group(s)

**Location(s):**

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

All Schools

**Actions/Services**

Select from New, Modified, or Unchanged for 2017-18

Select from New, Modified, or Unchanged for 2018-19

Select from New, Modified, or Unchanged for 2019-20

New Action

2017-18 Actions/Services

2018-19 Actions/Services

2019-20 Actions/Services

Provide professional development to help guide and support administrators, counselors, and teachers in addressing the academic needs of ELs and their families including administering ELPAC, identifying ELs, administering language surveys, and coordinating ELD instruction.

**Budgeted Expenditures**

Year	2017-18	2018-19	2019-20
Amount			\$156,000
Source			Supplemental and Concentration
Budget Reference			1000-1999: Certificated Personnel Salaries

**Action 4**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served:**

(Select from All, Students with Disabilities, or Specific Student Groups)

All

**Location(s):**

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

All Schools

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served:**

(Select from English Learners, Foster Youth, and/or Low Income)

[Add Students to be Served selection here]

**Scope of Services:**

(Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))

[Add Scope of Services selection here]

**Location(s):**

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

[Add Location(s) selection here]

**Actions/Services**



Select from New, Modified, or Unchanged for 2017-18

Select from New, Modified, or Unchanged for 2018-19

Select from New, Modified, or Unchanged for 2019-20




2017-18 Actions/Services

2018-19 Actions/Services

2019-20 Actions/Services




**Budgeted Expenditures**

Year	2017-18	2018-19	2019-20
Amount	<input type="text"/>	<input type="text"/>	0
Source	<input type="text"/>	<input type="text"/>	LCFF
Budget Reference	<input type="text"/>	<input type="text"/>	5000-5999: Services And Other Operating Expenditures Included in 5104 PD costs listed in Goal 1, Action 1

**Action 5**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served:**

(Select from All, Students with Disabilities, or Specific Student Groups)

**Location(s):**

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served:**

(Select from English Learners, Foster Youth, and/or Low Income)

**Scope of Services:**

(Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))

**Location(s):**

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

**Actions/Services**

Select from New, Modified, or Unchanged for 2017-18

Select from New, Modified, or Unchanged for 2018-19

Select from New, Modified, or Unchanged for 2019-20

2017-18 Actions/Services

2018-19 Actions/Services

2019-20 Actions/Services

**Budgeted Expenditures**

Year	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
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# Goals, Actions, & Services

Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA's goals. Duplicate the table as needed.

(Select from New Goal, Modified Goal, or Unchanged Goal)

New Goal

## Goal 3

Create systems and structures that provide multiple personalized learning paths to increase cohort graduation rate and College and Career Readiness of students to close the achievement gap

### State and/or Local Priorities addressed by this goal:

State Priorities: Priority 4: Pupil Achievement (Pupil Outcomes)  
 Priority 8: Other Pupil Outcomes (Pupil Outcomes)

Local Priorities:

### Identified Need:

In our initial year, the purpose of this goal to increase our students' college and career readiness including the implementation of vertically aligned CTE pathways, college-level courses, and completion of A-G course sequences.

### Expected Annual Measurable Outcomes

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
The number of students taking college level courses (concurrent enrollment or within community colleges)	Baseline will be based on 19- 20 results	N/A	N/A	TBD
Counselors and HST teachers will meet with each student and family to a create personalized learning plan	Baseline will be based on 19- 20 results	N/A	N/A	TBD

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Increase the number of Career Technical Pathways	Baseline will be based on 19- 20 results	N/A	N/A	TBD
Increase the percentage of students scoring at Prepared and Approaching Prepared on the College Career Indicator	Baseline will be based on 19- 20 results	N/A	N/A	TBD
Percent of students that pass AP examination with a score of 3 or higher	Baseline will be based on 19- 20 results	N/A	N/A	TBD

## Planned Actions / Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

### Action 1

All	All Schools
-----	-------------

OR

[Add Students to be Served selection here]	[Add Scope of Services selection here]	[Add Location(s) selection here]
--	--	----------------------------------

### Actions/Services

		New Action
		Increase number of vertically aligned CTE Pathways

### Budgeted Expenditures

Amount			0
Source			LCFF
Budget Reference			1000-1999: Certificated Personnel Salaries No additional expenses

**Action 2**

All	All Schools
-----	-------------

OR

[Add Students to be Served selection here]	[Add Scope of Services selection here]	[Add Location(s) selection here]
--	--	----------------------------------

**Actions/Services**

		New Action Unchanged Action
		Continue to support and provide professional development to administrators and teachers to ensure students demonstrate preparedness as measured by the College Career Indicator.

**Budgeted Expenditures**

Amount			0
Source			LCFF
Budget Reference			5800: Professional/Consulting Services And Operating Expenditures Professional/consulting and operating expenditures/costs included in Goal 1, Action 2

**Action 3**

All

All Schools

OR

[Add Students to be Served selection here]

[Add Scope of Services selection here]

[Add Location(s) selection here]

**Actions/Services**

New Action

The school will establish an IGPS review/adjustment procedure that includes reviewing individual student grades after every grading period. Counselors and HSTs will identify, create a plan and monitor for students at risk.

**Budgeted Expenditures**

Amount			0
Source			LCFF
Budget Reference			1000-1999: Certificated Personnel Salaries Costs included in Goal 1, Action 1

**Action 4**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served:**  
(Select from All, Students with Disabilities, or Specific Student Groups)

**Location(s):**  
(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served:**  
(Select from English Learners, Foster Youth, and/or Low Income)

**Scope of Services:**  
(Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))

**Location(s):**  
(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

**Actions/Services**

Select from New, Modified, or Unchanged  
for 2017-18

Select from New, Modified, or Unchanged  
for 2018-19

Select from New, Modified, or Unchanged  
for 2019-20

2017-18 Actions/Services

2018-19 Actions/Services

2019-20 Actions/Services

**Budgeted Expenditures**

Year	2017-18	2018-19	2019-20
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# Goals, Actions, & Services

Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA's goals. Duplicate the table as needed.

(Select from New Goal, Modified Goal, or Unchanged Goal)

New Goal

## Goal 4

Increase student, parent, staff, and community engagement through collaboration, transparency, and communication and provide broad course of study.

### State and/or Local Priorities addressed by this goal:

State Priorities:     Priority 3: Parental Involvement (Engagement)  
                           Priority 5: Pupil Engagement (Engagement)  
                           Priority 6: School Climate (Engagement)

Local Priorities:     • Parent Involvement and Engagement • School Climate Survey

### Identified Need:

The focus of this Goal in our initial year is on our four-year cohort high school graduation rate and engagement of stakeholders.

### Expected Annual Measurable Outcomes

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Increase number of students participating in Enrichment opportunities as measured by student enrollment	Baseline will be based on 19- 20 results	N/A	N/A	TBD
Increased student participation academic and leadership opportunities such as Yearbook Committee,	Baseline will be based on 19- 20 results	N/A	N/A	TBD



Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Student Council, Meet the Masters based on student sign in				
Increase use of school website and provide parents with updated FAQs, policies, and program descriptions as monitored by Google Analytics	Baseline will be based on 19- 20 results	N/A	N/A	TBD
Maintain chronic absenteeism rate at 0%.	Baseline will be based on 19- 20 results	N/A	N/A	TBD
Maintain the rate of pupil suspension and expulsions rates.	Baseline will be based on 19- 20 results	N/A	N/A	TBD
Increase high school cohort graduation rate	Baseline will be based on 19- 20 results	N/A	N/A	TBD
Decrease the high school cohort dropout rate	Baseline will be based on 19- 20 results	N/A	N/A	TBD
Decrease the middle school dropout rate	Baseline will be based on 19- 20 results	N/A	N/A	TBD
Increase parent participation rate for the school climate survey by 10%	Baseline will be based on 19- 20 results	N/A	N/A	TBD
Maintain current attendance rates of 95% or higher by ensuring the timely completion of assignments	Baseline will be based on 19- 20 results	N/A	N/A	TBD

# Planned Actions / Services

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

## Action 1

All	All Schools
-----	-------------

OR

[Add Students to be Served selection here]	[Add Scope of Services selection here]	[Add Location(s) selection here]
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## Actions/Services

		New Action
		Implement four-year graduation rate needs assessment and root cause analysis including related professional development

## Budgeted Expenditures

Amount			0
Source			LCFF
Budget Reference			1000-1999: Certificated Personnel Salaries No additional costs

## Action 2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

### Students to be Served:

(Select from All, Students with Disabilities, or Specific Student Groups)

### Location(s):

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

[Add Students to be Served selection here]	[Add Location(s) selection here]
--	----------------------------------

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served:**

(Select from English Learners, Foster Youth, and/or Low Income)

English Learners  
Foster Youth  
Low Income

**Scope of Services:**

(Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))

Schoolwide

**Location(s):**

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

All Schools  
Specific Grade Spans: K-12

**Actions/Services**

Select from New, Modified, or Unchanged for 2017-18

Select from New, Modified, or Unchanged for 2018-19

Select from New, Modified, or Unchanged for 2019-20

New Action

2017-18 Actions/Services

2018-19 Actions/Services

2019-20 Actions/Services

Fund parent liaison position to address specific needs of unduplicated students including augmented communication with their families

**Budgeted Expenditures**

Year	2017-18	2018-19	2019-20
Amount			\$156,000
Source			Supplemental and Concentration
Budget Reference			1000-1999: Certificated Personnel Salaries

**Action 3**

[Add Students to be Served selection here]

All Schools  
[Add Location(s) selection here]

**OR**

Foster Youth Low Income [Add Students to be Served selection here]	Schoolwide [Add Scope of Services selection here]	All Schools Specific Grade Spans: K-12 [Add Location(s) selection here]
--	--	---

**Actions/Services**

		New Action
		Fund Foster/homeless youth liaison position to address the specific needs of foster/homeless youth including proactive monitoring of socio-emotional needs

**Budgeted Expenditures**

Amount			\$156,000
Source			Supplemental and Concentration
Budget Reference			1000-1999: Certificated Personnel Salaries

**Action 4**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served:**

(Select from All, Students with Disabilities, or Specific Student Groups)

[Add Students to be Served selection here]

**Location(s):**

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

[Add Location(s) selection here]

**OR**

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

**Students to be Served:**

(Select from English Learners, Foster Youth, and/or Low Income)

English Learners  
Foster Youth  
Low Income

**Scope of Services:**

(Select from LEA-wide, Schoolwide, or Limited to Unduplicated Student Group(s))

Schoolwide

**Location(s):**

(Select from All Schools, Specific Schools, and/or Specific Grade Spans)

All Schools  
Specific Grade Spans: K-12

**Actions/Services**

Select from New, Modified, or Unchanged for 2017-18

Select from New, Modified, or Unchanged for 2018-19

Select from New, Modified, or Unchanged for 2019-20




2017-18 Actions/Services

2018-19 Actions/Services

2019-20 Actions/Services




**Budgeted Expenditures**

Year	2017-18	2018-19	2019-20
Amount	<input type="text"/>	<input type="text"/>	\$300,000
Source	<input type="text"/>	<input type="text"/>	Supplemental and Concentration
Budget Reference	<input type="text"/>	<input type="text"/>	1000-1999: Certificated Personnel Salaries

**Action 5**



**OR**




**Actions/Services**

		Increase opportunities for students to participate in leadership and academic events to development confidence and leadership skills.
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**Budgeted Expenditures**

Amount			\$1,150,184
Source			Supplemental and Concentration
Budget Reference			5800: Professional/Consulting Services And Operating Expenditures

**Action 6**

All	All Schools
-----	-------------

OR

[Add Students to be Served selection here]	[Add Scope of Services selection here]	[Add Location(s) selection here]
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**Actions/Services**

		New Action
		Maintain updated FAQs, policies, and program descriptions on school website

**Budgeted Expenditures**

# Demonstration of Increased or Improved Services for Unduplicated Pupils

LCAP Year: **2019-20**

Estimated Supplemental and Concentration Grant Funds

\$1,918,184

Percentage to Increase or Improve Services

10%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds (see instructions).

We will use supplemental and concentration funds to augment supports and services to principally benefit targeted unduplicated groups including English learners (EL), foster youth (FY), and socioeconomically disadvantaged (SED) students in a school-wide manner.

We have made a concerted effort to analyze the unique academic, social, and emotional needs of students with an EL, FY, or SED background. The supplemental and concentration funds identified in our LCAP effectively support the needs of our unduplicated students by supporting/augmenting the following actions/services:

- Parent liaison position-this position addresses specific needs of unduplicated students including augmented communication with their families (Goal 4,

Action 2)

- Foster/homeless youth liaison position- this position addresses the specific needs of foster/homeless youth including proactive monitoring of socio-

emotional needs (Goal 4, Action 3)

- Provide professional development to help guide and support administrators, counselors, and teachers in addressing the academic needs of ELs and their families including administering ELPAC, identifying ELs, administering language surveys, and coordinating ELD instruction (Goal 2, Action 3)

- Implement Project Recovery for students, particularly those with an EL, FY, or SED background, who did not re-enroll with Inspire the following school year to decrease the dropout rates in middle and high school (Goal 4, Action 4)
- Increase opportunities for unduplicated students to participate in leadership and academic events to develop confidence and skills (Goal 4, Action 5)

**LCAP Year: 2018-19**

Estimated Supplemental and Concentration Grant Funds

Percentage to Increase or Improve Services

\$

%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds (see instructions).

**LCAP Year: 2017-18**



Estimated Supplemental and Concentration Grant Funds

Percentage to Increase or Improve Services

\$

%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds (see instructions).

[Empty text box for providing descriptions of actions/services]

## **Addendum**

*The Local Control and Accountability Plan (LCAP) and Annual Update Template documents and communicates local educational agencies' (LEAs) actions and expenditures to support student outcomes and overall performance. The LCAP is a three-year plan, which is reviewed and updated annually, as required. Charter schools may complete the LCAP to align with the term of the charter school's budget, typically one year, which is submitted to the school's authorizer. The LCAP and Annual Update Template must be completed by all LEAs each year.*

*For school districts, the LCAP must describe, for the school district and each school within the district, goals and specific actions to achieve those goals for all students and each student group identified by the Local Control Funding Formula (LCFF) (ethnic, socioeconomically disadvantaged, English learners, foster youth, pupils with disabilities, and homeless youth), for each of the state priorities and any locally identified priorities.*

*For county offices of education, the LCAP must describe, for each county office of education-operated school and program, goals and specific actions to achieve those goals for all students and each LCFF student group funded through the county office of education (students attending juvenile court schools, on probation or parole, or expelled under certain conditions) for each of the state priorities and any locally identified priorities. School districts and county offices of education may additionally coordinate and describe in their LCAPs services funded by a school district that are provided to students attending county-operated schools and programs, including special education programs.*

*If a county superintendent of schools has jurisdiction over a single school district, the county board of education and the governing board of the school district may adopt and file for review and approval a single LCAP consistent with the requirements in Education Code (EC) sections 52060, 52062, 52066, 52068, and 52070. The LCAP must clearly articulate to which entity's budget (school district or county superintendent of schools) all budgeted and actual expenditures are aligned.*

*Charter schools must describe goals and specific actions to achieve those goals for all students and each LCFF subgroup of students including students with disabilities and homeless youth, for each of the state priorities that apply for the grade levels served or the nature of the program operated by the charter school, and any locally identified priorities. For charter schools, the inclusion and description of goals for state priorities in the LCAP may be modified to meet the grade levels served and the nature of the programs provided, including modifications to reflect only the statutory requirements explicitly applicable to charter schools in the EC. Changes in LCAP goals and actions/services for charter schools that result from the annual update process do not necessarily constitute a material revision to the school's charter petition.*

*For questions related to specific sections of the template, please see instructions below:*

## **Instructions: Linked Table of Contents**

[Plan Summary](#)

[Annual Update](#)

[Stakeholder Engagement](#)

[Goals, Actions, and Services](#)

[Planned Actions/Services](#)

[Demonstration of Increased or Improved Services for Unduplicated Students](#)

*For additional questions or technical assistance related to completion of the LCAP template, please contact the local county office of education, or the CDE's Local Agency Systems Support Office at: 916-319-0809 or by email at: [lcff@cde.ca.gov](mailto:lcff@cde.ca.gov).*

## **Plan Summary**

The LCAP is intended to reflect an LEA's annual goals, actions, services and expenditures within a fixed three-year planning cycle. LEAs must include a plan summary for the LCAP each year.

When developing the LCAP, enter the appropriate LCAP year, and address the prompts provided in these sections. When developing the LCAP in year 2 or year 3, enter the appropriate LCAP year and replace the previous summary information with information relevant to the current year LCAP.

In this section, briefly address the prompts provided. These prompts are not limits. LEAs may include information regarding local program(s), community demographics, and the overall vision of the LEA. LEAs may also attach documents (e.g., the California School Dashboard data reports) if desired and/or include charts illustrating goals, planned outcomes, actual outcomes, or related planned and actual expenditures.

An LEA may use an alternative format for the plan summary as long as it includes the information specified in each prompt and the budget summary table.

The reference to California School Dashboard means the California School Dashboard adopted by the State Board of Education under EC Section 52064.5.

## **Comprehensive Support and Improvement**

An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act must respond to the following prompts:

- **Schools Identified:** Identify the schools within the LEA that have been identified for CSI.
- **Support for Identified Schools:** Describe how the LEA supported the identified schools in developing CSI plans that included a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.
- **Monitoring and Evaluating Effectiveness:** Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

## Annual Update

The planned goals, expected outcomes, actions/services, and budgeted expenditures must be copied verbatim from the previous year's\* approved LCAP; in addition, list the state and/or local priorities addressed by the planned goals. Minor typographical errors may be corrected.

\* For example, for LCAP year 2017/18 of the 2017/18 – 2019/20 LCAP, review the goals in the 2016/17 LCAP. Moving forward, review the goals from the most recent LCAP year. For example, LCAP year 2020/21 will review goals from the 2019/20 LCAP year, which is the last year of the 2017/18 – 2019/20 LCAP.

## Annual Measurable Outcomes

For each goal in the prior year, identify and review the actual measurable outcomes as compared to the expected annual measurable outcomes identified in the prior year for the goal.

## Actions/Services

Identify the planned Actions/Services and the budgeted expenditures to implement these actions toward achieving the described goal. Identify the actual actions/services implemented to meet the described goal and the estimated actual annual expenditures to implement the actions/services. As applicable, identify any changes to the students or student groups served, or to the planned location of the actions/services provided.

## Analysis

Using actual annual measurable outcome data, including data from the California School Dashboard, analyze whether the planned actions/services were effective in achieving the goal. Respond to the prompts as instructed.

- Describe the overall implementation of the actions/services to achieve the articulated goal. Include a discussion of relevant challenges and successes experienced with the implementation process.
- Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.
- Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures. Minor variances in expenditures or a dollar-for-dollar accounting is not required.
- Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the data provided in the California School Dashboard, as applicable. Identify where those changes can be found in the LCAP.

## Stakeholder Engagement

Meaningful engagement of parents, students, and other stakeholders, including those representing the student groups identified by LCFF, is critical to the development of the LCAP and the budget process. EC identifies the minimum consultation requirements for school districts and county offices of education as consulting with teachers, principals, administrators, other school personnel, local bargaining units of the school district, parents, and pupils in developing the LCAP. EC requires

charter schools to consult with teachers, principals, administrators, other school personnel, parents, and pupils in developing the LCAP. In addition, EC Section 48985 specifies the requirements for the translation of notices, reports, statements, or records sent to a parent or guardian.

The LCAP should be shared with, and LEAs should request input from, school site-level advisory groups, as applicable (e.g., school site councils, English Learner Advisory Councils, student advisory groups, etc.), to facilitate alignment between school-site and district-level goals and actions. An LEA may incorporate or reference actions described in other plans that are being undertaken to meet specific goals.

**Instructions:** The stakeholder engagement process is an ongoing, annual process. The requirements for this section are the same for each year of a three-year LCAP. When developing the LCAP, enter the appropriate LCAP year, and describe the stakeholder engagement process used to develop the LCAP and Annual Update. When developing the LCAP in year 2 or year 3, enter the appropriate LCAP year and replace the previous stakeholder narrative(s) and describe the stakeholder engagement process used to develop the current year LCAP and Annual Update.

**School districts and county offices of education:** Describe the process used to consult with the Parent Advisory Committee, the English Learner Parent Advisory Committee, parents, students, school personnel, the LEA's local bargaining units, and the community to inform the development of the LCAP and the annual review and analysis for the indicated LCAP year.

**Charter schools:** Describe the process used to consult with teachers, principals, administrators, other school personnel, parents, and students to inform the development of the LCAP and the annual review and analysis for the indicated LCAP year.

Describe how the consultation process impacted the development of the LCAP and annual update for the indicated LCAP year, including the goals, actions, services, and expenditures.

## Goals, Actions, and Services

LEAs must include a description of the annual goals, for all students and each LCFF identified group of students, to be achieved for each state priority as applicable to type of LEA. An LEA may also include additional local priorities. This section shall also include a description of the specific planned actions an LEA will take to meet the identified goals, and a description of the expenditures required to implement the specific actions.

**School districts and county offices of education:** The LCAP is a three-year plan, which is reviewed and updated annually, as required.

**Charter schools:** The number of years addressed in the LCAP may align with the term of the charter schools budget, typically one year, which is submitted to the school's authorizer. If year 2 and/or year 3 is not applicable, charter schools must specify as such.

### New, Modified, Unchanged

As part of the LCAP development process, which includes the annual update and stakeholder engagement, indicate if the goal, identified need, related state and/or local priorities, and/or expected annual measurable outcomes for the current LCAP year or future LCAP years are modified or unchanged from the previous year's LCAP; or, specify if the goal is new.

## Goal

State the goal. LEAs may number the goals using the “Goal #” box for ease of reference. A goal is a broad statement that describes the desired result to which all actions/services are directed. A goal answers the question: What is the LEA seeking to achieve?

## Related State and/or Local Priorities

List the state and/or local priorities addressed by the goal. The LCAP must include goals that address each of the state priorities, as applicable to the type of LEA, and any additional local priorities; however, one goal may address multiple priorities. ([Link to State Priorities](#))

## Identified Need

Describe the needs that led to establishing the goal. The identified needs may be based on quantitative or qualitative information, including, but not limited to, results of the annual update process or performance data from the California School Dashboard, as applicable.

## Expected Annual Measurable Outcomes

For each LCAP year, identify the metric(s) or indicator(s) that the LEA will use to track progress toward the expected outcomes. LEAs may identify metrics for specific student groups. Include in the baseline column the most recent data associated with this metric or indicator available at the time of adoption of the LCAP for the first year of the three-year plan. The most recent data associated with a metric or indicator includes data as reported in the annual update of the LCAP year immediately preceding the three-year plan, as applicable. The baseline data shall remain unchanged throughout the three-year LCAP. In the subsequent year columns, identify the progress to be made in each year of the three-year cycle of the LCAP. Consider how expected outcomes in any given year are related to the expected outcomes for subsequent years.

The metrics may be quantitative or qualitative, but at minimum an LEA must use the applicable required metrics for the related state priorities, in each LCAP year as applicable to the type of LEA. For the student engagement priority metrics, as applicable, LEAs must calculate the rates as described in the [LCAP Template Appendix, sections \(a\) through \(d\)](#).

## Planned Actions/Services

For each action/service, the LEA must complete either the section “For Actions/Services not included as contributing to meeting Increased or Improved Services Requirement” or the section “For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement.” The LEA shall not complete both sections for a single action.

## For Actions/Services Not Contributing to Meeting the Increased or Improved Services Requirement

### Students to be Served

The “Students to be Served” box is to be completed for all actions/services except for those which are included by the LEA as contributing to meeting the requirement to increase or improve services for unduplicated students. Indicate in this box which students will benefit from the actions/services by entering “All”, “Students with Disabilities”, or “Specific Student Group(s)”. If “Specific Student Group(s)” is entered, identify the specific student group(s) as appropriate.

## Location(s)

Identify the location where the action/services will be provided. If the services are provided to all schools within the LEA, the LEA must identify "All Schools". If the services are provided to specific schools within the LEA or specific grade spans only, the LEA must enter "Specific Schools" or "Specific Grade Spans". Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades K-5), as appropriate.

**Charter schools** operating more than one site, authorized within the same charter petition, may choose to distinguish between sites by entering "Specific Schools" and identifying the site(s) where the actions/services will be provided. For charter schools operating only one site, "All Schools" and "Specific Schools" may be synonymous and, therefore, either would be appropriate. Charter schools may use either term provided they are used in a consistent manner through the LCAP.

## For Actions/Services Contributing to Meeting the Increased or Improved Services Requirement:

### Students to be Served

For any action/service contributing to the LEA's overall demonstration that it has increased or improved services for unduplicated students above what is provided to all students (see Demonstration of Increased or Improved Services for Unduplicated Students section, below), the LEA must identify the unduplicated student group(s) being served.

### Scope of Service

For each action/service contributing to meeting the increased or improved services requirement, identify the scope of service by indicating "LEA-wide", "Schoolwide", or "Limited to Unduplicated Student Group(s)". The LEA must identify one of the following three options:

- If the action/service is being funded and provided to upgrade the entire educational program of the LEA, enter "LEA-wide."
- If the action/service is being funded and provided to upgrade the entire educational program of a particular school or schools, enter "schoolwide".
- If the action/service being funded and provided is limited to the unduplicated students identified in "Students to be Served", enter "Limited to Unduplicated Student Group(s)".

**For charter schools and single-school school districts**, "LEA-wide" and "Schoolwide" may be synonymous and, therefore, either would be appropriate. For charter schools operating multiple schools (determined by a unique CDS code) under a single charter, use "LEA-wide" to refer to all schools under the charter and use "Schoolwide" to refer to a single school authorized within the same charter petition. Charter schools operating a single school may use "LEA-wide" or "Schoolwide" provided these terms are used in a consistent manner through the LCAP.

## Location(s)

Identify the location where the action/services will be provided. If the services are provided to all schools within the LEA, the LEA must indicate "All Schools". If the services are provided to specific schools within the LEA or specific grade spans only, the LEA must enter "Specific Schools" or "Specific Grade Spans". Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades K-5), as appropriate.

**Charter schools** operating more than one site, authorized within the same charter petition, may choose to distinguish between sites by entering “Specific Schools” and identify the site(s) where the actions/services will be provided. For charter schools operating only one site, “All Schools” and “Specific Schools” may be synonymous and, therefore, either would be appropriate. Charter schools may use either term provided they are used in a consistent manner through the LCAP.

## **Actions/Services**

For each LCAP year, identify the actions to be performed and services provided to meet the described goal. Actions and services that are implemented to achieve the identified goal may be grouped together. LEAs may number the action/service using the “Action #” box for ease of reference.

### **New/Modified/Unchanged:**

- Enter “New Action” if the action/service is being added in any of the three years of the LCAP to meet the articulated goal.
- Enter “Modified Action” if the action/service was included to meet an articulated goal and has been changed or modified in any way from the prior year description.
- Enter “Unchanged Action” if the action/service was included to meet an articulated goal and has not been changed or modified in any way from the prior year description.
  - If a planned action/service is anticipated to remain unchanged for the duration of the plan, an LEA may enter “Unchanged Action” and leave the subsequent year columns blank rather than having to copy/paste the action/service into the subsequent year columns. Budgeted expenditures may be treated in the same way as applicable.

**Note:** The goal from the prior year may or may not be included in the current three-year LCAP. For example, when developing year 1 of the LCAP, the goals articulated in year 3 of the preceding three-year LCAP will be from the prior year.

**Charter schools** may complete the LCAP to align with the term of the charter school’s budget that is submitted to the school’s authorizer. Accordingly, a charter school submitting a one-year budget to its authorizer may choose not to complete the year 2 and year 3 portions of the “Goals, Actions, and Services” section of the template. If year 2 and/or year 3 is not applicable, charter schools must specify as such.

## **Budgeted Expenditures**

For each action/service, list and describe budgeted expenditures for each school year to implement these actions, including where those expenditures can be found in the LEA’s budget. The LEA must reference all fund sources for each proposed expenditure. Expenditures must be classified using the California School Accounting Manual as required by EC sections 52061, 52067, and 47606.5.

Expenditures that are included more than once in an LCAP must be indicated as a duplicated expenditure and include a reference to the goal and action/service where the expenditure first appears in the LCAP.



If a county superintendent of schools has jurisdiction over a single school district, and chooses to complete a single LCAP, the LCAP must clearly articulate to which entity's budget (school district or county superintendent of schools) all budgeted expenditures are aligned.

## Demonstration of Increased or Improved Services for Unduplicated Students

This section must be completed for each LCAP year. When developing the LCAP in year 2 or year 3, copy the "Demonstration of Increased or Improved Services for Unduplicated Students" table and enter the appropriate LCAP year. Using the copy of the section, complete the section as required for the current year LCAP. Retain all prior year sections for each of the three years within the LCAP.

### Estimated Supplemental and Concentration Grant Funds

Identify the amount of funds in the LCAP year calculated on the basis of the number and concentration of low income, foster youth, and English learner students as determined pursuant to California Code of Regulations, Title 5 (5 CCR) Section 15496(a)(5).

### Percentage to Increase or Improve Services

Identify the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year as calculated pursuant to 5 CCR Section 15496(a)(7).

Consistent with the requirements of 5 CCR Section 15496, describe how services provided for unduplicated pupils are increased or improved by at least the percentage calculated as compared to services provided for all students in the LCAP year. To improve services means to grow services in quality and to increase services means to grow services in quantity. This description must address how the action(s)/service(s) limited for one or more unduplicated student group(s), and any schoolwide or districtwide action(s)/service(s) supported by the appropriate description, taken together, result in the required proportional increase or improvement in services for unduplicated pupils.

If the overall increased or improved services include any actions/services being funded and provided on a schoolwide or districtwide basis, identify each action/service and include the required descriptions supporting each action/service as follows.

For those services being provided on an LEA-wide basis:

- For school districts with an unduplicated pupil percentage of 55% or more, and for charter schools and county offices of education: Describe how these services are **principally directed to** and **effective in** meeting its goals for unduplicated pupils in the state and any local priorities.
- For school districts with an unduplicated pupil percentage of less than 55%: Describe how these services are **principally directed to** and **effective in** meeting its goals for unduplicated pupils in the state and any local priorities. Also describe how the services are **the most effective use of the funds to** meet these goals for its unduplicated pupils. Provide the basis for this determination, including any alternatives considered, supporting research, experience or educational theory.

For school districts only, identify in the description those services being funded and provided on a schoolwide basis, and include the required description supporting the use of the funds on a schoolwide basis:

- For schools with 40% or more enrollment of unduplicated pupils: Describe how these services are **principally directed to** and **effective in** meeting its goals for its unduplicated pupils in the state and any local priorities.
- For school districts expending funds on a schoolwide basis at a school with less than 40% enrollment of unduplicated pupils: Describe how these services are **principally directed to** and how the services are **the most effective use of the funds to** meet its goals for English learners, low income students and foster youth, in the state and any local priorities.

# State Priorities

**Priority 1: Basic Services** addresses the degree to which:

- A. Teachers in the LEA are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- B. Pupils in the school district have sufficient access to the standards-aligned instructional materials; and
- C. School facilities are maintained in good repair.

**Priority 2: Implementation of State Standards** addresses:

- A. The implementation of state board adopted academic content and performance standards for all students, which are:
  - a. English Language Arts – Common Core State Standards (CCSS) for English Language Arts
  - b. Mathematics – CCSS for Mathematics
  - c. English Language Development (ELD)
  - d. Career Technical Education
  - e. Health Education Content Standards
  - f. History-Social Science
  - g. Model School Library Standards
  - h. Physical Education Model Content Standards
  - i. Next Generation Science Standards
  - j. Visual and Performing Arts
  - k. World Language; and
- B. How the programs and services will enable English learners to access the CCSS and the ELD standards for purposes of gaining academic content knowledge and English language proficiency.

**Priority 3: Parental Involvement** addresses:

- A. The efforts the school district makes to seek parent input in making decisions for the school district and each individual school site;
- B. How the school district will promote parental participation in programs for unduplicated pupils; and
- C. How the school district will promote parental participation in programs for individuals with exceptional needs.

**Priority 4: Pupil Achievement** as measured by all of the following, as applicable:

- A. Statewide assessments;
- B. The Academic Performance Index;
- C. The percentage of pupils who have successfully completed courses that satisfy University of California (UC) or California State University (CSU) entrance requirements, or programs of study that align with state board approved career technical educational standards and framework;
- D. The percentage of English learner pupils who make progress toward English proficiency as measured by the California English Language Development Test (CELDT);
- E. The English learner reclassification rate;
- F. The percentage of pupils who have passed an advanced placement examination with a score of 3 or higher; and
- G. The percentage of pupils who participate in, and demonstrate college preparedness pursuant to, the Early Assessment Program, or any subsequent assessment of college preparedness.

**Priority 5: Pupil Engagement** as measured by all of the following, as applicable:

- A. School attendance rates;
- B. Chronic absenteeism rates;
- C. Middle school dropout rates;
- D. High school dropout rates; and
- E. High school graduation rates;

**Priority 6: School Climate** as measured by all of the following, as applicable:

- A. Pupil suspension rates;
- B. Pupil expulsion rates; and
- C. Other local measures, including surveys of pupils, parents, and teachers on the sense of safety and school connectedness.

**Priority 7: Course Access** addresses the extent to which pupils have access to and are enrolled in:

- A. S broad course of study including courses described under *EC* sections 51210 and 51220(a)-(i), as applicable;
- B. Programs and services developed and provided to unduplicated pupils; and
- C. Programs and services developed and provided to individuals with exceptional needs.

**Priority 8: Pupil Outcomes** addresses pupil outcomes, if available, for courses described under *EC* sections 51210 and 51220(a)-(i), as applicable.

**Priority 9: Coordination of Instruction of Expelled Pupils (COE Only)** addresses how the county superintendent of schools will coordinate instruction of expelled pupils.

**Priority 10. Coordination of Services for Foster Youth (COE Only)** addresses how the county superintendent of schools will coordinate services for foster children, including:

- A. Working with the county child welfare agency to minimize changes in school placement
- B. Providing education-related information to the county child welfare agency to assist in the delivery of services to foster children, including educational status and progress information that is required to be included in court reports;
- C. Responding to requests from the juvenile court for information and working with the juvenile court to ensure the delivery and coordination of necessary educational services; and
- D. Establishing a mechanism for the efficient expeditious transfer of health and education records and the health and education passport.

**Local Priorities** address:

- A. Local priority goals; and
- B. Methods for measuring progress toward local goals.

## APPENDIX A: PRIORITIES 5 AND 6 RATE CALCULATION INSTRUCTIONS

For the purposes of completing the LCAP in reference to the state priorities under *EC* sections 52060 and 52066, as applicable to type of LEA, the following shall apply:

(a) "Chronic absenteeism rate" shall be calculated as follows:

- (1) The number of K-8 students who were absent 10 percent or more of the school days excluding students who were:
  - (A) enrolled less than 31 days
  - (B) enrolled at least 31 days but did not attend at least one day
  - (C) flagged as exempt in the district attendance submission. K-8 students are considered to be exempt if they:
    - (i) are enrolled in a Non-Public School
    - (ii) receive instruction through a home or hospital instructional setting
    - (iii) are attending a community college full-time.
- (2) The number of students who meet the enrollment requirements.
- (3) Divide (1) by (2).

(b) "High school dropout rate" shall be calculated as follows:

- (1) The number of cohort members who dropout by the end of year 4 in the cohort where "cohort" is defined as the number of first-time grade 9 pupils in year 1 (starting cohort) plus pupils who transfer in, minus pupils who transfer out, emigrate, or die during school years 1, 2, 3, and 4.
- (2) The total number of cohort members.
- (3) Divide (1) by (2).

(c) "High school graduation rate" shall be calculated as follows:

(1) For a 4-Year Cohort Graduation Rate:

- (A) The number of students in the cohort who earned a regular high school diploma by the end of year 4 in the cohort.
- (B) The total number of students in the cohort.
- (C) Divide (1) by (2).

(2) For a Dashboard Alternative Schools Status (DASS) Graduation Rate:

- (A) The number of students who either graduated as grade 11 students or who earned any of the following:
  - (i) a regular high school diploma
  - (ii) a High School Equivalency Certificate
  - (iii) an adult education diploma
  - (iv) a Certificate of Completion and was eligible for the California Alternative Assessment if under the age of 20.
- (B) The number of students in the DASS graduation cohort.
- (C) Divide (1) by (2).

(d) "Suspension rate" shall be calculated as follows:

- (1) The unduplicated count of pupils involved in one or more incidents for which the pupil was suspended during the academic year (July 1 – June 30).
- (2) The unduplicated count of pupils with a primary, secondary, or short-term enrollment during the academic year (July 1 – June 30).
- (3) Divide (1) by (2).

(e) "Expulsion rate" shall be calculated as follows:

- (1) The unduplicated count of pupils involved in one or more incidents for which the pupil was expelled during the academic year (July 1 – June 30).
- (2) The unduplicated count of pupils with a primary, secondary, or short-term enrollment during the academic year (July 1 – June 30).

(3) Divide (1) by (2).

NOTE: Authority cited: Sections 42238.07 and 52064, *Education Code*. Reference: Sections 2574, 2575, 42238.01, 42238.02, 42238.03, 42238.07, 47605, 47605.6, 47606.5, 48926, 52052, 52060, 52061, 52062, 52063, 52064, 52066, 52067, 52068, 52069, 52070, 52070.5, and 64001,; 20 U.S.C. Sections 6312 and 6314.

## **APPENDIX B: GUIDING QUESTIONS**

### **Guiding Questions: Annual Review and Analysis**

- 1) How have the actions/services addressed the needs of all pupils and did the provisions of those services result in the desired outcomes?
- 2) How have the actions/services addressed the needs of all subgroups of pupils identified pursuant to EC Section 52052, including, but not limited to, English learners, low-income pupils, and foster youth; and did the provision of those actions/services result in the desired outcomes?
- 3) How have the actions/services addressed the identified needs and goals of specific school sites and were these actions/services effective in achieving the desired outcomes?
- 4) What information (e.g., quantitative and qualitative data/metrics) was examined to review progress toward goals in the annual update?
- 5) What progress has been achieved toward the goal and expected measurable outcome(s)? How effective were the actions and services in making progress toward the goal? What changes to goals, actions, services, and expenditures are being made in the LCAP as a result of the review of progress and assessment of the effectiveness of the actions and services?
- 6) What differences are there between budgeted expenditures and estimated actual annual expenditures? What were the reasons for any differences?

### **Guiding Questions: Stakeholder Engagement**

- 1) How have applicable stakeholders (e.g., parents and pupils, including parents of unduplicated pupils and unduplicated pupils identified in *EC* Section 42238.01; community members; local bargaining units; LEA personnel; county child welfare agencies; county office of education foster youth services programs, court-appointed special advocates, and other foster youth stakeholders; community organizations representing English learners; and others as appropriate) been engaged and involved in developing, reviewing, and supporting implementation of the LCAP?
- 2) How have stakeholders been included in the LEA's process in a timely manner to allow for engagement in the development of the LCAP?
- 3) What information (e.g., quantitative and qualitative data/metrics) was made available to stakeholders related to the state priorities and used by the LEA to inform the LCAP goal setting process? How was the information made available?
- 4) What changes, if any, were made in the LCAP prior to adoption as a result of written comments or other feedback received by the LEA through any of the LEA's engagement processes?
- 5) What specific actions were taken to meet statutory requirements for stakeholder engagement pursuant to *EC* sections 52062, 52068, or 47606.5, as applicable, including engagement with representatives of parents and guardians of pupils identified in *EC* Section 42238.01?
- 6) What specific actions were taken to consult with pupils to meet the requirements 5 *CCR* Section 15495(a)?

- 7) How has stakeholder involvement been continued and supported? How has the involvement of these stakeholders supported improved outcomes for pupils, including unduplicated pupils, related to the state priorities?

## Guiding Questions: Goals, Actions, and Services

- 1) What are the LEA's goal(s) to address state priorities related to "Conditions of Learning": Basic Services (Priority 1), the Implementation of State Standards (Priority 2), and Course Access (Priority 7)?
- 2) What are the LEA's goal(s) to address state priorities related to "Pupil Outcomes": Pupil Achievement (Priority 4), Pupil Outcomes (Priority 8), Coordination of Instruction of Expelled Pupils (Priority 9 – COE Only), and Coordination of Services for Foster Youth (Priority 10 – COE Only)?
- 3) What are the LEA's goal(s) to address state priorities related to parent and pupil "Engagement": Parental Involvement (Priority 3), Pupil Engagement (Priority 5), and School Climate (Priority 6)?
- 4) What are the LEA's goal(s) to address any locally-identified priorities?
- 5) How have the unique needs of individual school sites been evaluated to inform the development of meaningful district and/or individual school site goals (e.g., input from site level advisory groups, staff, parents, community, pupils; review of school level plans; in-depth school level data analysis, etc.)?
- 6) What are the unique goals for unduplicated pupils as defined in *EC* Section 42238.01 and groups as defined in *EC* Section 52052 that are different from the LEA's goals for all pupils?
- 7) What are the specific expected measurable outcomes associated with each of the goals annually and over the term of the LCAP?
- 8) What information (e.g., quantitative and qualitative data/metrics) was considered/reviewed to develop goals to address each state or local priority?
- 9) What information was considered/reviewed for individual school sites?
- 10) What information was considered/reviewed for subgroups identified in *EC* Section 52052?
- 11) What actions/services will be provided to all pupils, to subgroups of pupils identified pursuant to *EC* Section 52052, to specific school sites, to English learners, to low-income pupils, and/or to foster youth to achieve goals identified in the LCAP?
- 12) How do these actions/services link to identified goals and expected measurable outcomes?
- 13) What expenditures support changes to actions/services as a result of the goal identified? Where can these expenditures be found in the LEA's budget?

*Prepared by the California Department of Education, January 2019*



## LCAP Expenditure Summary

Total Expenditures by Funding Source						
Funding Source	2018-19 Annual Update Budgeted	2018-19 Annual Update Actual	2017-18	2018-19	2019-20	2017-18 through 2019-20 Total
All Funding Sources	0.00	0.00	0.00	0.00	9,452,252.00	9,452,252.00
	0.00	0.00	0.00	0.00	48,000.00	48,000.00
LCFF	0.00	0.00	0.00	0.00	7,486,068.00	7,486,068.00
Supplemental and Concentration	0.00	0.00	0.00	0.00	1,918,184.00	1,918,184.00

\* Totals based on expenditure amounts in goal and annual update sections.

<b>Total Expenditures by Object Type</b>						
<b>Object Type</b>	<b>2018-19 Annual Update Budgeted</b>	<b>2018-19 Annual Update Actual</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2017-18 through 2019-20 Total</b>
All Expenditure Types	0.00	0.00	0.00	0.00	9,452,252.00	9,452,252.00
1000-1999: Certificated Personnel Salaries	0.00	0.00	0.00	0.00	6,648,000.00	6,648,000.00
4000-4999: Books And Supplies	0.00	0.00	0.00	0.00	128,758.00	128,758.00
5000-5999: Services And Other Operating Expenditures	0.00	0.00	0.00	0.00	1,477,310.00	1,477,310.00
5800: Professional/Consulting Services And Operating Expenditures	0.00	0.00	0.00	0.00	1,198,184.00	1,198,184.00

\* Totals based on expenditure amounts in goal and annual update sections.

<b>Total Expenditures by Object Type and Funding Source</b>							
<b>Object Type</b>	<b>Funding Source</b>	<b>2018-19 Annual Update Budgeted</b>	<b>2018-19 Annual Update Actual</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2017-18 through 2019-20 Total</b>
All Expenditure Types	All Funding Sources	0.00	0.00	0.00	0.00	9,452,252.00	9,452,252.00
1000-1999: Certificated Personnel Salaries	LCFF	0.00	0.00	0.00	0.00	5,880,000.00	5,880,000.00
1000-1999: Certificated Personnel Salaries	Supplemental and Concentration	0.00	0.00	0.00	0.00	768,000.00	768,000.00
4000-4999: Books And Supplies	LCFF	0.00	0.00	0.00	0.00	128,758.00	128,758.00
5000-5999: Services And Other Operating Expenditures	LCFF	0.00	0.00	0.00	0.00	1,477,310.00	1,477,310.00
5800: Professional/Consulting Services And Operating Expenditures		0.00	0.00	0.00	0.00	48,000.00	48,000.00
5800: Professional/Consulting Services And Operating Expenditures	LCFF	0.00	0.00	0.00	0.00	0.00	0.00
5800: Professional/Consulting Services And Operating Expenditures	Supplemental and Concentration	0.00	0.00	0.00	0.00	1,150,184.00	1,150,184.00

\* Totals based on expenditure amounts in goal and annual update sections.

<b>Total Expenditures by Goal</b>						
<b>Goal</b>	<b>2018-19 Annual Update Budgeted</b>	<b>2018-19 Annual Update Actual</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2017-18 through 2019-20 Total</b>
<b>Goal 1</b>	0.00	0.00	0.00	0.00	7,405,310.00	7,405,310.00
<b>Goal 2</b>	0.00	0.00	0.00	0.00	284,758.00	284,758.00
<b>Goal 3</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Goal 4</b>	0.00	0.00	0.00	0.00	1,762,184.00	1,762,184.00

\* Totals based on expenditure amounts in goal and annual update sections.

<b>Expenditures Contributing to Increased/Improved Requirement by Funding Source</b>					
<b>Funding Source</b>	<b>2018-19 Annual Update Budgeted</b>	<b>2018-19 Annual Update Actual</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
All Funding Sources					

<b>Expenditures NOT Contributing to Increased/Improved Requirement by Funding Source</b>					
<b>Funding Source</b>	<b>2018-19 Annual Update Budgeted</b>	<b>2018-19 Annual Update Actual</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
All Funding Sources					

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
The Cottonwood School	Cindy Garcia Interim Executive Director	cindy.garcia@cottonwood.school

## General Information

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

The Cottonwood School (Cottonwood) is a transitional kindergarten through twelfth (TK-12 grade) independent study/home school and site based charter school. On March 17, 2020, our Board approved to physically close Cottonwood School in response to the COVID-19 pandemic. We transitioned to our emergency distance learning plan on March 20, 2020. Our emergency distance learning plan continued through the end of the school year on June 19, 2020. We provided staff and parents with ongoing updates and guidance from State and local agencies over the past few months. We worked to prepare for a safe and successful fall reopening that considers current challenges.

The school closure due to COVID-19 has affected students physically, socially, emotionally, and educationally. Additionally, families and staff have been adversely affected by these extraordinary times. The closure of school has challenged students and families in all aspects of their lives. From access to basic services such as technology and connectivity to expansive consequences like increased unemployment which affect food security and housing, families are having to take on multiple roles. Our site-based high school program is greatly impacted by the increased isolation from peers and the entire school community. Our home study program is also impacted by increased isolation due to lack of social educational opportunities. In addition to the increased stress of these extraordinary times, instruction including pacing, methods, and assessments has shifted forcing students, families, and staff to take on another stressor.

Typically, the non-classroom-based independent study program offers a variety of independent-study learning options, including online, distance, and in person. Given the number of our homeschooling families, we also emphasize Place-Based Learning that immerses students in local cultures, landscapes, and resources to contextualize our curriculum. We ensure students are engaged in appropriate educational activities on instructional days and assess the time value of independent work as well as the quality of contemporaneous work samples. We provide homeschooling families with a variety of curriculum delivery options and instructional material aligned with California state and Common Core standards. Our curriculum delivery options include online instruction courses led by credentialed teachers, offline courses, and virtual courses that employ built-in accommodations, teacher support, performance tasks, and progress monitoring. Although the majority of home school

online teaching and learning continued as it did before COVID-19 important aspects of the program have been affected primarily the Place Based Learning. The school continued during the school closure to engage in the use of virtual tools, which allowed for teachers and staff to engage on a regular basis with families and students as they had prior to the pandemic.

Typically, the site-based high school utilizes Project Based Learning, Experiential Learning, Field Trips and Field Studies to engage students in learning inside and outside of the classroom. COVID-19 forced the site-based high school program to transition to a virtual/distance learning model. The effect of this move has impacted how students, teachers and staff communicate, educate, and learn.

The Cottonwood School recognizes the additional challenges involved to meet the needs of students; physically, socially, emotionally, and educationally during this extraordinary time. The Cottonwood School understands the need to be mindful and consistent is even greater because of additional challenges distance learning brings to delivering instructional programs. All programs continue to provide access based on individual need including students with special needs, English Learners, Foster Youth, and Homeless students. Professional development for teachers will continue to promote distance learning, Multi-Tiered Systems of Support and prioritized content standards.

## Stakeholder Engagement

### A description of the efforts made to solicit stakeholder feedback

The Cottonwood School sent letters to staff and parents/guardians to inform of the COVID 19 closure. A survey, for staff and families to provide feedback on the closure of the school, gathered information on the additional needs staff, students and families have due to COVID-19—physically, socially, emotionally, and educationally. Seven percent of our population speak a language other than English thus the survey was available in English, Spanish and Russian.

The site-based program called all families to inform them of the school closure, the distance learning plan and to address concerns. In addition to initial direct communication, the site-based staff made themselves available to answer questions and listen to feedback and adjust accordingly.

Board members were actively involved in the decision when and the process of how the school closed due COVID-19. The LCP was introduced at a board meeting providing the requirements and timeline to all stakeholders. Following that board meeting a draft of the LCP along with the instructions was posted online. TCS's public hearing on the LCP provided an opportunity for stakeholders to provide feedback.

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



Beginning in March 2020, all Cottonwood's board meetings and public hearings have been conducted on a virtual webinar platform (Zoom). All links and phone numbers to access Board Meetings are provided on both the Board Agenda and Packet. Individuals in attendance can ask questions and make public comments for items both on and not on the meeting agenda. Chat comments are saved and reviewed by TCS leadership. Information and announcements for these meetings are placed prominently on the school's website, and public notice for these meetings is provided 72 hours in advance along with the agenda. Staff who are knowledgeable about the virtual webinar platform are present for the duration of the meeting to support staff and attendees should there be any access issues or technical difficulties that need to be resolved.

### **A summary of the feedback provided by specific stakeholder groups.**

The Cottonwood School received feedback regarding our Learning Continuity and Attendance Plan from parents and staff. Staff prioritized providing support and resources to all students. Staff highlighted the need for additional intervention and support for struggling students.

Themes emerged around supporting English learners with a focus on English Language Development. Staff emphasized the need for support in the use of technology. Staff shared the need to ensure students have the resources to access online curriculum. Staff also shared their want of exposure to a variety of enrichment activities that will take the place of Place Based Learning families, students and staff have relied on prior to the closure of COVID 19.

Providing professional development on digital platforms such as Zoom, Schoology and Google Classroom to ensure internet safety, effective instruction and student engagement emerged as a high priority. Synchronous instruction was identified by staff as an area of growth to meet students where they are at and to move them forward.

Staff indicated challenges and strengths of providing services and assessments related to the needs of students with disabilities during the COVID 19 school closure.

Social and emotional wellbeing for all—students and staff—is an ongoing need. Exploring ways to meet the needs of our school community is of utmost importance, the stakeholder groups shared.

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

Our stakeholder feedback informed our Learning Continuity and Attendance Plan in the following manner: The Cottonwood School continues to explore and implement instructional materials and assessment tools to support instruction in Mathematics, English, English Language Development and other content areas. Additional supports are enhanced to support students with technology. Supporting students in their social emotional needs is a priority. Online curriculum including Everfi and web pages on growth mindset are a few options to support home study students. The site-based program works to support students through assigning an advisory to each student. The

advisor supports the student physically, academically, emotionally and socially through advisory and through day to day interactions on zoom.

## 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.**

The Cottonwood School is a site-based and an independent/home study charter school. Prior to school closure in March 2020, the home school teachers met in-person with their students on a regular basis. In-person tutoring was also provided through our service vendors and staff. The site-based high school was on campus five days a week from 8am to 2:30pm. In response to the CDE health guidelines due the pandemic, all programs transitioned to a virtual model. The independent/home study program met with tutors providing live support online. The site-based program continued to meet daily from 8:30am to 1:00pm albeit virtually. With the transition to the virtual model we realize that learning loss did occur.

Cottonwood is following county, local health departments, and state guidelines related to school opening and when to offer safe in-person instructional services. Safety measures will be employed, such as sanitization of work areas and social distancing. Additionally, Cottonwood will utilize a “return-to-work” plan that consists of phasing staff back on-site in a controlled model based on CDC guidelines and the impact of Covid-19 in Cottonwood’s geographical areas to ensure the safety of staff and students.

### Modes of instruction

When it is deemed safe to return to teacher in-person meetings for the independent/home study program and to classroom-based instruction for the site-based program the modes of instruction will be:

The independent/home study program will offer in person visits as well as virtual visits to provide options for students and families. The home study teacher will continue to use zoom, Schoology, Google classroom so that all students will have access to their home study teacher whether virtual or in-person.

**The site-based school will offer three different learning models: fusion, synergy, distance learning.**

Fusion is the tradition five day a week classroom-based instruction. This model will have the appropriate 6 feet apart spacing between students in all classrooms. This will allow for a percentage of the site-based population to have the continuity of daily in-person instruction and daily interaction with peers and teachers. Zoom break-out rooms will allow for students to continue project-based learning.

Synergy is two times a week on campus. 9<sup>th</sup> and 10<sup>th</sup> grade students will attend classes on opposite days of the 11<sup>th</sup> and 12<sup>th</sup> grade students. Deep cleaning between days will occur. Zoom break-out rooms will allow for students to continue project-based learning. The days students are not on campus they will be able to join instruction via zoom or access the recorded session on their own. Teachers will hold office hours daily.

Distance learning will continue for all students who choose to remain off-campus. Students will be able to join instruction via zoom or access the recorded session on their own. Teachers will hold office hours daily.

**Staffing**

The Cottonwood School will ensure counselors, special education staff, and other support staff are actively monitor our students when school resumes. This monitoring includes assessing the potential need of social, emotional and academic supports and then identifying and offering interventions to meet the needs of each student.

Staff can accommodate student needs in-person, during classroom-based instruction as well as in a virtual setting; many staff have been providing the virtual setting experience for our students already.

**Plan to Mitigate Transmission**

Physical distancing will be practiced. All will be expected to keep six-feet apart and the site-based program will ensure that the classroom setting keeps students six-feet apart.

Face shields will be required unless the developmental age of the student warrants otherwise. Also, if a medical condition triumphs wearing a face shield. The mandate of face shields applies to teachers and students alike.

In-person visit locations and site-based classrooms teachers will require and model good hygiene. All classrooms will be deep cleaned daily.

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

Description	Total Funds	Contributing
Cottonwood will monitor local and state guidelines related to in-person offerings. To increase and improve services, technology and professional development will be provided to staff and students.	\$5,000	Y

Expenditures associated with researching and access to virtual access to community resources.	\$4,500	Y
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## 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.**

The Cottonwood School continues to use the mission and vision of the programs to guide and drive the instruction providing continuity through this challenging time.

### Virtual Learning Options/Distance Learning Options

The non classroom based independent study program will continue the delivery options parents and students are accustomed to pre-COVID. Our current distance learning format has not changed. In addition to the plethora of choices already in place prior to COVID 19 in the home study program, two new programs for our middle to high school students have been added: Junior High Virtual Academy (JHVA) and High School Virtual Academy (HSVA). Both programs provide direct instruction via zoom two times a week. Independent study work is assigned with a credentialed teacher helping guide and assess students throughout the duration of the course. Schoology is the technology vehicle used to communicate with students and teachers between zoom meetings. JHVA offers courses in math, language arts, science, study skills, and growth mindset with a focus using The Big Life Journal, along with teaching basic digital literacy skills. The HSVA has live online courses where students login for one to two hours each for an instructional session. In both programs teachers monitor and assess each student’s engagement and academic performance and achievement. Teachers regularly communicate with students through email, zoom meetings, phone calls to help, to encourage, to guide students. We have also infused trauma-informed practices as universal supports to help mitigate the negative effects of COVID-19 and social unrest. More details are in subsequent sections, including those specific learning loss and mental health and social and mental well being. When and If the county guidelines allow for in-person instruction/activities, we will add similar supports in person as needed.

The site-based program through daily zoom classes continues to provide the full curriculum that is based on CA standards. Teachers utilize Schoology to communicate with students, to provide access to all curriculums and to differentiate instruction. All students are required to attend zoom classes daily, and all teachers participate in a collaboration time on zoom daily where students can get additional help, ask questions and work collaboratively with other students. Teachers are in contact with parents immediately if a student is absent. We have also infused trauma-informed practices as universal supports to help mitigate the negative effects of COVID-19 and social unrest.

## Technology and Instruction

All TCS students have access to devices and if connectivity issues for distance learning occur TCS provides hotspots for students and staff.

Staff assignments have remained consistent throughout and so, too, the delivery of instruction. Professional development is designed to ensure all staff is technology savvy; teacher leaders support staff with technology issues and distance learning instruction. All non-classroom based staff supports the teaching staff and students to ensure our programs are consistent and are meeting the requirements of distance learning.

## Instructional Strategies

The Classroom based program uses a variety of instructional tools to support all students. Math tools to support the students included Achieve the Core, Standards Focus by Grade Level Guide and the Coherence Map. We also use tools from Student Achievement Partners, including the 2020-21 Priority Instructional Content in ELA/literacy and Mathematics. Along with focusing on essential learning priorities, we administer academic supports or scaffolds to help students access content, concepts, and skills. Examples of scaffolding for literacy include: use text sets and systemically order text from less to more complex to build students background knowledge; use varying strategies before reading a text, during the initial reading and subsequent readings, and after reading to support students in comprehending; building vocabulary with a focus on words that are key to text comprehension; differentiated support for individual or small groups of students depending on their needs. (This approach differs from isolated remediation focused on the previous year's curriculum.) In math, we use the Understand-Diagnose-Take Action cycle to provide appropriate scaffolding and or instructional supports. *Understand* is teachers understand the revised learning priorities for this year, including prerequisite skills students need to access grade-level content. *Diagnose* is having an accurate understanding of each students' level of comprehension. To do this, teachers engage in comprehensive formative assessments and review the results of diagnostic and interim assessments. *Take Action* is planning for and appropriately implementing needed supports/scaffolds during a lesson.

For our non-classroom-based independent study students, we provide homeschooling families with a wide variety of curriculum delivery options and instructional material aligned with California state and Common Core standards. Upon enrollment, an appropriately certified home school teacher (HST) is assigned to a family and schedules a meeting to create an individual education plan for the student(s). The role of an HST is similar to 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 work together with families to provide support and to review student performance and progress to date. HSTs schedule additional meetings, and support as needed.

We provide homeschooling families with a variety of curriculum delivery options, including online instruction courses led by credentialed teachers, offline courses, and virtual courses that employ built-in accommodations, teacher support, performance tasks, and progress monitoring. Families select the combination of systems that best suit student learning needs and interests. 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. As we have done before our extended closure, we discuss with each family the curriculum delivery options available during the COVID19 shelter in place restrictions. Below are the three distance learning options offered to families during our extended COVID19 closure:

### 1) Teacher-Directed Instructional Model

- Teacher and families select materials (e.g., digital links, digitized materials, district-adopted textbooks)
- Students engage through recorded (asynchronous) and live sessions (synchronous) using digital platforms such as Zoom
- Teacher prioritizes learning goals, determines full or partial online equivalent, or needed adjustments
- Teacher communicates with students and families through phone or other agreed-upon digital platforms

### 2) Online Instructional Model

- Instruction provided through district-licensed online content resources (e.g., Edgenuity)
- Students engage through menu-driven activities allowing for self-pacing, monitoring of student learning
- Credentialed teacher communicates with students and families through district-licensed online content resources, phone, or other agreed-upon digital platforms

### 3) Blended Instructional Model

- Teacher and families select materials (e.g., digital links, digitized materials, district-adopted textbooks)
- Students engage through a combination of recorded/live sessions using a digital platform such as Zoom, and through the district-licensed online content resources (e.g., Edgenuity)
- Teacher enhances district-licensed online content resources (e.g., Edgenuity) by prioritizes learning goals, determines full or partial online equivalent, or needed adjustments
- Teacher communicates with students and families through phone or other digital platforms selected by the teacher

We did not attempt to recreate long, traditional school days at home. Instead, we focus on implementing an online instructional delivery method that supports mastery of content that maximizes synchronous instructional time with teachers and other students, as well as on-demand or asynchronous approaches. In this way, time on task is viewed as a variable while learning is constant. Considering the effects of COVID-19 and societal unrest, our staff collaborated to prioritize learning goals, identify course sequence changes, increased scaffolding/instructional support, and to divide content and standards into manageable chunks through on-demand methods and shorter, targeted synchronous lessons that include trauma-informed practices. These foci are especially important to accelerate the learning of students who are most vulnerable to the adverse effects of COVID-19 and societal unrest. Further, our curriculum continues with the context of initial diagnostic, formative, interim, and summative assessments to inform our practices and need adjustments. Details are described in greater detail within subsequent sections, including those specific to learning loss and mental health and social and emotional wellbeing.

## 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.**

Students have access to devices such as laptops and Chromebooks to access their curriculum. Students can receive a free portable wireless internet connection (MiFi) from the school to use for access to the internet if connectivity is an issue. The Cottonwood School purchased chromebooks to ensure all students have a device to access curriculum and instruction. Staff attempts to hand-delivered computers and hard copies of the curriculum to students (and their caregivers) living domestic violence shelters as needed. In addition, families are provided with distance learning packets, including hard copies of the curriculum, while they receive the ordered technology

## **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.**

Home study students at The Cottonwood School have options for instruction. Each option has specific ways to assess and address the time value of the work as well as capturing attendance for the work and time value that is completed. The teachers assess student participation weekly and then monthly. Site-based students have choice as well when showing what they know and what they have or are learning. Teachers are mindful that all aspects of assessment--formative and summative--are important when measuring participation and learning growth.

Upon enrollment in the home study program, we assign an appropriately certified homeschool 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, to review student performance and progress to date. HSTs also schedule additional appointments and support as needed. The site-based program has advisors which function in much the same way: providing academic and social, emotional support throughout the school day, week and year.

Further, our academic intervention supports are part of our overall school support structure, commonly known as Multi-tiered systems of support (MTSS). We supplement, when appropriate, our curriculum with intervention materials to ensure each student receives appropriate support. For example, students with exceptional learning or emotional needs may not have their individual needs met through universal supports. 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. Additionally, some of our home study families/students choose conventional courses led by a credentialed teacher such as Edgenuity or choose to be in programs like JHVA, HSVA that offer similar courses. Some of our students choose to enroll in college courses--dual enrollment. We monitor the participation of students enrolled in college courses particularly during this time of distance learning-based curriculum even at the college level.

## **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.**

Cottonwood will continue to provide professional development (PD) to ensure all staff is equipped to deliver appropriate instruction and support during the COVID-19 pandemic; with the understanding for the need to provide unique ways to instruct and support students academically and socially and emotionally during this extraordinary time. Our staff is utilizing Google Classroom for PD. A focus of PD is teaching tips and tricks on connecting with students and parents, assessing and monitoring learning progress while in a virtual setting. Another PD focused on creating a work-life balance with optional ongoing small group focus groups for the staff. Ongoing teacher training and support with office hours hosted by Teacher Trainers and High School Success Coordinators are held regularly as is team support led by teacher leaders. Along with consistent PD and support groups, weekly team newsletters and daily communications keep staff abreast during this dynamic time.

Staff has been trained and has access to Google Classroom. Google Classroom is one method we use to meet with students and families. Training was provided through spring and summer and will be ongoing throughout the 2020/21 school year.

Virtual classroom space has been made available (Google Classroom) and is set up for all of our students enrolled in the home study program; this allows the students to interact with their teachers and to access content and instruction. The site-based program utilizes Google Classroom, Zoom rooms, and Schoology to teach and support students during this distant learning time.

Ongoing teacher training occurs monthly in a virtual environment where staff participate in learning related to virtual teaching strategies and supports, as well as learn how to provide instruction and curriculum through a variety of digital platforms. All training on strategies for the instruction are provided virtually; there will be no in-person training until it is safe to do so.

## Staff Roles and Responsibilities

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

Due to the move to virtual platforms for instruction and enrichment activities, numerous staff created alternatives for enrichment, to comply with the new requirement as a result of COVID-19. Staff who previously engaged in activities such as in-person testing, community events, and other in-person activities have been redeployed. These staff are assisting with other schoolwide activities that support students, families, and staff, which allow students to have complete access to educational opportunities. This year our staff has added contribution teams to focus on Parent Education, Academic Engagement, Communication, Professional Learning, and Teacher Training. A new family resource site has been developed with current news and information, along with community, academic and other resources to support families. Regional Coordinators will support the mental health of staff and students. Surveys of teacher teams will occur throughout the year with an anonymous survey on needs for teachers. Leadership team will connect with staff such as with one on one calls, "check ins", email, mail, and virtual meetings. Work life balance sessions, tools and focus are in the Professional Development and throughout monthly teacher meetings. Focus on clear and timely communication of duties and responsibilities as to now overwhelm staff.

Staff have also worked on the provision and facilitation of online and on-demand support for curriculum and virtual enrichment activities with a variety of community partners, allowing for further continuity of support. Cottonwood has a School Psychologist who works to support students' mental health and social/emotional needs. Our High School counselor works with students and teachers to develop and support students' personalized learning plans tailored to students' specific needs academically and socially/emotionally.



## 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.**

### Students who are English learners

For English learners we continue to facilitate structured opportunities to practice English with classmates and teachers through daily online instruction. Additionally, our learning supports/scaffolding focuses on the increasing use of a range of information systems, such as graphic organizers, diagrams, videos, or other media to provide comprehensible input and contextualize content. Similarly, we will focus on delivering improved language models-such as sentence frames and starters. EL students will be encouraged to attend the CC Events by their EL designee. CC's work in grade level spans to make sure offerings are plentiful for all ages. CC's will offer a predictable schedule of workshops so parents/students can plan ahead to attend. EL students are offered recommended Curriculum with builds in ELD instruction and offers access to technology. Cottonwood will continue to gather input from stakeholders through teacher relationships, surveys and ELAC and DLAC meetings.

### 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. In this model, Tier 1 supports are universal and 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 tier 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. However, 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 attempting to find a way to administer assessments virtually as needed optimally.

For students with exceptional needs, we collaborate with families to determine how best to administer services and to monitor IEP goals. Cottonwood has 8.5% of its population identified as students with exceptional needs. For 2020/21, Cottonwood has a complement of certificated staff to support these students.

Cottonwood is part of the El Dorado County Office of Education (EDCOE) Special Education Local Plan Area (SELPA). Our school continues to have a strong relationship with our SELPA partners. Our students' access support and services provided along the continuum of service delivery options from our SELPA partners as determined by students' Individualized Education Plans.

### Students in Foster Care

For students in foster care, we maximize instructional flexibility and support. Students in foster care may be unable to attend each real-time class or meet a project deadline. We are aware of the need for increased flexibility and collaborate with students and families to avoid any unnecessary academic penalty related to matters beyond their control. We also increase outreach and coordination with community resources. Community Connections will offer virtual events and workshops that are accessible and offer social language development. Cottonwood has a full-time Student Support Program Specialist who specifically supports a variety of students with unique needs, including foster youth. The student services team, in conjunction with our program specialist, work to ensure students have access to a variety of services and supports. The student services team provides resources for a variety of needs, which include housing resources, school supplies, bus passes, gift cards for emergency needs, as well as referral services to outside agencies that can provide additional support for students and families. Our student services team is making strategic outreach calls to ensure that students and families are aware of the availability of resources for basic needs, such as food and shelter, in their unique communities. These provide and assist with academics and access to online coursework.

**Students Experiencing Homelessness**

For homeless youth, we maximize instructional flexibility and support. Students experiencing homelessness, or struggling with poverty may be unable to attend each real-time class or meet a project deadline. We are aware of the need for increased flexibility and collaborate with students and families to avoid any unnecessary academic penalty related to matters beyond their control. We also increase outreach and coordination with community resources. Community Connections will offer virtual events and workshops that are accessible and offer social language development. The Student Support Program Specialist with the Student Services Team will provide continued resources related to food, shelter, and other basic necessities for our students and families in this demographic. The Student Support Program Specialist/Student Services Team provides resources to support a variety of needs, which include housing resources, school supplies, bus passes, gift cards for emergency needs, as well as referral services to outside agencies to provide assistance for students and families. Additionally, there will be school training in the area of trauma-informed practices for impacted staff, students, and families. These services specifically address the needs of these students to increase their academic outcomes.

**Actions Related to the Distance Learning Program**

Description	Total Funds	Contributing
Professional learning for staff and parents related to incorporating trauma-informed practices into lessons, specifically in a distance learning format, including new Professional Development Coordinator	\$5,500	Y
Internal Common assessments to measure student progress and identify areas our students are struggling in.	\$35,556	Y
Additional devices, including Chromebooks for English learners, students living in poverty, students placed in foster care, students experiencing homelessness, and those with exceptional needs. This will provide access to online curriculum, online community partners and other resources to support students in academic progress.	\$31,350	Y
Additional devices to provide for general education students in need of a device to access their curriculum, online classes or virtual direct instruction.	\$50,000	Y
Cottonwood will provide MiFi (mobile internet connection) to English learners, students living in poverty, students placed in foster care, students experiencing homelessness, and those with exceptional needs at no	\$20,160	Y

cost. This will provide access to the internet and online curriculum, online community partners and other resources to support students in academic progress.		
Cottonwood has purchased online curriculum resources both academic for all students in all grades to provide immediate access to standards based curriculum. Including Brainpop and Brainpop ELL	\$23,733	Y
Costs to implement CC program include hot spots for connectivity, web cameras/tripods for the Community Coordinators Costs associated with staff	\$1,800	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.**

Due to school closures, waiver of ESSA requirements and the effects of the pandemic, some of our students were unable to complete their ELPACs, and some did not complete our STAR360 interim assessment cycle. The validity of spring 2020 common assessment results for those students who did participate is uncertain given the impact of the pandemic on our families, including trauma experienced by students. Although there are no standardized test results for the 19-20 school year which is used to measure individual pupil proficiency growth, we cannot wait for 2021 Dashboard results (assuming there is one) to measure the effectiveness of our strategies. 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 common 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, for a balanced assessment, we 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 lesson. This type of assessment takes on a variety of methods whereby the teacher observes and processes evidence of learning, including asking guiding and probing questions, student to student discussions when possible, etc. In this manner, a teacher may also consider English language proficiency and make immediate adjustments.

### 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.**

The Cottonwood school provides standards based curriculum and offers instruction in all key content areas to address student learning loss and provide academic growth. Student academic plans are created with their teachers and counselors that allows them to personalize

standard achievement plans and provide interventions for students as they are progressing throughout the school year. This allows staff to support in-progress monitoring of students and to provide supports for the whole child as appropriate.

The Cottonwood school has over 150 vendors that provide enrichment activities in a virtual manner. The cottonwood school also provides community connections with their own teachers which includes fun activities, learning activities, community bonding activities and growth mindset. The service vendors support and enhance student learning in a variety of academic and social/emotional areas. These supports are tailored to provide extra support for our students who are English Learners, Low Income, and Foster Youth as our plans determine specific needs and other areas of growth.

The Cottonwood school launched a growth mindset and social emotional language website for parents and teachers. It includes a curriculum that is free and useful for identifying stressors and ways to cope in a productive way.

### 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.

Regular progress monitoring will occur by teaching staff in utilizing both formal and informal measures to monitor progress. Counselors will be available to support students' social/emotional and mental health needs, areas of pupil learning loss, and opportunities for accelerated growth. Cottonwood will utilize their student information system to collect data, contacts with students and families, and to house data surrounding academic progress as well as progress toward their personalized learning plans. This will allow practitioners to intervene if students are not demonstrating success.

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

Description	Total Funds	Contributing
Cottonwood will provide standards based curriculum for students to access content and instruction in order for students to progress toward standards and make academic growth	\$1,212,500	Y
Staff and parent training related to understanding our MTSS, and expressly what resources are provided at each tier	\$3,500	Y
Staff and parent training related to understanding our English Language Development strategies	\$4,000	Y
Expenditures associated with staff training related to formative assessments and refining curriculum Scope and Sequences	\$5,000	Y
Junior High Virtual Academy Program Coordinator	\$10,000	Y
Junior High Virtual High Academy Lead Teacher	\$8,752	Y
High School virtual Academy Program Coordinator	\$12,400	Y
Cost of math support intervention coordinator	\$30,000	Y

Cost of reading/literacy intervention coordinator	\$30,000	Y
Expenditure with the translation of communication and learning Continuity Plan	\$3,000	Y
Cost associated with teacher devices	\$50,000	Y
Costs associated with staff using internet	\$33,250	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**

The Cottonwood school has a School Psychologist to focus on mental health and social-emotional well-being for students and staff. Cottonwood will Implement Tier 1 interventions (resources and activities) that follow CASEL’s Five Core SEL Competencies: Self-Awareness; Self-Management; Social Awareness; Relationship Skills; and Responsible Decision-Making. Tier 2 includes targeted intervention using the Everfi Virtual Social-Emotional Curriculum Everfi Course Outline. Our SEL Resources website offers for teachers and students, Covid-19 emotional support activities and resources. Our school is providing Trauma-Informed Practices information and resources and Crisis Hotlines and websites. Students’ progress is monitored through the SST process. Students in Crisis offers support to students and families as they navigate crisis situations. The Students in Crisis Coordinator monitors students monthly throughout the school year. Teachers will receive the students in Crisis Presentation along with students in crisis referral form. A new program called Mindset Mondays has been created to help and support the Social Emotional Learning Components. On the first Monday of each month, Students are invited to join us for a 30-45 minute webinar with practical tools on various SEL topics. Each topic aligns with a CASEL SEL competency area. on the 3rd Monday of Each Month, Students may come and share how they’ve used the tools in their daily life and/or ask questions about how to use them more effectively. A Growth Mindset website has also been created to offer teachers and families a deeper understanding of Growth Mindset and provides a content hub for teachers and parents as they implement Growth Mindset practices in their student's learning environment.

## 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.**

The Cottonwood school has established processes to provide students with support. Teachers continue to nurture and build close relationships with their students and are trained on how to best support their students as a whole child. The school has a student in crisis program that provides immediate mental and academic support when a family or student is in crisis. These and other supports ensure they are proactively addressing issues for students who are struggling with attendance and work completion. Teachers and their supporting administrators make continual contact with families and students not engaging in school work.

Continued support of a multitiered system of supports for our students struggling in academics and social emotional needs was launched this school year. Community Coordinators will provide student learning support by hosting workshops that include but are not limited to virtual tours of historic sites, parks and museums. Community Coordinators will offer workshops that address specific science and math standards to engage students and provide outreach during the pandemic including: Salmon Migration, Force & Motion, Measurement, Number Challenge.

Cottonwood continues to reach out to our families in their home language with messaging and surveys to obtain stakeholder input and to share all resources to help promote school engagement. We are focusing on our English Learners and their progress by monitoring all areas of their school engagement.

## 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.**

Cottonwood’s non classroom based charter school is not required to offer meals to students unless students are required to attend a site-based activity for more than two hours (*Assembly Bill 1871*).

The site-based school offers shelf stable breakfast for the school population which is currently under 50 students.

Through the Students in Crisis program, Cottonwood will contact families and students experiencing homelessness to provide detailed information on how to access online content regarding resources for food, nutrition, and other services in their community.

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

Section	Description	Total Funds	Contributing
School Nutrition	Shelf Safe Breakfast	\$1,000	Y
School Psychologist	Cottonwood has a school Psychologist to offer aid to students in crisis and virtual mentoring for students to support their academic and growth mindset which will support them in improving their overall wellbeing and access to curriculum.	\$44,000	Y

Social-Emotional Learning/ Growth Mindset	Purchasing Big Life Journals for all students/ teacher materials and training for teachers	\$60,000	Y
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# 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
7.79	\$1,590,460

## 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.**

The service delivery model and resources we provide for students are uniquely tailored to their individual needs. We ensure that academic resources and technology are provided so students are able to engage in curriculum. Parents/guardians receive individualized contact to ensure that all needs are addressed and referrals can be made for various services and support.

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

The Cottonwood school supports students who are low income, English Learners and Foster Youth in many ways that exceed costs of providing basic educational services. Students who are identified as low income may receive free MiFi's to access the internet to access standardized curriculum. They also have access to free Laptops. The Cottonwood school has designated an English Learner Coordinator to facilitate identifying and supporting students. Free online curriculum supports English Language Development for all English Learners. Teachers are trained on recommending the best curriculum for English learners. The implementation of personalized learning plans for all students address the unique needs of each of these groups. In addition to the above we provide:

- staff and parent training related trauma-informed practices
- access to community resources
- diagnostic assessments
- Intervention coordinators to analyze assessments and monitor student success, help maximize MTSS and provide resources for community resources.
- Staff and parent training related to our MTSS
- Staff and parent training related to our English 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 acceleration learning.



# Cover Sheet

## Procurify Contract

**Section:** IV. Operations  
**Item:** A. Procurify Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Procurify - Proposal Review - Cottonwood.pdf



# Procurify Proposal Review



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# Investment Breakdown

This is the breakdown of your investment in Procurify.

Please note, your investment is **billed annually in USD.**

Additional users will be charged at the rates specified below.

### Payment Options

#### Option 1

Full Payment on Net 30 from agreement signed

#### Option 2

Full Payment on Net 45 from agreement signed

#### Option 3

50% Payment on Net 30 from agreement signed and 50% on Net 90 from agreement signed

Module Type	User Count	List Price	Annual
<b>Group School Special Pricing</b>			
Platform			
Client Support			
Implementation			
Standard Requester User	2500 +		\$0
Enterprise Advanced User	150		\$75,000
<b>Total Annually</b>			<b>\$75,000</b>



## Timeline and Go Live Dates

Date	Event	Completed
11/17	Board Meeting	
12/5	Agreement Signed	
12/07	Kick Off Meeting and Team Introductions	
12/10	Implementation Start Date	
12/15 - 02/15	Template Completion	
02/15 - 03/15	Sandbox, Testing, and Training	
03/25	Final Check and Live Domain Set Up	
04/01	Go Live & Launch Date	



# Where do we go from here?



**1. Contract Sent**  
Agreement and Terms



**2. Review and Sign**  
Electronic Signature



**3. Connect with Pro Services**

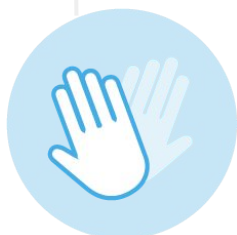
- I. Requirements (Both sides)
- II. Timeline
- III. Account Setup
- IV. Training



**4. Go-Live**

Throughout the lifetime of your account you will be assigned a dedicated support team who will provide:

- I. On-going Support
- II. Business reviews
- III. Work Changes/Updates
- IV. New feature implementation



**5. On-Going Benefits**

- I. Increased Productivity
- II. Cost-Savings
- III. Greater Team Engagement



**Thank you**

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