



## **2023-24 Local Control Accountability Plan (LCAP) Summary of Actions & Services**

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Laurel Tree Charter School	Brenda Sutter Lead Teacher	laureltree_lc@yahoo.com 707 822-5626

## Goal 1

A strong connection with students, families, and community.

### Rationale

Community and relationship are things we value at Laurel Tree. Having strong relationships with our students and our families helps students attend and do well in school. We wanted to focus on improving attendance and the teachers felt that building strong connections with our families would be key to this.

### Actions and Services

Goal/ Action	Action Title/ Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Internal Notes
1.1	<b>Sharing Information</b> We will increase parent awareness of attendance policies and the importance of good school attendance by: Including attendance policies in back-to-school mailings \$500.00 Posting policies online Sharing in the Monday Note Discussing at community events Making information available in Spanish \$500.00	ongoing	No Yes		LCFF 1,000	\$1,000.00	
1.2	<b>Tracking/Reporting Attendance</b> Continue having office staff track Independent Study Packets. Office staff report on attendance problems weekly at staff meetings. \$10,000 of Office Admin. salary	ongoing	No	LCFF 135,000	LCFF 32,000	\$167,000.00	
1.3	<b>Attendance Circles</b> Implement "Attendance Circle" with 80% of the	ongoing	No	Other State 32,000		\$32,000.00	

Goal/Action	Action Title/Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Internal Notes
	students who are chronically absent. This meeting should result in an attendance contract. Maintain a full-time Behavioral Aid 2 or School Psychologist to facilitate these meetings and work on reducing barriers to school attendance. \$32,000 for School Psychologist from In-Person Instructions funds.						
1.4	<b>Website</b> Update our website to include all necessary state requirements, information needed by families, and a revised Vision/Mission Statement, and our Schoolwide Learner Outcomes. Have Spanish translations available. \$300.00 stipend	Summer 2021	No Yes	LCFF 300		\$300.00	
1.5	<b>Handbooks</b> Review and update LT A-Z and Employee Handbook at Staff Retreat. Have them available in Spanish. \$500.00 printing	Summer 2021	No Yes		LCFF 500	\$500.00	
1.6	<b>Community Events</b> Continue with Potluck and Performances as community events and showcases for student work. This a community-building event where information is shared with parents and input on school decisions is solicited. \$3000.00 rental of buildings for events	ongoing	No		LCFF 3000	\$3,000.00	

Goal/Action	Action Title/Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Internal Notes
1.7	<b>Parent Surveys</b> Survey parents yearly about school community, safety, and input on LCAP goals.	ongoing	No				
1.8	<b>Back-to-School Night</b> Provide parents with a student schedule, a homeroom teacher connection, connection information on Jupiter Ed and the Monday Note, and information about the curriculum used in classes at a back-to-school night in the fall. \$1,000 for event	yearly	No		LCFF 1000	\$1,000.00	

## Goal 2

**A safe school site that facilitates the kind of learning we aspire to - inclusive, sustainable, developmentally appropriate, project-based, and college and career ready.**

### Rationale

The space and the environment we create together has a big impact on how comfortable students are, how safe they feel, and how well they can learn. We want a space that reflects our values and facilitates the kind of learning we believe in. We have been looking for land to build on for the last six years, now that we have that, we're ready to really focus on this goal.

### Actions and Services

Goal/Action	Action Title/Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Internal Notes
2.1	<b>Training</b> Certify 100% of our staff current in CPR and First Aid. Provide first aid training for our high school students. \$5000 from In Person Instruction Funding	Fall 2021	No		Other State 5000	\$5,000.00	
2.2	<b>Mold Testing and Maintenance</b> Check humidity rates twice a year. Mold testing once a year and any needed action	ongoing	No		LCFF 250	\$250.00	

Goal/Action	Action Title/Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Internal Notes
	taken. Maintain the conditions at the Arcata Campus						
2.3	<b>Emergency Supplies</b> Make Emergency Kits accessible 100% of our students in both locations.	Fall 2021 and ongoing	No		LCFF 500	\$500.00	
2.4	<b>Safety Plan</b> Maintain the new Safety Plan as required by the new state law. Add off-site and new site contingencies. Review each summer at the staff retreat.	ongoing	No				
2.5	<b>New Site</b> Continue to include students, staff, and school community in the planning and building of our new site through our Permaculture Design Project. Use local resources such as Humboldt Permaculture Guild and CCAT. Use ideas of universal design for inclusion.	School year 2021-22	No	LCFF \$16,000	LCFF \$9,000 Federal \$336,140	\$361,140.00	

### Goal 3

Assessment that is used to plan student supports and track individual student growth.

### Rationale

We want to make sure we're thinking about what we assess and why, and that we use that assessment to help kids learn what they need next. We are concerned about high stakes testing and want to make sure we are assessing students in ways that are beneficial to them and helpful to us as teachers.

### Actions and Services

Goal/Action	Action Title/Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Internal Notes
3.1	<b>Gather accurate data to inform student supports.</b> *Create a consistent list of assessments that we use at each level. Decide how many times a year the data will be collected and what it will be	Staff Retreat 2021 and ongoing	Yes			27,500	

Goal/ Action	Action Title/ Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Internal Notes
	<p>used for. Currently: Use Dibels to assess growth in K-4, and NWEA to assess growth in 5-8. Use Exact Path from Edmentum to teach specific skills that are identified by the NWEA in 5th-8th grade.</p> <p>*Follow the Performance Indicator Review Plan we created to increase participation rates for CAASPP testing.</p> <p>*Communicate the importance of accurate assessments to families by means of regularly scheduled testing, sharing the info to families along with strategies (good sleep, full meal, etc) and test-taking strategies.</p> <p>*Designate an assessment coordinator. \$27,500</p>						
3.2	<p><b>Provide support</b></p> <p>*Students performing below grade level and not making adequate growth to achieve grade level will be provided with additional support. (Small group RST, aide support in the classroom, reteaching, additional Resource Teacher, extra teacher to ensure small class size.) 2 teacher salaries</p> <p>*Small group study halls to support assignment completion and independent skills acquisition.</p> <p>*An additional support teacher for middle/high school students will be provided in order to lower class size and</p>	ongoing	Yes	<p>LCFF 370,988</p> <p>Federal 33,000</p>		\$403,988.00	

Goal/Action	Action Title/Description	Timespan	Contributing	Personnel Expenses		Non-Personnel Expenses		Total Funds	Internal Notes
	provide more targeted instruction in Math and English. We will have a full-time school psychologist (covid funds), and a .8 speech pathologist. *These actions will support our unduplicated students (low-income) which make up over 50% of our population. *We will add a social work or school psychologist intern from HSU and develop a school-wide screening for mental health.								
3.3	<b>Get Training</b> *Send a teacher to training on English Learner Testing and begin to develop our plan to use CCSS and the ELD standards for purposes of gaining academic content knowledge and English language proficiency. Testing Stipend \$1,000 *Provide training in research based reading interventions. \$5000	2021-22	Yes	LCFF	1,000	LCFF	5,000	6000	

## Goal 4

Standards integrated into rich and rigorous hands-on, project-based, forest school curriculum.

### Rationale

Integrate rather than segregate. We want our students to have rich and rigorous curriculum that is relevant and developmentally appropriate. We want to embed standards into hands-on learning. This takes ongoing focus, time, and teacher training.

## Actions and Services

Goal/ Action	Action Title/ Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Internal Notes
4.1	<b>Create Curriculum</b> Continue to use our Staff Retreat week in June to develop and refine rich and rigorous curriculum units using Common Core standards around project-based learning and Forest School Principles. High School teachers continue to develop both A-G elective and core classes.	Ongoing	No	LCFF \$836,726 Other State \$49,837	LCFF \$6,200	\$56,873.73	\$5,000 retreat, \$1200 stipends for A-G
4.2	<b>Create Culture</b> Review and reflect on structures, traditions, and spaces that support student social and emotional well-being and academic success at the Staff Retreat. Plan for next year with a renewed emphasis on those things that we identify. Plan for renewed training and inclusion of our restorative practices and mindfulness, school-wide.	Staff Retreat 2021 and Ongoing	No				
4.3	<b>Integrate our Values</b> Combine Forest School, Permaculture and Common Core objectives for each group and subject with a framework of skills and assessments. Check for racial equity, accessibility and inclusion in all levels of the curriculum.	Summer Staff Retreat 2021	No				
4.4	<b>Purchasing</b> *Continue to purchase materials and supplies that support Common Core in our classrooms, to ensure that we have sufficient state standards-aligned instructional materials, and	Ongoing	No	Federal 110,000	LCFF 100,000	\$210,000.00	\$100,000 materials and supplies \$90,000 vans, bikes, boats (ESSER 2)



Goal/ Action	Action Title/ Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Internal Notes
	<p>experiences that support real learning through travel and theater.</p> <p>*Increase our ability to get students off-campus and outside with vans, bikes, and boats.</p> <p>*Forest School Aides to facilitate being off-campus. (covid funds) \$20,000 \$100,000 materials and supplies \$90,000 vans, bikes, boats (ESSER 2)</p>						
4.5							

## Goal 5

Graduates that are ready for college and careers.

### Rationale

As a very small school, we wanted to put a special focus on making sure our graduates have access to and are ready for opportunities in college and career pathways.

### Actions and Services

Goal/Action	Action Title/Description	Timespan	Contributing	Personnel Expenses	Non-Personnel Expenses	Total Funds	Internal Notes
5.1	<b>Develop A-G Curriculum/CTE Pathways</b> Pay stipends to teachers to write A-G courses/create CTE Pathways during the summer.	Ongoing	No		LCFF 1500	\$1,500.00	I counted the \$1,200 for this earlier.
5.2	<b>Counseling and Support</b> *Continue to have the Academic Counselor position to oversee the concurrent enrollment process and support students in their first classes at College of the Redwoods. The Academic *Counselor will also track the number of students using concurrent enrollment. *Teach a unit on college and career in high school English classes that results in an application to college or technical school. *Use Workability to help students access skills needed for career readiness. \$10,000 for Academic counselor. \$100,000 English teacher salaries (Gwen and Brenda)	Ongoing	No	LCFF 110,000		\$110,000.00	\$10,000 for Academic counselor. \$100,000 English teacher salaries (Gwen and Brenda)
5.3	<b>Create a Culture of College-Going</b> *Teach unit on applying to college as part of our high	Ongoing	No		LCFF \$5,500	\$5,500.00	College field trips \$5,000 PSAT/SAT \$500.00

Goal/ Action	Action Title/ Description	Timespan	Contributing	Personnel Expenses		Non-Personnel Expenses		Total Funds	Internal Notes
	<p>school English classes and to create awareness of college/career options related to students' strengths and interests.</p> <p>*Provide field trips to colleges for high school students.</p> <p>*Provide job shadowing opportunities or community service requirements for high school students.</p> <p>*Provide opportunities to take the PSAT and the SAT for our high school students.</p> <p>*Begin to track the number of students who participate in and demonstrate preparedness for college through the Early Assessment Program (EAP) or other college readiness indicators.</p> <p>*Create one or two CTE Pathways for students.</p> <p>*Provide information from Career Frontiers to our high school students.</p> <p>College field trips \$5,000 PSAT/SAT \$500.00</p>								
5.4	<p><b>Computer Access</b> Continue to maintain and repair computers so that all high school students have access to computers in all their classes. \$10,000. Tech Stipend for maintaining computers and internet \$4,000. Benefits for stipends \$980</p>	Ongoing	No	LCFF	4,980	LCFF	10,000	\$14,980.00	\$10,000 on computers