



District Mission:

LCSD Challenges students to reach their fullest potential through personal, engaged and rigorous learning in the classroom and beyond.

Board Priorities:

Ensure all students stay on or above grade level each year and graduate prepared to successfully implement a plan for college or career.

Every day, we are college or career ready.

Provide all students with engaging learning opportunities.

Rigor and engagement are everywhere.

Create a space that is safe, inclusive and welcoming for all.

Diversity and culture make us better.

Plan and execute the capital and human capital investments that will make our district better.

We plan for the future.

Lake County School District Board of Education
Jan. 31, 2024 12:30 pm Special Meeting

Location: Lake County Elementary School & via Zoom

1. 12:30 Call to order
2. 12:31 Pledge of Allegiance
3. 12:32 Roll Call
4. 12:33 Preview Agenda
5. 12:34 Public Participation

Members of the public who wish to address the board on non-agenda items are welcome to do so at this time. Please sign up with board secretary. We ask you to please observe the following guidelines:

- Confine your comments to matters that are germane to the business of the School District.
- Recognize that students often attend or view our meetings. Speaker's remarks, therefore, should be suitable for an audience that includes kindergarten through twelfth grade students.
- Understand that the board cannot discuss specific personnel matters or specific students in a public forum.

6. 12:40 Action Item
 - a. Head Start FA2 Corrective Action Plan
7. Adjourn
8. Upcoming Meetings or events:
 - a. Feb. 7, 2024 BOE Walk Through w/Project Dream @ 4:00 pm @ LCES
 - b. Feb. 12, 2024 Regular Meeting @ 6:30 pm @ District Office/Zoom
 - c. Feb. 26, 2024 Work Session @ 6:30 pm @ District Office/Zoom

Estimated duration of meeting is 2.5 to 3 hours **Updated 1/30/2024

Junta de Educación del Distrito Escolar del Condado de Lake
31 de enero de 2024 12:30 pm Reunión especial
Ubicación: Lake County Elementary School y via Zoom

1. 12:30 Llamada al orden
2. 12:31 Juramento a la bandera
3. 12:32 Pasar lista
4. 12:33 Vista previa de la agenda
5. 12:34 Participación pública

Los miembros del público que deseen dirigirse a la junta sobre temas que no estén en la agenda pueden hacerlo en este momento. Regístrese con el secretario de la junta. Le pedimos que observe las siguientes pautas:

- Limite sus comentarios a asuntos relacionados con los negocios del Distrito Escolar.
- Reconozca que los estudiantes a menudo asisten o ven nuestras reuniones. Por lo tanto, los comentarios del orador deben ser adecuados para una audiencia que incluya a estudiantes de jardín de infantes a duodécimo grado.
- Entender que la junta no puede discutir asuntos específicos de personal o estudiantes específicos en un foro público.

6. 12:40 Elemento de acción
 - a. Head Start FA2 Corrective Action Plan
7. Aplazar
8. Proxima reunion o evento:
 - a. 7 de febrero de 2024 Visita del BOE w/Project Dream a las 4:00 pm en LCES
 - b. 12 de febrero de 2024 reunión ordinaria a las 6:30 pm en la oficina del distrito/Zoom
 - c. 26 de febrero de 2024 sesión de trabajo a las 6:30 pm en la oficina del distrito/Zoom

La duración estimada de la reunión es de 2,5 a 3 horas ** Actualizado 1/30/2024

A few welcoming notes:

The board's meeting time is dedicated to its strategic mission and top priorities. • The "consent agenda" has items which have either been discussed prior or are highly routine. By not discussing these issues, we are able to spend time on our most important priorities. • "Public participation" is an opportunity to present brief comments or pose questions to the board for consideration or follow-up. Time limits are 3 minutes for individual speakers if fewer than 20 individuals have signed up to speak; 2 minutes' limit and 5 minutes for groups of 20 signed up; and 1 minute for individual and 3 minutes for groups if more than 30 have signed up to speak. Please see Board Policy GP-14 (Governance Process) for the full policy). The boundaries are designed to help keep the strategic meeting focused and in no way limits conversations beyond the board meeting. • Your insights are needed and welcomed and the board encourages you to request a meeting with any board member, should you have something to discuss. • If you are interested in helping the district's achievement effort, please talk with any member of the leadership team or call the district office at 719-486-6800. Opportunities abound. Your participation is highly desired.

Corrective Action Plan

For Grantee Internal Use Only

Date Letter was Received 8/1/2023

Date Timeframe for Correction Ends 2/1/2024

Date Plan Approved by Board 1/29/2024

Date Written Approval of Plan by RO _____

Lake County School District R1 - 08CH011397

OBJECTIVE:

To enhance understanding of how to provide the highest quality of program services to families by improving policies, procedures, and practices to correct findings identified in this year's FA2 review to meet requirements of the Head Start Act and Head Start Performance Standards

REGULATION OR STATUTE	ACTION STEPS	PROJECTED TIME FRAME	DATE COMPLETED	RESPONSIBILITY	DOCUMENTATION OF COMPLIANCE
<p>Objective - To improve efforts to support the development of children and families by providing the safest possible environment by meeting the requirements of AOC - 648A(g)(3)</p>	<ul style="list-style-type: none"> ● Review performance standards for precise understanding of requirements. ● Review and revise existing policy and procedure to accurately reflect requirements. ● Obtain copies of background checks for non-preschool staff who are paid with HS funds from HR. ● Submit documents for PC and BOE for collective discussion, understanding, and approval. ● Implementation of revised policies. ● Ongoing monitoring and follow up training to ensure a working system in place for ongoing future compliance. 	<ul style="list-style-type: none"> ● Policy revised 9/12/23 by LCES Secretary. ● Submit to PC and GB for approval at regular October meetings. - Revision requested by BOE. Revised, resubmitted, and approved by PC on 11/7/23 and BOE on 11/13/23. ● Add to PD plan 	<p>11/13/2023</p>	<p>LCES PK-2 Secretary, Head Start Director</p>	<ul style="list-style-type: none"> ● Updated and approved policies and procedures. ● Documentation in staff files of complete and timely background checks. ● Listing of current staff, their hire dates, initial CRC date, any follow up CRC dates, and determination if policy was followed. ● New Hire Paperwork Tracking and Required Trainings forms

		<ul style="list-style-type: none"> ● Projected finish date 10/31/23 			
Objective - To improve efforts to support the development of children and families with the most highly qualified staff possible by meeting requirements of AOC - 1302.91(e)(2)(ii)	<ul style="list-style-type: none"> ● Review performance standards about teacher qualifications to learn when waivers are needed ● Review current staff qualifications, including which staff have waivers in place ● Training in identifying need for and applying for waivers ● Apply for waivers for staff who need them, but do not have them ● Ensure all staff have meaningful professional development plans in place. ● Identify funding needs to implement program and individual PD plans. ● Write or revise policies and procedures on this process ● Submit documents for PC and BOE for collective discussion, understanding, and approval. ● Implementation of revised policies and procedures. ● Individual meetings with staff who do not meet Lead Teacher qualifications about why and to write a plan and give support to have them meet qualifications ● Job description updates to clarify roles, needed qualifications, and salary levels 	<ul style="list-style-type: none"> ● Waiver requests submitted in HSES 10/03/2023 ● Current qualifications document complete by 12/1/23. ● Meetings with staff regarding current qualifications, needed qualifications, and timeline for completion complete by 06/14/2024 ● Whole staff training on requirements complete by 06/14/2024 ● job description updates complete by 06/14/2024 	ongoing	Acting Director, Head Start Director	<ul style="list-style-type: none"> ● Updated and approved policies and procedures. ● Documentation in staff files of adequate qualifications or waivers in place for all staff who require them. ● Documentation of waiver requests for staff who require them. ● Documentation of current educational attainment and credential levels of all staff. ● Documentation of individualized PD plans in staff files.

	<ul style="list-style-type: none"> ● Ongoing monitoring and follow up training to ensure a working system in place for ongoing future compliance. 				
Objective - To improve program practices to support children's special dietary needs by compliance with requirements of ANC - 1302.44(a)(1)	<ul style="list-style-type: none"> ● Review performance standards for understanding of requirements ● Revision and approval of policy stating that the program will offer menu substitutions and/or adaptations to meet child and family needs. ● Add training on special diets to T/TA plan ● Submit documents for PC and BOE for collective discussion, understanding, and approval. ● Implementation of revised policies. ● Ongoing monitoring and follow up training to ensure a working system in place for ongoing future compliance. 	<ul style="list-style-type: none"> ● Policy revised 8/24/23 by Manager of Health and Instruction. ● Submit to PC and GB for approval at regular October meetings. Approved by PC on 10/16/23 and BOE on 11/13/23. 	11/13/2023	Manager of Health and Instruction, Head Start Director	<ul style="list-style-type: none"> ● Updated and approved policies and procedures. ● Improved administrative and classroom practice to support children's needs ● Documentation of staff training about policies for special diets ● Example document showing classroom, admin, and kitchen staff which children and health concerns, including special diet need. ● Health Orientation info form used at Orientation to gather info from families about special diet needs. ● CACFP Special Diet statement used to document child needs and milk substitute request form. ● Special Diet Letter for families who choose to provide their child's food only from home.
Objective - To improve program practices of recruiting and enrolling the eligible families	<ul style="list-style-type: none"> ● Review performance standards for understanding of requirements ● Revision of written policies describing actions taken against staff who violate federal and program eligibility determinations. 	<ul style="list-style-type: none"> ● Policy revised on 9/19/23 by Business Manager. ● Submit to PC and BOE for 	12/18/2023	Business Manager, Head Start Director	<ul style="list-style-type: none"> ● Updated and approved policies and procedures. ● Proof of staff training, including signed acknowledgement of action to be taken against staff who violate ERSEA policies.

<p>most in need of services by meeting requirements of ANC - 1302.12(i)</p>	<ul style="list-style-type: none"> ● Training to ERSEA staff and director on policy updates and required procedures ● Use ERSEA toolkit for complete review and revision of policies, including re-review of applications of currently enrolled children and selection criteria ● Addition of checks and balances to ensure complete and accurate implementation of policies. ● Submit documents for PC and BOE for collective discussion, understanding, and approval. ● Implementation of revised policies. ● Posting of ERSEA policies on website for upcoming program year ● Ongoing monitoring and follow up training to ensure a working system in place for ongoing future compliance. 	<p>approval during regular October meetings. Revision requested by BOE. Revised, resubmitted, and approved by PC on 11/7/23 and BOE on 11/13/23.</p>			<ul style="list-style-type: none"> ● Documentation of eligibility review of all currently enrolled children. ● Documentation of updated eligibility and selection documents showing compliance with Performance Standards and secondary verification.
<p>Objective - To improve program practices to use grant funds in the most appropriate and effective manner by meeting requirements of ANC - 75.320(d)(2)</p>	<ul style="list-style-type: none"> ● Review performance standards for understanding of requirements ● Drafting, approval, and implementation of Inventory Policy stating that a physical inventory property will be completed and formally documented at least every two years. ● Creation of a form to be signed and dated to affirm inventory was completed with guidance from Fiscal Specialist. 	<ul style="list-style-type: none"> ● Policy and form drafted 8/17/23 by Business Manager. ● Document reviewed and signed by Manager of Health, LCS D Transportation Director, and Head Start 	<p>11/13/23</p>	<p>Business Manager, Head Start Director</p>	<ul style="list-style-type: none"> ● Updated and approved policies and procedures to document allowable and effective use of federal funds. ● Documentation of signed inventory form indicating training to staff about the importance of proper documentation and reporting of the use of federal funds.

	<ul style="list-style-type: none"> ● Review document and revised policy with the Manager of Health and LCSD Transportation Director including training on Performance Standards. ● Submit documents for PC and BOE for collective discussion, understanding, and approval. ● Implementation of revised policies. ● Ongoing monitoring and follow up training to ensure a working system in place for ongoing future compliance. 	<p>Director on 8/31/23.</p> <ul style="list-style-type: none"> ● Submit to PC and BOE for approval during regular October meetings. ● Approval by PC on 10/16/23 and BOE 11/13/23. 			
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- The Chairpersons’ signatures serve as verification that the respective entity has reviewed, agrees with, and approved each step of the Plan, including the time frames associated with each step, and that it is documented in the minutes.

Board of Directors Chairperson’s Signature

Date

Policy Council Chairperson’s Signature

Date

Regional Office Comments:

For Regional Office Internal Use Only

Date Letter was Received _____

Date Plan Received by RO _____

Date Written Approval of Plan by RO _____