

PROGRAMS AND SERVICES



**Lake County
Office of Education**



MISSION STATEMENT

The Lake County Office of Education, the common link in public education serving a geographically isolated area, provides leadership and support to our schools and communities by planning, coordinating, facilitating and delivering exemplary services and educational programs.

September 2010, Lake County Office of Education Departments and Programs began a detailed Program Review process, with the goal of evaluating each service and program to maximize quality and ensure effective utilization of resources. This brochure of programs and services provides a snapshot of each Program Review.



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Lakeport Unified School District
707-262-3000

Lucerne Elementary School District
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Middletown Unified School District
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Upper Lake Elementary School District
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Alternative Education

Lake County Office of Education supports three alternative education programs: The Renaissance Court school housed at the Lake County Juvenile Detention Center; The Lloyd P. Hance Community School located in Kelseyville; and the Clearlake Community School. The schools provide an alternative learning environment for students in grades seven through twelve, who are experiencing difficulties in a traditional school setting or who are exhibiting negative behavior patterns in school or in the community. All three programs offer a complete high school graduation curriculum and support course work that will help students earn a diploma. Programs serve students who have been expelled from school, identified as habitually truant by a Student Attendance Review Board, or otherwise referred by a school district, probation, or social service agency. The emphasis of these programs is to reestablish a positive educational direction for students and to transition them to a regular learning environment that meets their needs. Social skills training, character trait education and aggression replacement therapy coupled with core academic skill building assist students in their transition from the county programs to their home school districts.

The community school programs center around four academic content areas: English Language Arts, Mathematics, Social Science and science. They offer a low student to staff ratio, special education services, individual and small group counseling, transportation, credit recovery, California High School Exit Exam prep classes, and project based electives including; ceramics, art, yearbook, ROP career education and gardening.

The Renaissance Court School provides educational services to children and youth who are incarcerated. Current enrollment capacity is 28 students. Core subject area content is provided to students along with ROP career education courses.



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Clearlake Community School

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Linder Tyner, Director
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Getting Things Done.



AmeriCorps

AmeriCorps is a national community service program designed to help communities meet the specific needs in their area by recruiting and training individuals who are willing to devote one to two years' service in selected community projects. Service programs strengthen communities, encourage responsibility, expand opportunities for education, provide job experience and increase life skills.

The Lake County Office of Education's AmeriCorps program is a research-based literacy intervention program focused on assisting students, ages 3-18, in removing obstacles to academic success. AmeriCorps has two staff members and enrolls 50 part-time members for a combined 19 full time equivalent positions. Members serve over 20,000 hours as volunteers in Lake County's Healthy Start, state preschools, public schools, and after school programs.

The Program serves students "struggling" with academics as defined as performing below grade/age level, scoring below proficiency on the CST, or our research-based assessments. Once enrolled, tutees complete a battery of research-based assessment, which provide detailed insights into each student's reading gaps and proficiencies.

AmeriCorps members then tutor students according to their assessed functional grade level using research-based curriculums. In the past 10 years, we have experienced tremendous success with these curriculums.

Members meet with their students in one-on-one or small group sessions, which may be in classroom, pull-out sessions, or in after school programs. Students receive at least 1 hour/week of tutoring, in 15 minute sessions (preschool students working on high frequency words, phonics, letters, & reading), 15-45 minute sessions (elementary students) or 45-60 minute sessions (middle/high school students). Each tutoring session is individualized for the student. We use a progressive, research-based curriculum that addresses all 5 components of an effective literacy program as identified by the National Reading Panel. Over 20,000 hours will be spent in one-on-one tutoring sessions, classroom support, assessment, and/or preparing for and following up from tutoring lessons.



AMERICORPS OFFICE STAFF

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Internal

Internal Business Services provides accounting and financial support to the departments and programs operated by the Lake County Office of Education. Financial support includes budgeting, accounting, grant reporting, and program compliance. Accounting activities include: accounts receivable and payable, invoicing, check processing, purchase requisitions, financial statements and board budgeting presentations. Internal Business Services is responsible for all County Office financial matters, and also monitors office compliance with County Office Board policies, administrative regulations, the Education Code, and the requirements of state and federal agencies.

Internal Business Services is responsible for the development of the annual budget for all programs. Additionally, the department is responsible for revisions and required financial reports associated with the budget. Internal Business Services maintains the general ledger in compliance with the Standard Account Coding Structure and Government Accounting Standards Board. The department works to administer efficiently and effectively the procedures required by California State Law and the California School Accounting Manual.

Internal Business Services is funded by the County School Services Fund.



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External

External Business Services provides oversight to the seven districts, one charter school, and one county office within Lake County. Through Assembly Bill (AB) 1200, county offices provide fiscal oversight to the districts in their county. This requires county offices to ensure districts are in compliance and fiscally solvent. To accomplish this, we must review the annual budgets, interim budgets and unaudited actual for accuracy, monitor each district's cash flow and intervene when a district is showing financial trouble. External services receives all attendance data, revenue limit information and tax information for all the districts and reviews and submits it to the California Department of Education during the three specified reporting periods.

Following is a list of additional services we provide Lake County districts:

- Cash reconciliation of all funds for all districts,
- Distribute and post revenue and principal apportionment,
- Submit reports and payments for STRS and PERS,
- Provide support for STRS and PERS,
- Process and submit quarterly Medical Administrative Activities (MAA) workbooks,
- Oversee the Special Education Local Plan Area (SELPA) budget and distribution of SELPA funds,
- Process shared services billings,
- Audit, balance, print and distribute payroll and accounts payable,
- Complete all quarterly and annual payroll tax reporting and W-2 filing, and
- Process all wage garnishments according to federal, state and civil code wage garnishment laws.

External services provides the support, guidance and customer service for our districts. We are the "information providers." We communicate critical information provided by CDE and other school service organizations to the districts. We conduct and/or host trainings for the districts on various topics. We provide the support and service required and necessary for the school districts, charter school and county office of education to maintain their fiscal solvency allowing them to provide the services and programs needed for our students.



The primary goal of the Career Technical Education office is to provide countywide leadership and support for high school career education that is academically rigorous and aligned with the workforce preparation needs of our county. Through the Regional Occupational Program (ROP), LCOE offers job training classes at every comprehensive high school in the county and a limited number of adult classes. High school juniors and seniors take ROP classes during the regular school day to earn elective credit and learn skills they can apply in future work situations. ROP courses are offered in industry sectors that the Lake County Economic Development Board has identified as key for our county's growth and prosperity.

The program is governed by the Lake County Board of Education and administered by the Lake County Office of Education's Career Technical Education Department.

Following are the industry sectors that have been identified as key for Lake County, and are currently offered through the five comprehensive high schools, as well as the Lake County Office of Education:

- Agriculture and Natural Resources (MHS, KHS, ULHS)
- Arts, Media and Entertainment (LLHS, CLHS, ULHS)
- Building Trades and Construction (LLHS, MHS, CLHS)
- Education, Child Development and Family Services (LLHS, MHS)
- Finance and Business (MHS)
- Health Science and Medical Technology (LLHS, CLHS, LCOE)
- Hospitality, Tourism and Recreation (LLHS, KHS)
- Information Technology (LLHS, MHS, KHS, CLHS, ULHS)
- Manufacturing and Product Development (LLHS, MHS, KHS)
- Transportation (LLHS)

Students who complete a CTE Pathway (sequence of courses) may be prepared for direct employment in entry level positions, or for more advanced study at the local community colleges, training institutes, or 4 year colleges. Programs of study and articulation agreements with local community colleges may allow students to complete college prerequisites or even earn college credit while still in high school.

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**CHILD CARE
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The Lake County Child Care Planning Council was formed in 1994 as a committee of the Lake County Child Abuse Prevention Council. Its primary task was to assess local child care needs and establish priorities for programs using federal Child Care and Development block grant funds. These funds served the child care and development needs of low-income families.

In 1997 the Welfare-to-Work Act enacted welfare reform in California, and restructured local child care planning councils. The Act gave child care planning councils new responsibilities, formalized their structure, and authorized the County Superintendents of Schools and County governing bodies to appoint members.

The mission of the Lake County Child Care Planning Council is to promote quality child care through community assessment, advocacy, resource development, and collaboration with other organizations. They accomplish this mission through such programs as the Early Childhood Educator of the Year Award Program, Steps to Leadership mentoring program, providing over 1200 hours of professional growth opportunities in Lake County, and the Lake County Cares for Our Kids Advocacy events.

Additionally the Council is mandated to establish local child care priorities through the following responsibilities:

Conduct an assessment of child care needs in the county no less than once every five years;

Document information gathered during the needs assessment, which shall include, but not be limited to: data on supply, demand, cost and market rates for each category of child care in the county.

Prepare a comprehensive county-wide child care plan, designed to mobilize public and private resources to address identified needs.

The Council meets ten times or more each year, excluding July and December, on the third Thursday of each month. Meeting locations and times are listed on our website, and the public is encouraged to attend.



Child Development Division

The Lake County Office of Education, Child Development Division offers quality preschool programs for children ages four years through five years of age and after-school programs for children in grades kindergarten through sixth grade. Our state preschools are called Early Connection Programs, serving 340 preschoolers daily. Our after-school programs are called Kid Connection Programs, and we currently provide services for 380 after-school children on a daily basis. The Child Development Early Connection program is funded by the California Department of Education, and the Kid Connection program is funded through a grant from California Department of Education known as ASES, After School Education and Safety.

The Early Connection Preschool program implements the Houghton Mifflin Pre-K Curriculum: *Where Bright Futures Begin*. This is a hands-on, minds-on curriculum that is based on scientific research. Aligned with Pre-K learning goals, it provides children with the foundational skills they need to succeed as lifelong learners. Each teacher prepares lesson plans based on the goals and objectives of the current theme represented in the curriculum, as well as focusing on the Desired Results for Children and Families, developed by the California Department of Education. Our fundamental premise is that young children are active learners who learn best from activities with concrete objectives and real-life experiences that they plan to carry out themselves. Daily opportunities are provided for children to choose from a variety of activities which will enhance their cognitive, language, and social development. In order to support second language learners, we have an Intervention Teacher who works directly with all children enrolled in any of our preschools learning English.

The Kid Connection After-School program provides children with a safe and nurturing environment until 6:00 pm every school day. Our programs are carefully planned and aligned to the educational content standards to provide outcome-driven academic support through homework assistance, enrichment and recreational activities on a daily basis. Each individual program must earn the funds for their program separately. Each programs earnings are based solely on children's attendance 5 days per week from the time school is out until 6:00 pm.



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The focus of Curriculum and Instruction support at LCOE is to provide leadership and technical assistance in all things related to “what to teach and how to teach it” for schools and districts in Lake County. LCOE C&I personnel provide services in the following areas:

- **Professional Development:** Provide both countywide and site-based PD focused on improving student achievement.
- **Regional Program Coordination:** Provide leadership related to regional programs and initiatives (RSDSS, CTAP, AVID, College Going Initiative, Mendo-Lake Leadership Network, Categorical Compliance).
- **Public School Accountability:** Provide leadership and technical support related to AYP, API, STAR, etc.
- **Program Improvement:** Provide leadership and technical support for schools and districts that enter into Federal Program Improvement.
- **Categorical Programs:** Provide leadership and expertise in categorical compliance through the Categorical Consortium





Healthy Start

Lake County Healthy Start provides student and family support through a school-based service model. Through a wide range of community-based services, Healthy Start provides families with the support they need to enable their children to attend school, healthy and ready to learn.

Each Healthy Start Family Service Center is staffed with a Site Supervisor or Family Advocate. The staff provide case management and referral services for any family or student requiring assistance. Referrals for services come from school site staff, agency partners, and community members. Students and families also access services on their own.

Healthy Start removes barriers to accessing services for families and youth by offering services including, but not limited to:

- Referrals and transportation for medical and dental care;
- Parents support, home visits, and parent advocacy;
- “Early Riser” groups before schools start;
- Assistance with kindergarten immunizations and physicals;
- School attendance counseling and in-home support;
- Food, shelter and clothing referrals;
- School supplies;
- Friendship groups;
- Referrals to on-site counseling services;
- Lice eradication and supplies;
- Health education and nutrition counseling.

These services are provided in a family-friendly environment, and all services are voluntary. By offering support and encouragement to families that are struggling with multiple issues and challenges, we help to strengthen and stabilize families — giving children a better opportunity to come to school ready to learn.

The following targeted services are provided, in addition to our general, school-based outreach: Children’s Oral Health Project, Nurturing Parenting Program, PAL Lice Erradication, Foster Youth Services, McKinney-Vento Homeless Students Assistance, Family PRO (Differential Response).



HEALTHY START



HEALTHY START OFFICE STAFF

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SCHOOL SITE OFFICES

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Highlands Campus

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Kelseyville Schools

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Lakeport Schools

707-262-3015

Lower Lake/East Lake Elementary

707-994-5787, x2610

Middletown/Cobb Schools

707-987-1497

Pomo Elementary

707-994-0669, x12

Upper Lake/Lucerne Schools

707-275-9076

Lower Lake High School

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Carle High School

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The Human Resources Division is responsible for planning, organizing, coordinating, and managing classified and certificated Human Resources activities for the Lake County Superintendent of Schools.

The essential duties of this role include: the formulation, adaptation, and management of all Human Resources policies and administrative regulations of the Superintendent; oversight of recruitment and selection activities; management of the classification and compensation systems of the agency; administration of all leave policies and regulations; maintenance of confidential Human Resources records; management of worker's compensation claims; compliance with state and federal employment laws and regulations; coordination, implementation and maintenance of records for mandated topics trainings, as required by law; plan, coordinate, and deliver supervision and evaluation skills training for all program managers; assist program managers with employee discipline issues, including investigations of incidents, complaints against programs and/or employees, and grievances; represent the Superintendent in negotiations with employee groups or recognized units; represent the Superintendent on statewide and regional county office of education committees; direct and manage the proper monitoring of assignments of certificated employees; credential counseling, and registration of credentials; hire, train, prioritize and assign work, and supervise assigned department staff; evaluate the performance of assigned staff, recommend promotions, transfers, reassignments, terminations and disciplinary actions; assure compliance with Human Resources policies; provide overall direction, technical expertise, information and assistance to LCOE management and school districts regarding assigned functions; planning and execution of employee actions including layoffs, non re-employments, offers of employment, and employee classifications; maintenance of re-employment and seniority lists; oversight of LifeScan fingerprint service and subsequent arrest and disposition of notification.



Information Technology

The Information Technology Department has three areas of support: Internal, External and External Business Services. All three programs provide leadership and support to the 7 school districts and the county office. We provide support to departments that would be unable to meet their mandates without computer and technology access.

Information Technology (Internal) provides technical, administrative, and support assistance for county office end user equipment. This includes computer hardware and software, networking equipment, printers, projectors and other peripherals.

Information Technology (External) provides Internet access to Lake County schools. Internet access is bundled with other ISP features, such as email, web hosting, and Internet content filtering. To provide these services, Information Technology staff must install, maintain, and update a variety of technology systems:

- High-speed Internet connectivity throughout Lake County;
- Internet content filtering/Firewall;
- Email collaboration (Zimbra);
- Website hosting;
- Videoconferencing.

Information Technology (Business Services) supports the management of the technical aspects of the fiscal software application. Services include:

- Running payroll and accounts payable checks;
- Posting check redemption reports;
- Interagency transfers of tax and other financial data file reports;
- Providing and overseeing training;
- Creation, modification, and audit of users' access to financial reports.



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The Safe Schools/Healthy Students Program was implemented in 2002 to meet the needs of students requiring mental health services but who were unable to access these services through the clinics provided by Lake County Mental Health. The Safe Schools/Healthy Students Program provides counseling and prevention services as outlined below:

Elementary School Counseling

This counseling grant provides for a school-based mental health clinician, and on-site school counselor, social worker, case management services, and outreach and support. Currently this program operates at Lakeport Elementary and Lucerne Elementary.

School Community Violence Prevention

This prevention grant provides counseling, violence prevention and outreach and education at Clearlake Community School, Lloyd P. Hance Community School, and Aspire.

Early Mental Health Initiative Grant/Primary Early Intervention Grant
These programs provide for early mental health interventions through on-site group counseling at Cobb Elementary, Minnie Cannon, Riviera Elementary, Lucerne Elementary, Burns Valley Elementary, and Pomo Elementary, and Lakeport Elementary (Primary Early Intervention Grant only).

TUPE Grant

This grant provides for county-wide tobacco education. Prevention curriculum is provided for the 9th grade health class at Lower Lake High School and provides classroom assistance for prevention in the three elementary schools located in the Konocti District.



The Lake County Special Education Local Plan Area (SELPA)

The Lake County SELPA is made up of the seven school districts and the County Office of Education located within Lake County. These Local Education Agencies (LEAs) collaborate to offer a free appropriate public education (FAPE) to every Individual with Exceptional Needs. A SELPA is a state-mandated consortium that provides for all the special education service needs of children residing within the regional boundaries. There are approximately 116 SELPA's in California. Each SELPA develops and is governed by a Local Plan describing how it provides special education services. Responsibilities of the SELPA include: ensuring program availability for all children with disabilities, low incidence services, liaison with California State Dept. of Education, curriculum/program development support, staff development, Community Advisory Committee support, management, budget planning and review, management information system, transition planning, legal assistance, personnel development evaluation, interagency coordination, program coordination, fiscal management and program specialists.

SELPA Management Information System (MIS)

The 4D SELPA MANAGER program consists of software that links school/program sites with a master database at the SELPA office. The SELPA master database can be accessed through a wide area network (WAN) depending on the school district or computer system. These services include a functional link to the CDE CASEMIS system for the mandated reporting of special education data as well as a web based IEP system that all districts utilize through local login interface. MIS is funded by AB 602 special education funding.

Community Advisory Committee

The CAC consists of parents, teachers, representatives from school districts, and representatives of interested agencies within the SELPA region. Each SELPA member LEA's governing board annually appoints a representative to the CAC. The primary function is to provide support services for parent/guardians of children with exceptional needs.

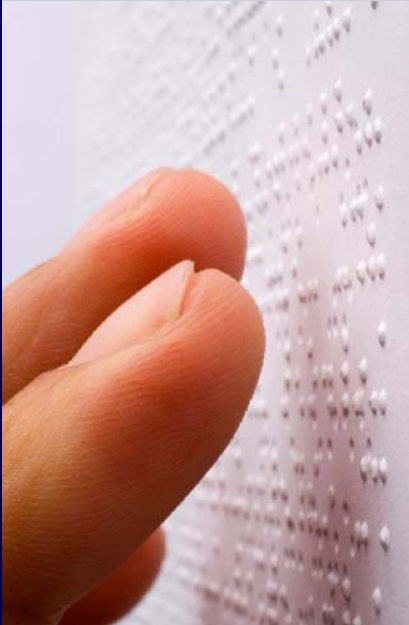
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WorkAbility I Program

WorkAbility I is a statewide cooperative program that encourages students with disabilities to complete high school and acquire marketable job skills. The services provided to students who participate in the WorkAbility I program are defined by individual student need. Funding for the program is based on the number of students "served." Students are considered served if they have completed career vocational assessment(s) and have participated in career exploration activities, if the program has utilized partnership collaboration and/or parent involvement, and if the students have prepared for a work site and/or have participated in a work-based learning opportunity. For grant-determined number of these "served" students, WorkAbility I assists the students in obtaining a job in the community. Collaborative efforts between the teacher, career center personnel, WorkAbility staff, and parents prepare the student for employment. Preparation includes pre-employment skills, job-seeking skills, job attainment, and retention of employment.

Early Start

The Early Start Infant Program is a free, federally funded program that provides assessment and intervention services to children from 0-3 of age with vision, hearing, or orthopedic impairments. SELPA's philosophy is to provide quality, comprehensive, family-centered services that address the unique circumstances of each baby's special needs. A complete assessment and intake by a multi-disciplinary team begins the process of determining eligibility for services. An individual family service plan team made up of the parents and multidisciplinary team members helps to determine eligibility and recommend services.

Visually Impaired and Deaf/Hard of Hearing Services

Regionalized services for Lake County children requiring services for vision impairment or deaf/hard of hearing services are provided by the Lake County Office of Education.



Taylor Observatory is a program of Lake County Office of Education with a mission to instill the love of science and astronomy in the students of Lake County through field trips, on-site involvement and programs. The Observatory also serves as an Education Public Outreach (EPO) to the Community through monthly public events.

Goals to fulfill this mission:

- Maintain the Observatory in a manner that supports both the theoretical and practical learning of Astronomy and Space Science

- Provide current educational programs and events for students and the general public to view celestial objects and learn about Astronomy and Space Science

- Maintain a network of public and private support to provide resources for the continued operation of the Observatory and its programs

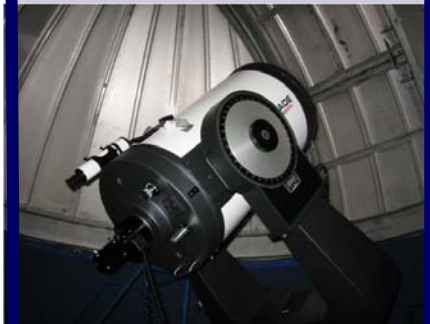
- Encourage positive and collaborative relationships with Lake County Teachers

The Taylor Observatory opened in 1980, featuring a classroom and a 12" Cave Astrola reflector telescope under the dome. In 1985, the planetarium was added. In 2004 the facility was renovated and new equipment was purchased through the support of the Kelseyville Sunrise Rotary Club, the Lake County Office of Education and numerous volunteers. The new equipment purchased included a Meade 16" computer-controlled telescope and a digital planetarium projector.

The Taylor Program is staffed by a part time Coordinator and five part time Observatory Assistants. All positions are focused on science outreach and education. The program serves over 2000 students and adults annually.

TAYLOR OBSERVATORY OFFICE STAFF

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Student programs, offered at Taylor, include School Field Trips, High School Community Service, Future Astronomers and Summer Astronomy Camps.

Field Trips

Field trips are cost effective due to the central Lake County location of the Observatory. Trips to the Taylor Observatory allow students the opportunity to experience Astronomy and Space Science through planetarium shows, presentations and activities. The closest comparable facilities are more than 100 miles away.

High School Community Service

High School Community Service is a year round program that trains high school students to lead in hands-on activities at the Observatory. Students learn what it takes to operate the Observatory and Planetarium. They present planetarium shows, operate telescopes for evening viewing, participate in night sky discussions during our public events and assist staff during summer camps. Participants in the program benefit from exposure to technology, from sharing and implementing their own ideas, accepting responsibility and from receiving encouragement by program staff to take on leadership roles in activities.

Future Astronomers Program

Future Astronomers Program is a county wide telescope award contest for students in the 4th through 10th grades, sponsored by the Friends of Taylor Observatory. Students write an essay describing their interest in astronomy and how a telescope will enhance that interest. To really enjoy and understand their telescope, winners participate in classes at the Observatory, are invited to participate in Star Parties and encouraged to be involved with their school's science activities.

Summer Camps

Summer Camps have been developed with California Curriculum Standards in mind. The Junior Astro Camp (Grades 4-6), explore the solar system. The Youth Astro Camp (Grades 7-9), focuses on the night sky and the tools of the astronomer. They learn about optics while building a telescope. The High School Astro Camp (Grades 10-12), learn about advanced tools of the astronomer while they explore the universe.



Strategic Goals



Lake County
Office of Education



Goal 1 Assist and Support Lake County schools and districts in their efforts to meet or exceed student achievement targets established by No Child Left Behind and the California State Board of Education.

Goal 2 Provide mentoring for state programs, as outlined in education code and legislation.

Goal 3 Provide a high quality alternative education program to support student learning for expelled, habitually truant, homeless, probation referred and incarcerated youth.

Goal 4 Ensure that all Lake County children enter school ready to learn and that students are provided extended learning opportunities in extended day programs.

Goal 5 In cooperation with school districts and county agencies, provide support to students and families in order to remove health, social, and emotional barriers to learning.

Goal 6 Assist school districts in Lake County to ensure that all students graduate from high school and are prepared to enter postsecondary educational opportunities and/or directly enter the workforce.

Goal 7 Provide leadership, expertise, and relevant assistance to the Lake County Office of Education, schools, districts, other county offices and to the general public in all areas of Human Resources.

Goal 8 Develop a Business Services support team comprised of highly knowledgeable, energetic, and customer-minded members that provide support services and training to our customers in a timely and efficient manner that enhances the ultimate goal of supporting student achievement.

Lake County Office of Education,
Wally Holbrook, Superintendent of Schools
Chris Thomas, Deputy Superintendent of Schools