



Board Agenda Item #	Agenda Item # III B- Discussion Item
Date:	09.12.2018
To:	MPS Board of Directors- Academic Committee
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	David Yilmaz, Chief Accountability Officer
RE:	Accountability Updates

Proposed Board Recommendation
Information Only

Background

The Accountability Department has prepared glows, grows, goals, and priorities for the 2018-19 school year. Please see the attached document for details. The following are some highlights from our plan. Besides our usual work around policies, compliance, reporting, monitoring, training, etc., we will be:

- Supporting MSA-1 with the federal audit it was randomly selected for --FPM (Federal Program Monitoring)
- Creating a LCAP Addendum for each school
- Supporting schools with WASC visits (self-study: MSA-4, SD; mid-cycle visit: 5, 6, 7, 8)
- Supporting charter renewals (MSA-6, 7, SA)
- Implementing successful transition to Illuminate
- Implementing successful transition to SchoolMint
- Implementing successful transition to new meal management program (PrimerEdge)
- Creating internal dashboards to monitor progress toward school goals/LCAP targets
- Supporting the academic dept. with Standards Based Grading (SBG)
- Hiring a support person for compliance related projects, including lunch management

MPS has been transitioning to using a few new programs this school year: Illuminate Education for our SIS, SchoolMint for student enrollment, PrimerEdge for meal management, and ParentSquare for parent communication. All MSAs will use Illuminate and SchoolMint in 2018-19. All MSAs except MSA-5 & 8 (since they work directly with LAUSD) will use PrimerEdge. Three MSAs (MSA-1, 2, 8) are piloting ParentSquare. Our staff has been working diligently to make the transitions smooth through bootcamps, training, and one-on-one support. We hope that these programs, when implemented fully and effectively, will be integral parts of our systems for

student information and parent communication.

Update on Illuminate:

MPS is following its transition plan to Illuminate that we developed with Illuminate Education in 2017-18. Attached is the plan with key activities. The following are a few of the highlights from our transition to Illuminate.

Completed:

- Basic student data has been migrated to Illuminate for the years 2017-18 and 2016-17.
- School master schedules were built in Illuminate. We have trained the deans of academics and are working 1-1 with them.
- Course catalogs, discipline system, grading system, etc., have been built in Illuminate.
- Teachers have been trained on Attendance and Grading.
- Principals and deans have received trainings during 2017-18 spring and summer.
- Office staff have been trained on different modules of the system, from attendance to reporting.
- Ongoing support is provided to Dean of Academics, Dean of Students, Office Managers and Staff re Illuminate's respective features and tools.
- Attendance periods/reports have been set up in Illuminate so teachers were able to take attendance on the first day of school.
- Master scheduling published in Illuminate and handed out to students/parents.
- Sample letters, website updates as well as training tools for parents to use Illuminate have been provided to the sites.
- Student login access to Illuminate

Working on/Challenges:

- Transfer of student historical transcript data from CoolSIS to Illuminate
- Illuminate does not have a parent app for smart phones. However, parents can still access Illuminate Home Connect via their phone by logging onto the website.
- Working on behavior module with the deans of students

(P.S. We will still have 1-year read-only access to CoolSIS to migrate historical data)

Update on SchoolMint:

SchoolMint is MPS' new online program for student enrollment. We have set up SchoolMint with our enrollment forms. Our office staff have been trained on how to use SchoolMint to enter all student applications. Currently the majority of student applications are entered into SchoolMint. We are working on mapping SchoolMint to Illuminate so that all entered applications are automatically integrated to Illuminate.

Successes:

- All pending applications were transferred from CoolSIS to SchoolMint so that Office can see and follow up all application in one portal.

Working on/Challenges:

- We have been able to resolve technical issues with the SchoolMint set up including removal of “mandatory” fields which are not required.
- Training principals, office staff, and PACE coordinators

Update on Meal Applications/Program:

MPS works with Schools in Action (SIA) for meal management. SIA encourages us to have families sign into SchoolCafe to fill out a meal application, receive their child's meal eligibility status (free/reduced/paid) and to make online payments. Families who sign up to SchoolCafe can also receive notifications when their child's account is running low or has a balance.

The office and meal program coordinators at each MSA attended the PrimeroEdge training (the new meal software) offered at SIA on August 1st. We were trained on the new program which will be used to monitor meal counts and make deposits into student accounts. Glenda at SIA confirmed the personnel coming from meal vendors who will be assigned to MSAs will also be receiving training on PrimeroEdge.

At the office staff PD the Finance Dept. and the Accountability Dept. highly encouraged office managers and staff to build a culture that helps families set up SchoolCafe accounts. (MSAs will no longer be able to take cash payments for meals, only checks or money orders will be acceptable.)

Budget Implications

N/A. Illuminate and SchoolMint are board-approved MPS-wide programs. (See past board minutes)

How Does This Action Relate/Affect/Benefit All MSAs?

This is not an action item.

Name of Staff Originator:

David Yilmaz, Chief Accountability Officer
Ishmail Ozkay, Data Manager & SIS Coordinator
Lydiatt Vega, Executive Office Manager

Exhibits (attachments):

- MPS Accountability Dept. Presentation
- Illuminate Transition Plan
- Illuminate Parent Letter SAMPLE - Portal
- SchoolCafe

Online

Flyer



ACCOUNTABILITY DEPARTMENT

July 30, 2018

Presented by David Yilmaz,
Chief Accountability Officer



David Yilmaz
Chief Accountability Officer



Ishmail Ozkay
Data Mngr. & SIS Coordinator



Lydiett Vega
Executive Office Mngr.



Quick Learner
Office Mngr.

Commitment to Schools...



POLICIES

- Internal Policies and Procedures Development (to be approved by Board) and Maintenance (Accountability Portal, etc.)
- Revise the student/parent handbook annually
- Ensure compliance to MPS policies and procedures
- Ensure compliance to local, state and federal policies and guidelines

COMPLIANCE

- ESSA Compliancy (Title I, Title II, Title III, LCAP Addendum)
- Support schools with the FPM audit
- Support schools with annual independent audit
- Support schools with annual LCAP development
- Support schools with annual LCFF local indicator development
- Support schools with annual SPSA development
- Support schools with annual SARC reports
- Review, monitor, and report on schools' progress on goals and annual measurable outcomes outlined in the schools' plans (petitions, LCAP, etc.)
- Support schools during annual authorizer visits (10 visits)
- Conduct mock visits to schools before annual authorizer visits (10 visits)
- Ensure instructional minutes compliance annually
- Support schools with SSC/ELAC meetings
- Conduct annual stakeholder surveys for students, parents, and staff

Commitment to Schools...



SCHOOL OFFICE

- Provide recruiting, screening, orienting, and training of office staff
- Maintain office staff job results by coaching, training, monitoring, and appraising job results
- Ensure and supervise timely submission of all required reports to the state and local agencies
- Keep office staff aware of reporting changes
- Keep office staff aware of changes in the law relating to attendance, policy and procedures
- Maintain timelines to ensure all deadlines are met
- Design and implement office policies by establishing standards and procedures; measure results and make necessary adjustments
- Maintain the Office Policies and Procedures Manual
- Provide the finance department with reports and data items as requested
- Monitor student enrollment process with the school offices (SchoolMint, etc.)
- Monitor annual lottery for student enrollment
- Monitor use of parent communication systems (SchoolReach, ParentSquare) (with OCD)
- Monitor federal meal program (vendor, reporting, reimbursement) (with OPERATIONS)

MONITORING

- Review, monitor, and report on schools' progress on goals and annual measurable outcomes outlined in the schools' plans (petitions, LCAP, etc.)
- Monitor monthly deadlines for principal tasks
- Contribute to Weekly Newsletters to Schools
- Monitor the Annual Academic Evaluation of Staff (TeachBoost, etc.)

Commitment to Schools...



ACADEMIC SUPPORT

- Create annual instructional calendar
- Monitor course offerings at school sites to ensure adherence to our charters
- Create courses in the online MPS course catalog
- Monitor a-g course compliance
- Manage SIS (Illuminate)
- Monitor the Student Achievement
- Monitor Academic State Reporting
- Monitor Student Data Management
- Monitor Benchmark Assessments (IAB, ICA, etc.)
- Monitor State Assessments
- Support School Accreditation
- Monitor School Wellness Plan
- Support Petition Writing
- Support Academic Grant Writing
- Support Academic Goal Setting
- Train principals, deans of academics, deans of students, college counselors
- Support monthly meetings (10 principals, 10 deans of academics, 10 deans of students)

GLOWS



SUPPORT (INTERDEPARTMENTAL & TO SCHOOLS)

- Data & SIS Manager (Ishmail Ozkay), Executive Office Manager (Lydiett Vega)
- Academic: Data, assessment cycle, SIS, course offerings, academic policy compliance, handbooks, plans (LCAP, SPSA, WASC, school wellness, etc.) OCD: Enrollment/lottery process and monitoring, charter renewal, grant applications, stakeholder surveys HR: Evaluation systems, policies (pay scale, tuition reimbursement, etc.) Operations/Finance: Reports (audits, meals, etc.)
- We provide direct support & training to principals, deans of academics/students, college counselors, office managers, and all departments at the Home Office (data, policies, documents)

COMPLIANCE

- All schools have met state and authorizer report and project deadlines. Provided monthly/weekly project breakdowns; supported schools for annual oversight visits
- Collaborated with the finance department in responding to auditors' requests; MPS' first Federal Meals Program Audit was successful

EVALUATION SYSTEMS

- Evaluation systems for teachers, school leaders, and general staff, including Home Office staff, have been developed that include stakeholder survey responses and student performance data
- We set up an online platform for observations/evaluations: TeachBoost

DATA SYSTEMS

- Transition to Illuminate School Information System: Master system is currently being configured for a successful start-up; ongoing data migration is underway. Trainings conducted for office managers, lead teachers, and deans

GROWS



DATA SYSTEMS

- Continue to work on data validation in Illuminate School Information System and extend parent access to the system
- Additional training/support is needed on Illuminate enrollment procedures and student record maintenance
- Teachers need training on creating assessments in Illuminate
- Need for an internal dashboard to track school's progress towards LCAP targets

GRADING SYSTEM

- Teachers are currently using points based grading. We would like to explore the Standards Based Grading (SBG) system.

LUNCH

- We have had to change our meal vendor mid-year; it has been a challenging year for office staff. Need for a smoother meal program (management and reimbursement)

COMPLIANCE

- We need a support person for compliance related projects; a few of our schools needed direct intervention this year



PRIORITIES

DATA SYSTEMS

- Making sure all data in Illuminate is accurate and that schools are ready for full implementation in 2018-19; Master course schedules will be built in Illuminate; Office staff will be prepared for June 18 full transition
- Teachers will be provided Data and Assessment module training
- Deans/Principals will be trained in using Illuminate reports for better tracking and use of their interim data (IAB, ICA, MAP, grades, etc.)
- Designing an internal dashboard to track each school's progress towards LCAP targets
- Support for Standards Based Grading (SBG) transition

COMPLIANCE / OPERATIONS

- Making sure current and new school administrators and office staff understand and follow up all compliance items (trainings and follow-up)
- Collaborating with our SFA to ensure a more smooth meal management program

STAFFING

- Hiring a support person for compliance related projects, including lunch management



2018-19 MAJOR EVENTS

WASC Visits

- MSA-San Diego (self-study)
- MSA-4 (self-study)
- MSA-5 (initial visit)
- MSA-6 (mid-cycle visit)
- MSA-7 (mid-cycle visit)
- MSA-Bell (mid-cycle visit)

Renewals

- MSA-6 (capacity interview, hearing, decision, appeals)
- MSA-7 (capacity interview, hearing, decision, appeals)
- MSA-Santa Ana (capacity interview, hearing, decision, appeals)

FPM Audit

- MSA-I

REMINDERS from the Principals' Monthly Tasks Calendar



July & August

10%	3	Amendments to the Student/Parent Handbook	ACC
		If you plan to make amendments to the Handbook to address local issues, you need to submit amendments to the Home Office for approval before sharing it with students/parents. You can make a copy of the page at the link and revise it for your site-specific amendments.	Link
40%	4	Mail out 2018 SBAC Results	ACC
		Place copy in student files	
0%	2	Tdap Certification	ACC
		LAUSD: Submit three days after the first day of school. Principals: Make sure no student misses first day of instruction due to missing Tdap. Call families of students with missing Tdap.	8/17/18
0%	11	Set up TeachBoost	ACC
		Revise staff list, assign targets, ensure access	Link

0%	12	Complete Course & Club Tracker Sheet	ACC
		Deans of academics to complete four sheets: Special Courses, A-G, AP, Clubs	Link
0%	16	Textbooks/Instructional Materials	ACA
		All students have access to textbooks/instructional resources	
10%	21	Curriculum Training (McGraw Hill, etc.)	ACA
		Ensure teachers are trained on the curriculum	
0%	28	Mandatory trainings for staff	HR
		Make sure all staff complete mandatory trainings (mandated reporter, Bloodborne pathogens, etc.)	8/31/18

JUST CHECKING...



Informal Teacher Observations

- MPS Teacher Evaluation Protocol asks for how many informal teacher observations/classroom visits per semester?

LCAP Addendum

- What is the LCAP Addendum? When is it due? Is it an annual report?

ELPAC

- What is the new reclassification criterion based on ELPAC?

School Wellness

- Action plan for the new school year

SART

- After how many unexcused absences or unexcused tardies over 30 minutes, the student will be referred to SST and SART?

Executive Office Manager Lydiett Vega

Commitment to Schools - Support, Monitor and Training



POLICIES

- Ensure compliance to MPS policies and procedures

COMPLIANCE

- Ensure compliance to local, state and federal policies and guidelines

SCHOOL OFFICE

- Provide recruiting, screening, orienting, and training of office staff
- Maintain office staff job results by coaching, training, monitoring, and appraising job results
- Ensure and supervise timely submission of all required reports to the state and local agencies
- Keep office staff aware of immunization requirements, reporting changes, changes in the law relating to attendance, policy and procedures
- Monitor student enrollment process with the school offices (SchoolMint, etc.)
- Monitor annual lottery for student enrollment

MONITORING

- Review, monitor, and report on schools' progress on project and report deadlines

[MAIN PAGE: Office projects, reports, forms and deadlines](#)

Ishmail Ozkay

Data & SIS Manager



- CAASPP: IABs, ICA, SBAC
- Illuminate:
 - SIS
 - DnA
- Coolsis
- SchoolMint
- PrimeroEdge - Schools In Action
- McGraw-Hill
- Naviance
- MyON
- NWEA - MAP
- Panorama
- Misc data requests

Current Projects & Updated

Ishmail Ozkay



- Illuminate Transition:
 - Data Migration from Coolsis
 - Illuminate master setup & settings
 - Building master schedules for 2018-19
 - SIS & DnA training at MPS in-service
 - SIS training at site level in-services
 - Support: in-person and online meeting
 - Student and parent portal access/setup
- SchoolMint: Data transfer from SchoolMint to Illuminate
- PrimeroEdge: Data transfer from Illuminate to PrimeroEdge

DATE	EVENT	PARTICIPANTS	TIME/LOCATION
10/31/2017 - 11/2/2017	Data Bootcamp	Data Team	Illuminate Office - Irvine
11/28/2017 - 12/1/2017	System Admin Bootcamp	System Admin Team	Illuminate Office - Irvine
2/27/2018	ISI Training	System admin (half day)	9am-12pm MPS Home Office
3/9/2018	ISI Training	Office Managers - AM Teachers - PM (gradebook, attendance, minor behavior, general student searching)	MSA-8
3/13/2018	ISI Training	Dean of Students (Behavior, Point tracking, Chronic Absentee, Contacts, Health & Wellness)	Home Office
TBD	ISI Training	Office Managers - AM	TBD
4/5/2018	ISI Training	Dean of Academics (Scheduling, Basic student information, Student population groups, interventions) College Counselors (graduation, transcripts, A-G, 4	Home Office
4/19/2018	ISI Training	AP/Principals - PM (Reports for Gradebooks, Attendance, Behavior, Transcripts/Report Cards)	Home Office
5/1/2018	ISI Training	System admin (half day)	MPS Home Office
6/15/2018	Last day of school 2017-18		
8/14/2018	First day of school 2018-19		

Student Information System Implementation Timeline

Date	Activity Title	Description	Time & Location
Sept 12, 2017	ISI implementation kick off webinar	Introductory web meeting to discuss initial implementation plan for ISI	9-10am GoToMeeting
Oct 12, 2017	ISI onsite implementation meeting	In-depth planning meeting for 18-19 roll out of Illuminate Student Information (ISI)	9am-12pm 250 E. 1st St. Ste 1500, Los Angeles, CA 90012
Oct-2017	MPS Leadership Team, First Meeting	During an implementation, Illuminate Education recommends MPS have a Leadership Team. This is typically comprised of MPS leadership staff from the Executive Director to MPS school admin. The purpose of the team is to provide high level leadership, support for the implementation, and policy support as needed. Add as an agenda item Wednesday academic team meeting.	
Oct-2017	MPS IT Team, first data migration meeting	Phone conference with MPG IT Team and Illuminate Education's migration team.	
Nov-2017	Board Update	At it's regular Board Meeting, the Board heard an update related to the implementation of Illuminate Education as the district's next SIS.	Start with Academic Team Committee and provide written update for November Board member and inform Dr. Young at C-Team meetings
Dec-2017	Exploring Scheduling in Illuminate ISI	A meeting to begin exploring the possibility of doing master scheduling in ISI.	
Oct 31 - Nov 2, 2017	Data Bootcamp	IT Data Team to Illuminate Education's headquarters in Irvine for a two day Data Bootcamp.	9am-4pm 6531 Irvine Center Dr Suite 100 Irvine CA 92618
Nov 14-15, 2017	Elementary Report Card Workshop		9am-3pm 6531 Irvine Center Dr Suite 100 Irvine CA 92618
TBD	Elementary Report Card Standard Meeting	First in a series of meetings to review past standards work and establish the new form and content for elementary report cards. The committee is targeted for 3 staff per grade level with every site represented.	
Nov 28 - Dec 1, 2017	ISI System Admin Bootcamp	MPS Team to Illuminate Education's headquarters in Irvine for a four day System Admin Bootcamp.	9am-4pm 6531 Irvine Center Dr Suite 100 Irvine CA 92618
Dec 5, 2017	Data & System evaluation	Data & system setup check-in to evaluate the feasibility of master scheduling for 18-19	10-11am Web?
Dec 7, 2017	Magnolia Public Schools 18-19 Master Scheduling (Dean of Academics meeting)		10-11am Web?
Mid February	CALPADS data checks	Run Fall 1 & Fall 2 extracts and do comparisons between CoolSIS & ISI	

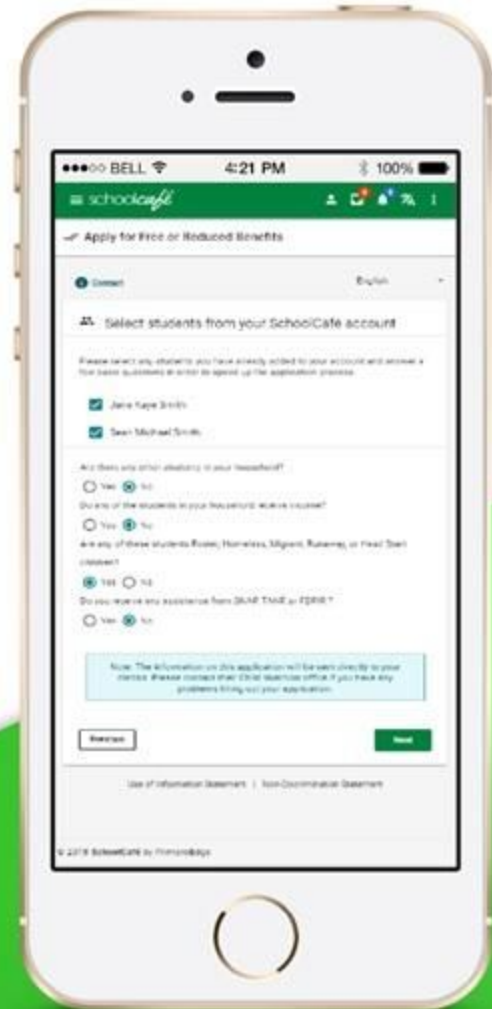
Mar 20, 2018	Master Schedule Bootcamp: Course Requests	Session 1 of master scheduling bootcamp focuses on methods to collect course requests.	9am-3pm 6531 Irvine Center Dr Suite 100 Irvine CA 92618
Apr 17, 2018	Master Schedule Bootcamp: Building the Board	Session 2 of master schedule bootcamp focuses on using Illuminate tools to build a draft scheduling board.	9am-3pm 6531 Irvine Center Dr Suite 100 Irvine CA 92618
May 15, 2018	Master Schedule Bootcamp: Scheduling Students	Session 3 of master schedule bootcamp focuses on scheduling students to sections.	9am-3pm 6531 Irvine Center Dr Suite 100 Irvine CA 92618
	Cohort Google Hangout	This is the first in the bi-weekly Google Hangouts with our cohort. This is to further the training of the System Admins as we continue the transition work.	
	Trainer of Trainers Training	Training over four days for various trainers of trainers. Details for this training will be determined by the ISI Implementation Team	
	Custom Reports Practice	An open session for interested subcommittee members to practice and get help on Custom Reports	
	Re-Training	Various training options for all staff. Topics established by MPS Implementation Team.	
	Go Live	This is the day that Illuminate Education's ISI becomes the authoratative system for all student records	
Aug 14, 2018	First Day of School	First day of school!	



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