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# Board Report

Chief Operating Officer

**Elizabeth Martinez**

Chief Operating Officer

*I began my new role as Chief Operating Officer on August 2nd* and now have direct oversight of all areas that are primarily responsible for our COVID Prevention Plan, Human Resources and Operations. I have provided leadership to Human Resources since October 2019 but Operations was a new addition. The immediate benefit of this change was direct alignment between our employee and student responses. For the purposes of this report, I will mostly focus on the operations side of the house, specifically the launch of the school year and some key learnings. I quickly conducted **an assessment of our readiness for school opening** and identified **three priority areas: surveillance testing schedules, daily screening systems, and response to positive cases**. Although we are continuously asking for feedback and seeking ways to improve, I am proud of what we have been able to accomplish in the first 5 weeks in this new role.

An early win for us was **testing 1,001 students prior to the first day of school**, we received **only one positive result** and we were able to make contact with that family and make sure the student was not on campus. As of now, we have been holding regular testing events on campus every week to make sure all students are tested at least two times per month. Regular testing along with universal masking and daily health screenings have been largely efficient at helping us identify and respond to positive cases (see Appendix A for a response flowchart) and to keep our rates down (see Appendix B).

For the purposes of contact tracing, the infectious period begins two days before the onset of symptoms. If the case did not have symptoms, the infectious period is considered two days prior to the testing date. **As of August 31st, we have had two asymptomatic positive cases that had been on campus two days prior to their test date**. After our initial response to an on-campus case we had some critical learnings:

- **Widen the distribution list for the quarantined students** – We received feedback that those supporting the students directly (e.g. deans, social workers, grade-level leads) did not receive information about the quarantined students which caused some confusion/worry.
- **Utilize multiple channels for notifying close contacts** - We utilized various forms of contact such as phone calls, automated telephone messages, and letters (email & text message notifications). Some parents of the close contacts missed the electronic letter or were confused by it and dropped their students off the next day. We contained those students in one classroom and had them all off campus by 11:30 AM.
- **Communicate broadly** – Although not required, we send a weekly, community-wide notifications of MWA COVID cases and responses. We want to share as much information as possible without compromising confidentiality so that our employees can have a sense of how we are handling cases as they come up.

I am especially thankful of the staff and faculty who have shown up to office hours, connected with HR, and/or reached out to me directly to share feedback; that is what will help us improve further. ***If I had to describe the work ahead, I would say that we are continuously changing parts on the metaphorical bus as it's in motion; this is the nature of this year where nothing is certain and yet everything requires order.*** What I know to be true is that the operations team is committed to doing what needs to be done in order to prevent the spread of COVID at MWA, I am confident that we can do that as long as we continue to receive ongoing feedback and support from the community as a whole.

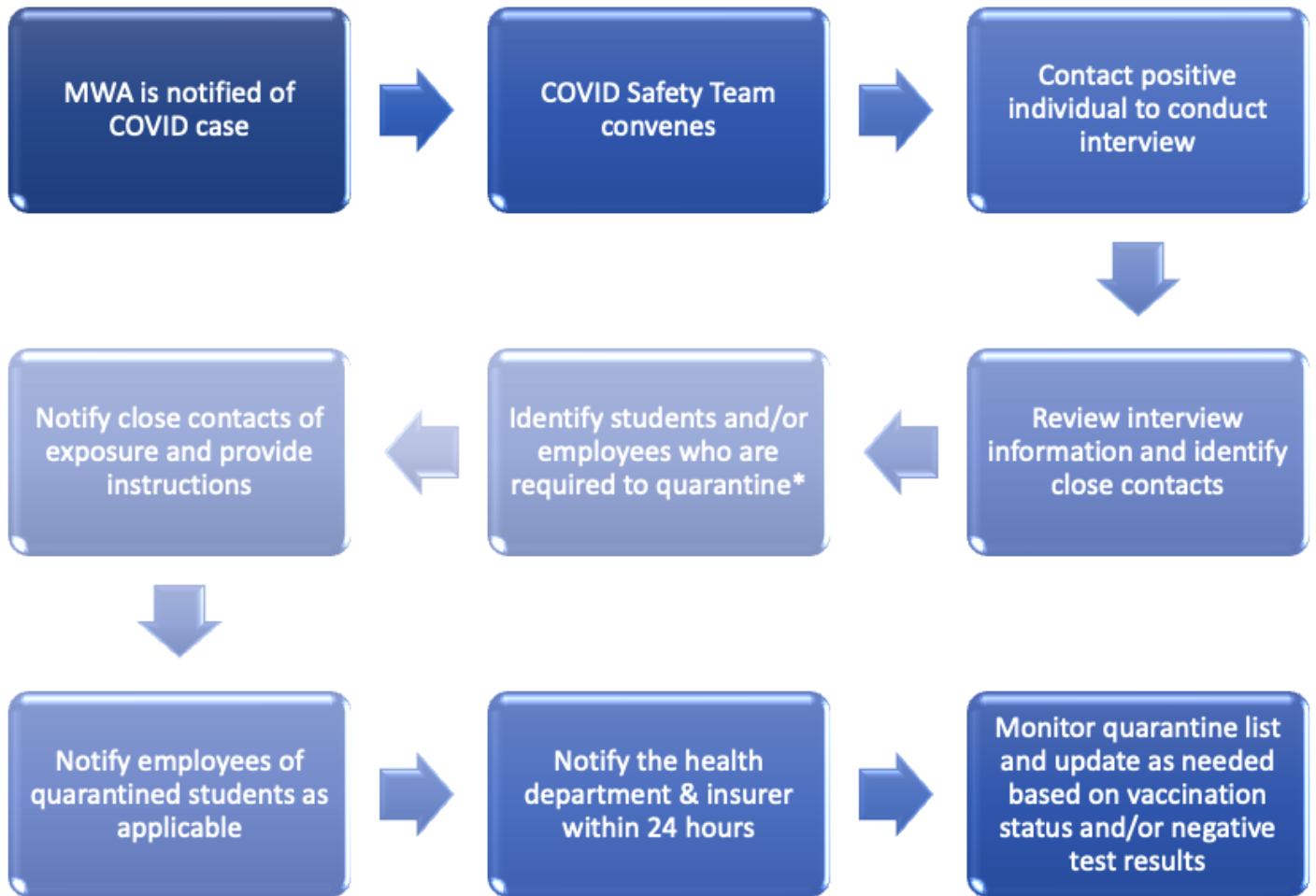
## September 2021

In addition to leading our overall COVID strategy, the scope of my role includes oversight of compliance, state reporting, assessments, attendance, and governance. Prior to the start of the school year, I held a team retreat where I asked them to outline their top priorities for the year. Here is a glimpse into what they are working on during Quarter 1:

<b>Compliance and Data Systems</b>	<b>Systems Setup for AY 2021-22</b> <ul style="list-style-type: none"> <li>● Gradebook setup for all teachers (categories and weights)</li> <li>● Enrollment of new students</li> <li>● Rostering for all students/classes</li> </ul> <b>State Reporting</b> <ul style="list-style-type: none"> <li>● California Basic Educational Data System (CBEDS) reporting in anticipation of census day which will take place October 2021</li> </ul>
<b>Compliance and Assessments</b>	<b>Assessments &amp; Diagnostics</b> <ul style="list-style-type: none"> <li>● Compiling, Analyzing, and Communicating State Assessment Data</li> <li>● Setting up and supporting with the launch of start-of-the-year diagnostics such as STAR and NWEA MAP</li> </ul> <b>Compliance Monitoring</b> <ul style="list-style-type: none"> <li>● Setting up centralized compliance monitoring system and organization</li> <li>● Analyzing LCAP and proposing approach for this academic year</li> </ul>
<b>Registrar</b>	<b>State Reporting</b> <ul style="list-style-type: none"> <li>● CALPADS enrollment for all students</li> <li>● Processing student transfers to balance attendance reporting</li> </ul> <b>Attendance Monitoring</b> <ul style="list-style-type: none"> <li>● Attendance training for teachers</li> <li>● Daily attendance tracking</li> <li>● Identifying no-show students</li> </ul>
<b>Human Resources</b>	<b>Employment</b> <ul style="list-style-type: none"> <li>● New employee offers/welcome orientation</li> <li>● Distribute new policy and handbook info</li> <li>● Obtaining emergency sub credentials for non-instructional staff supporting with coverage</li> </ul> <b>Compliance</b> <ul style="list-style-type: none"> <li>● CTC applications submissions for teachers in progress towards Clear Credentials</li> <li>● Begin preparations for Open Enrollment</li> </ul> <b>Performance</b> <ul style="list-style-type: none"> <li>● Review/File Employee Evaluations</li> <li>● Annual Supervisor Training Plan</li> </ul>

Appendix A

The *chart below outlines the general process of investigation and notification of COVID cases*. We are required to complete the process within 24 hours after we learn about the case. As of August 31st, we have completed the process on the same day we are notified.



### Appendix B

The infectious period begins two days before the onset of symptoms. If the case did not have symptoms, the infectious period is considered two days prior to the testing date. One of the cases was identified through our surveillance testing, the other by their own provider. Students who were not on campus two days prior to testing positive, are designated as “Positive Off Campus”. This is in alignment with the guidance by our local county health department.

***As of August 31st, all students who tested positive and designated as “Positive on Campus” were asymptomatic.***

Those who are quarantined are required to remain at home for 10 calendar days unless:

- They are asymptomatic and provide proof of full vaccination (at least 14 days have passed since their final dose), if they meet this criteria they can return to school immediately
- They are asymptomatic and test negative for COVID-19 between the 4th and 6th day since their exposure, students can return to school upon receipt of their negative results

