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# Board Report

Chief Operating Officer

### Elizabeth Martinez

Chief Operating Officer

#### What?

##### *Since the October MWA Board Meeting:*

- ***We quarantined all middle school students for 4 school days*** (October 26-29) due to a spike in the number of COVID student cases over the course of a week.
- ***Hosted a Parent Townhall*** with the Board President, Senior School Director, Chief Executive Officer, and Chief Operation Officer.
- ***Students held their first in-person, large-scale outdoor event*** post-distance learning with no spike in COVID cases afterwards.
- ***Evacuated the entire school due to a natural gas leak.***
- ***Conducted our annual LCAP Presentation to our authorizer***, the Contra Costa County Office of Education.
- Members of the ***board hosted 7 hours of listening sessions*** with approximately 50% of MWA employees
- ***Largely stabilized our HVAC systems with no mechanical malfunctions in the last 5 weeks***, issues we experienced were due to the electronic management system.
- ***Piloted our first parent volunteer for traffic duty!***

#### So What?

***The list above is not all inclusive but it is largely representative of the reality of our day-to-day operations.*** What you can also see in ***this list is a mixture of challenges and glimmers of stability.*** While the year continues to throw surprises at us, I sense that we are beginning to settle into the school year in a way that allows us to start preparing for a better and stronger start next school year. This sense has been affirmed through direct conversations with staff, feedback from the listening sessions, and staff engagement with solutions. ***Over the course of the last 7 weeks, I gained a clearer sense of the areas where we can immediately effect some change and where we can effectively stage for the upcoming school year.***

#### Now What?

Based on the key happenings and feedback from staff, ***here are my areas of focus for the next two months.***

- ***Developing master calendars for two school years*** - the planning is entering its input stage prior to the Winter Break.
- ***Hiring for additional Campus Supervisors (1-2)*** in addition to providing additional professional development to the current employees in this role.
- ***Expanding our parent volunteer program to reduce supervision duties for our staff (prioritizing teachers).***
- ***Implement Bloomz, the new parent communication tool, and phasing out ineffective communication systems by the end of January.*** Content and Grade-Level Leads expressed a lot of excitement about the tool.
- Kicking off with the DEI Working Groups, collaborating with the DEI Advisory Committee as well as the Culture and Climate Advisory Committee to ***continue administering, analysing, and responding to staff feedback/survey data.***

Appendix A

**Quarter 3 Priorities for COO Team**

<p><b>Compliance and Data Systems</b></p>	<p><b>School Systems</b></p> <ul style="list-style-type: none"> <li>● Student Attendance Review Board Process</li> <li>● Student-Parent/Guardian Handbook</li> </ul> <p><b>State Reporting</b></p> <ul style="list-style-type: none"> <li>● CALPADS Fall 2</li> <li>● Student Accountability Report Card</li> </ul>
<p><b>Compliance and Assessments</b></p>	<p><b>Assessments &amp; Diagnostics</b></p> <ul style="list-style-type: none"> <li>● Support training for state assessments</li> <li>● Support launch of ELPAC assessment</li> </ul> <p><b>Compliance Monitoring</b></p> <ul style="list-style-type: none"> <li>● Support the submission of the LCAP Addendum</li> <li>● Support the submission of the LCAP mid-year update</li> <li>● Begin planning for the 2022-2023 LCAP cycle</li> </ul>
<p><b>Registrar</b></p>	<p><b>State Reporting</b></p> <ul style="list-style-type: none"> <li>● Prepare for P-2 attendance submission in Q4</li> </ul> <p><b>Attendance Monitoring</b></p> <ul style="list-style-type: none"> <li>● Attendance training for teachers</li> <li>● Daily attendance tracking</li> </ul>
<p><b>Human Resources</b></p>	<p><b>Employment</b></p> <ul style="list-style-type: none"> <li>● Collaborate with CFO on budget development with emphasis on compensation statements for the new academic year</li> <li>● Stage offboarding logistics in preparation for Q4</li> <li>● Extend new employment offers for the new school year</li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>● Conduct annual review of the employee handbook</li> <li>● Confirm teacher assignments for 2022-2023</li> </ul> <p><b>Performance</b></p> <ul style="list-style-type: none"> <li>● Prepare annual performance evaluation materials 3</li> </ul>
<p><b>Operations</b></p>	<p><b>Systems</b></p> <ul style="list-style-type: none"> <li>● Formally launch new parent communication tool and sunset old processes</li> <li>● Refine and standardize the use of SolarWinds to track and respond to Operations request</li> <li>● Finalize master calendar for two school years</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>● Engaging with Operations team members to evaluate clarity of roles and responsibilities for the 2022-2023 school year</li> </ul>

## December 2021

### 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. 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.

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

### COVID Data as of October 11th-November 29th, 2021

- From October 25-November 12th, we had 0 cases on campus
- Overall, our numbers remain relatively low
- We have consistently tested 97-98% of our students on a weekly basis since the end of September

	On-Campus Week of 10/11	Off-Campus Week of 10/11	On-Campus Week of 10/18	Off-Campus Week of 10/18	On-Campus Week of 10/25	Off-Campus Week of 10/25	On-Campus Week of 11/1	Off-Campus Week of 11/1	On-Campus Week of 11/8	Off-Campus Week of 11/8	On-Campus Week of 11/15	Off-Campus Week of 11/15	Week of 11/22	On-Campus Week of 11/29	Off-Campus Week of 11/29
5th Grade	0	1	1	0	0	1	0	1	0	0	0	0	Fall Break	1	0
6th Grade	0	0	2	0	0	0	0	0	1	0	0	0		0	0
7th Grade	0	0	0	0	0	0	0	0	0	0	0	0		0	0
8th Grade	1	0	1	0	0	0	0	0	0	0	0	0		0	0
9th Grade	0	0	0	0	0	0	0	0	0	0	0	0		0	0
10th Grade	0	0	1	0	0	0	0	0	0	0	0	0		0	0
11th Grade	0	0	0	0	0	0	0	0	0	0	0	0		0	0
12th Grade	0	0	0	0	0	0	0	0	0	1	0	0		0	0
Employees	0	0	0	0	0	0	0	0	0	1	0	0	0	0	
Totals by Week	1	1	5	0	0	1	0	1	0	1	3	0		1	0