



Board Report

School-Wide Operations & COVID Safety

From the Chief Operating Officer's Desk

Elizabeth Martinez

Since I reported last: ***we made it through the Omicron surge*** as gracefully as possible, ***we left and came back from February Break smoothly***, and ***began planning for end-of-year activities***. It is difficult to believe that we are in the final stretch of our first school year after remote learning. ***This report focuses on the teams whose work has allowed us to return and remain in school but who are often working in the backdrop***. I reference members of my team in numerous reports but wanted you to hear from them directly from the COVID Safety Team, the Registrar, and Compliance about their COVID response which they have done while also fulfilling their regular job responsibilities (Operations, Health Services, Human Resources, Attendance, and State Reporting). ***While we have not been perfect, the teams have managed to avoid big misses in critical areas related to health and safety***. Schools, by nature, rely on consistency and some degree of predictability. This year, both of those things have been in short supply and yet, they have managed to keep us on track.

From the perspective of ***the COVID Safety Team***, they have relied heavily on: public health guidance, constant communication/collaboration, and employee feedback. ***At every turn during this year, they have gathered to collectively make meaning of information from the federal, state and local levels*** – information that is not always consistent and/or clear. When I asked them to write their report, I knew that it would be an opportunity to gain insight into their work but what I did not expect was the overwhelming sense of gratitude as I thought about what they have done together this year. Collectively, they have sacrificed so many late nights and weekends to make sure that they were as thorough as possible to meet our internal deadline of contact tracing/notification within the first 24 hours. ***There are not enough words to describe their relentless commitment to doing good by our community***.

From the perspective of attendance, ***the Registrar's Office has remained diligent in their reporting*** and painfully watching our Average Daily Attendance fall to rates lower than what we have seen before. An unavoidable consequence of our COVID protocols was that students were quarantined for extended periods of time. This fact coupled with vacancies in critical departments, normally responsible for attendance intervention, exacerbated the attendance issues. While a lot of students were out due to quarantine, a significant number of students were absent for other reasons. ***Ms. Sanchez, Registrar, was a persistent voice who elevated the concerns about our attendance rates and provided a steady stream of data. In direct response to the data, we moved forward with contracting some support for attendance intervention. Due to vacancies and lack of capacity, Ms. Velarde, Compliance and Data Systems Administrator, stepped up to supervise a temporary attendance intervention position.*** In her report below, you will find that she is utilizing the temporary support in a meaningful way and she is diligent in her efforts to re-engage our chronically absent students.

These two teams have done so much thankless work over the last 7 months, it is my hope that when you read their reports you will get a glimpse of the work they are doing to keep us moving forward in a year that has thrown so much adversity our way.

With all of that said, we still have work to do in Quarter 4. I attached my team's priorities in the following page.

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Quarter 4 Priorities for COO Team

Compliance and Data Systems	School Systems <ul style="list-style-type: none"> ● Student Attendance Review Board Process ● Student-Parent/Guardian Handbook State Reporting <ul style="list-style-type: none"> ● CALPADS Fall 2 ● Student Accountability Report Card
Compliance and Assessments	Assessments & Diagnostics <ul style="list-style-type: none"> ● Successful CAASPP (SBAC, CAST, ELPAC) Administration Compliance Monitoring <ul style="list-style-type: none"> ● End of Year and Summer school planning ● Civil Rights Data Collection (CRDC) Submission ● Student Handbook Revision ● LCAP/SPSA: Completing drafts and stakeholder input; Board Approval and Submission
Registrar	State Reporting <ul style="list-style-type: none"> ● P-2 attendance submission in Q4 ● May Audit Attendance Monitoring <ul style="list-style-type: none"> ● Independent Study Attendance Reporting ● Daily attendance tracking
Human Resources	Employment <ul style="list-style-type: none"> ● Compensation statement distribution in June. ● Schedule/conduct off-boardings logistics for nonrenewal employees. ● Extend new employee offers for the upcoming school year. ● Plan upcoming new employee welcome orientation. Compliance <ul style="list-style-type: none"> ● Employee handbook revisions for Board approval in June. ● Connect with Sr. DAI to confirm teacher assignments in March/April to ensure credential eligibility to teach assignment. ● Prepare CTC declaration of need Performance <ul style="list-style-type: none"> ● Prepare annual evaluation materials for distribution in May
Operations	Systems <ul style="list-style-type: none"> ● Formally launch new parent communication tool and sunset old processes ● Refine and standardize the use of SolarWinds to track and respond to Operations request ● Finalize master calendar for two school years Staffing <ul style="list-style-type: none"> ● Engaging with Operations team members to evaluate clarity of roles and responsibilities for the 2022-2023 school year

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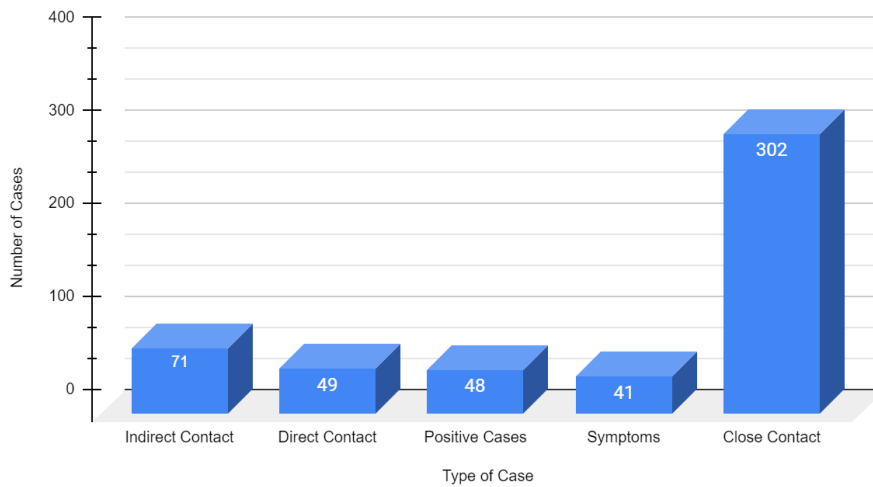
COVID Safety Team

Fe Campbell, Director of Human Resources | Maria Arechiga, Director of School Operations | Meuy Saechao, HR Generalist | LaMario Scott, Operations Manager | Luz Becerra, School Nurse

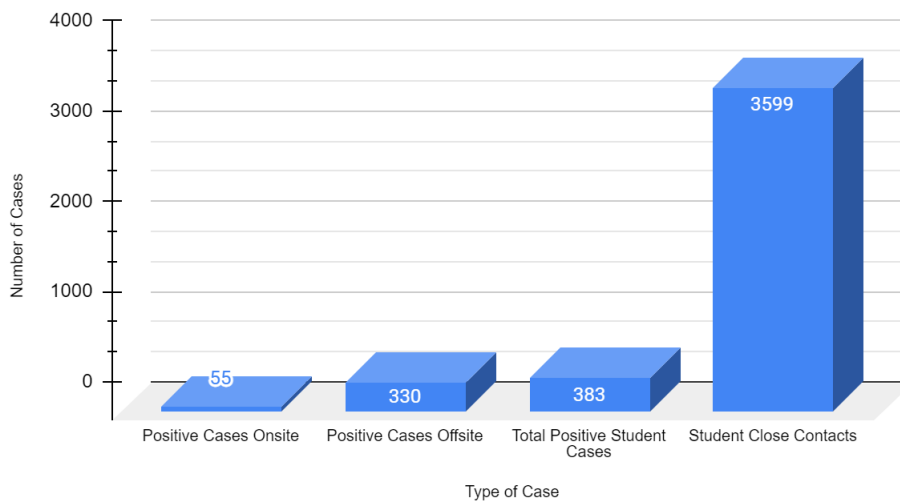
What?

In an effort to mitigate the spread of COVID at MWA, the COVID Safety Team has closely monitored test data every week since the start of the school year. During the fall, we were testing all students and unvaccinated employees weekly. Following our delayed start in January, we began testing all staff and students, regardless of vaccination status (January 3rd through February 7th). We included testing and contact tracing data below. In alignment with the latest guidance for K-12 schools, provided by the California Department of Public Health (CDPH) and Contra Costa Health Services (CCHS), the COVID Safety Team continues to adhere to the requirements for symptomatic students/staff, close contacts, or those diagnosed with COVID-19—all of which require tracking for testing, quarantine/isolation restrictions, and return to school authorization pending negative testing review (see Appendix A for guidelines).

Staff COVID-19 Contact Tracing (August 2021 to Present)

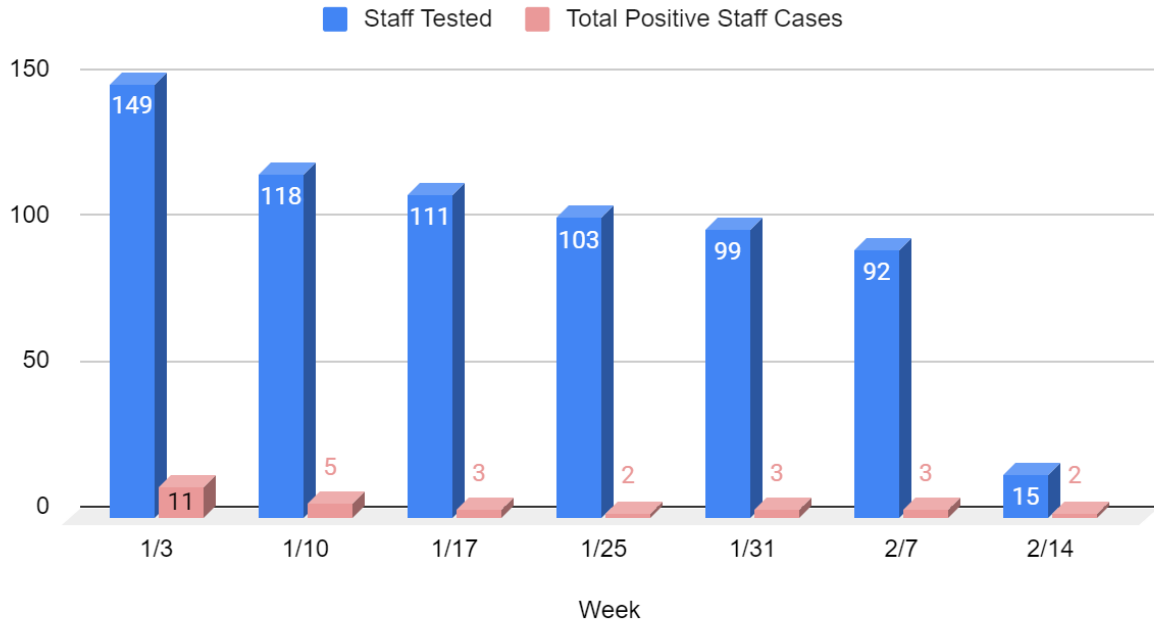


Student COVID-19 Contact Tracing (August 2021 to Present)

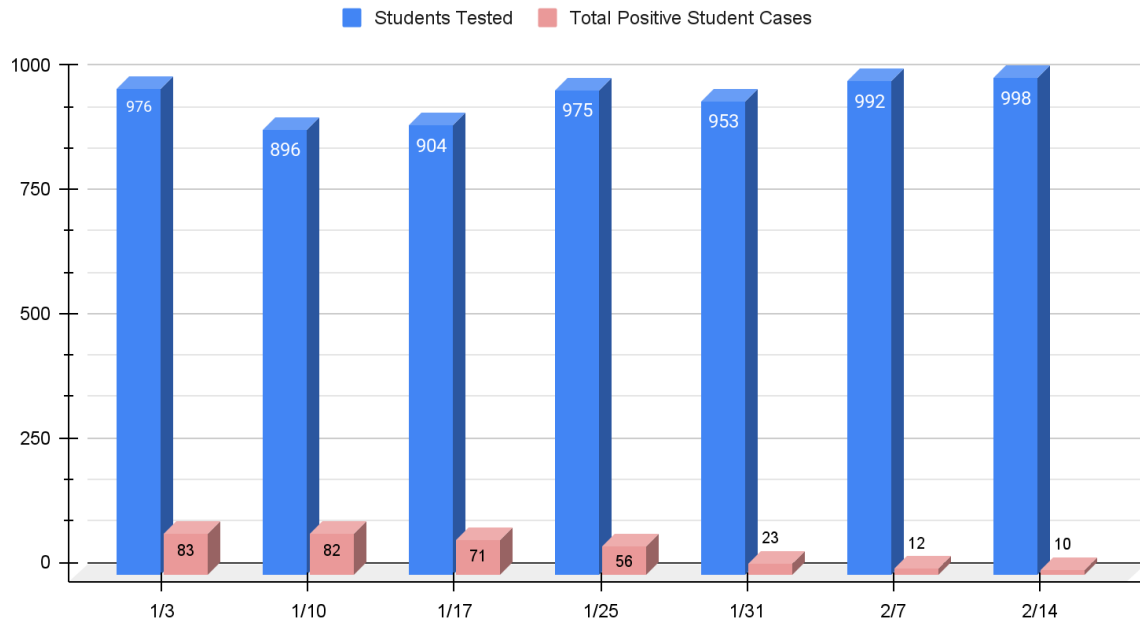


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Staff COVID-19 Test Data



Student COVID-19 Test Data



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So What?

As a team we prioritize surveillance testing, consistent screening systems and timely response to positive cases. As you can see, ***the team has invested a significant amount of time contact-tracing each case***. On average, the team spends about 2-3 hours per case (see Appendix B for contact tracing flowchart). While time intensive, our approach has allowed us to anticipate staff shortages related to COVID, enact school closures or delays, and successfully prevent COVID spread on campus. ***To date, no MWA employee has contracted COVID-19 on campus.***

Additionally, and arguably most importantly, the data supported the real-time modification of on-campus guidelines for staff and students to do our part to control the spread of COVID-19 on campus. Following the Omicron surge, we implemented the following guidelines:

- Mask Requirement: KN-95 masks (for all staff) and surgical masks (for all students)
- Weekly testing for all students and staff regardless of vaccination status
- Increased communication through various channels related to testing options for staff and students
- Implemented the booster vaccination policy mandate for all staff to meet the up-to-date vaccinated classification (*see Appendix C for vaccination rates*)
- Secured a date to host a vaccination event on-site (March 5th) sponsored by Contra Costa Health Services (CCHS)

Now What?

Given what we have seen related to the decrease in test and case data, we made the determination to update the COVID-19 safety protocol and guidelines as follows:

- Revert to our fall practice which requires that all students and unvaccinated staff (with a qualifying exemption) to test each week, however, fully vaccinated staff are still welcomed and encouraged to test each week.
- Only require daily at-home screenings for staff experiencing COVID-related symptoms that require immediate follow-up for the COVID-19 Safety Team.
- Allow unmasked supervised outdoor athletic activities including Health & Wellness only. Physical distancing (at least 3-feet) is strongly encouraged.

The COVID-19 Safety Team continues to monitor updates from the CDPH (state) and CCHS (local) that will inform our consideration for campus safety updates, including but not limited to, the mask requirement for staff and students, indoors and outdoors, for the remainder 2021-2022 school year and beyond.

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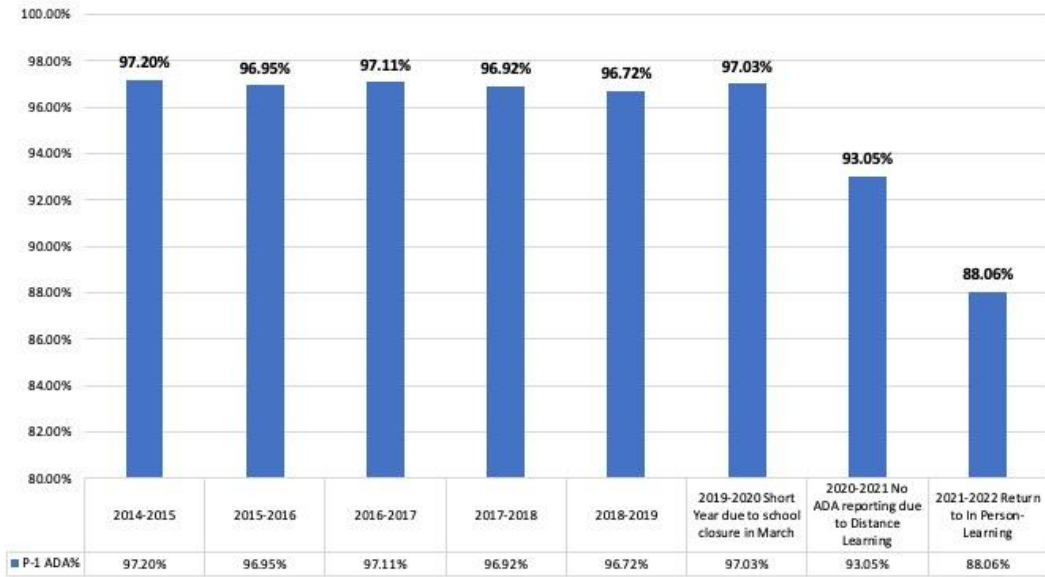
Data and Administration

Josefina Sanchez, Registrar | Carmen Velarde, Compliance and Data Systems Administrator

What?

Below are some graphs that provide an overview of our Average Daily Attendance (ADA) rates for the current year as reported in our P-1 (first apportionment reporting period).

P-1 Report ADA% Yearly Comparison



P-1 Detailed Information

P-1 Reports	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020 Short Year	2020-2021 Non-ADA Reporting Year (Distance Learning)	2021-2022 Back to Campus
School days	68	69	69	77	69	68	70	77
Enrollment	760	760	783	799	945	1,029	1,087	1,128
Enrollment increase from previous year	83	0	23	16	146	84	58	41
Days Absent	1,446	1,594	1,549	1,880	2,120	2,063	5,278	10,309
Days Attended	50,197	50,721	52,088	59,244	62,545	67,426	70,659	76,011
ADA	738.19	735.09	754.90	769.40	906.45	991.56	1009.41	987.16
ADA%	97.20%	96.95%	97.11%	96.92%	96.72%	97.03%	93.05%	88.06%
Previous Year ADA% Difference	0.13%	-0.25%	0.16%	-0.19%	-0.20%	0.31%	-3.98%	-4.99%

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So What?

The First Principal Apportionment Report (P-1), certified annually by February 20, is based on the first period data that LEAs report to the California Department of Education (CDE) in November through January. The P-1 supersedes the Advance Apportionment calculations and establishes each Local Education Agency's (LEA) monthly state aid payment for February through May.

In the graphs above we can see the effects the pandemic had on P-1 ADA% reporting when compared to prior years. It is important to note that we also captured one of the best years prior to the pandemic; ADA% rate increase from previous years giving us 97.03% ADA in 2019-2020. We anticipated seeing a decrease in ADA% this year and the data so far has proven that to be true. The high number of vacancies and limited capacity on the school side resulted in a pause of attendance interventions and education as it was done pre-pandemic. After reviewing the initial attendance reports in the fall, the Central Office hired a temporary attendance support position who will provide targeted intervention for students who are chronically absent, also known as the Student Attendance Review Board (SARB).

SARB Updates

Since Ms. Beatriz Ibarra began working at MWA on 1/5/22, she has sent out a total of 346 SARB letters to families of students who have over 3 unexcused absences. The intention of these letters is two-fold: 1) to create awareness on the number of absences and 2) to invite families to engage with the school so that we can work together getting the students back to school. Following this initial letter, if there is no improvement in attendance the Ms. Ibarra escalates the student to a "SARB Level 2". This level requires that the student and their family meet with the Student Attendance Review Team (SART), which typically includes a social worker and a dean. The first set of meetings started the week of February 28, 2022. The goal of these meetings is to learn more about the barriers preventing students from attending school regularly and to determine what supports the school can provide to improve attendance.

Through the initial outreach, via phone to some of the families, we learned that:

1. Some parents are happy and relieved to finally hear from us regarding the SARB process.
2. Some parents openly admitted that since no one had reached out to them regarding SARB, they thought we "were letting it slide this year".
3. Some parents expressed frustration at not being able to reach a "live person" at the school, which speaks to a need for having a school employee available for parents to call.
4. The following are some of the barriers that parents have faced in getting their child(ren) to attend regularly during the first semester of this school year:
 - a. Lack of transportation
 - b. Series of emergencies, some requiring travel outside of the country
 - c. Illness (student or family member)

Now What?

Through the years, Making Waves' goal of 97% ADA and above was last met during the first apportionment report (P-1) of the 2019-2020 school year. At this time, we don't anticipate lowering the goal but rather turn up the volume on the interventions that we know work. ***Ms. Ibarra's outreach efforts to families regarding the SARB process have already proved fruitful and through her continued efforts, not only will we be back in compliance, but the number of students going through the SARB process will go down.*** We initially contracted her on a temporary basis to conduct a "test and learn" pilot. We look forward to concluding this "test and learn" cycle and sharing out a recommendation for future attendance intervention work which may include a permanent position to support with attendance, SARB, and SART processes.

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Appendix A

	Guidelines Prior to 2/1	Changes Effective 2/14	Rationale for Change
Student Positive Cases Isolation	10 days of isolation for all students regardless of vaccination status	<p>Unvaccinated Students: Complete 10 day isolation</p> <p>Vaccinated: Complete 7 day isolation and can return day 8 if there are no symptoms and have a negative Antigen test.</p>	<p>Vaccinated students are more likely to not have symptoms and be less infectious after day 7.</p> <p>For staff, HR will continue to check-in with staff on day 5 for next steps.</p>
Student Vaccinated Close Contacts at school	Can return the next day with proof of vaccination and participate in weekly surveillance testing.	Can return the next day with proof of vaccination and participate in weekly surveillance testing.	No change
Student Unvaccinated Close Contacts at school	<p>Shortened Modified Quarantine: Test on day 5 and can return on day 6 with a negative test. Continue to participate in weekly surveillance testing.</p> <p>Full Quarantine: Complete 10 day quarantine. No test required to return. Continue to participate in weekly surveillance testing</p>	Replace Shortened Modified Quarantine with Modified Quarantine: Unvaccinated students can return to school as long as they have no symptoms and test twice within a 5 day period. They should not participate in any extracurricular activities.	<p>Would allow unvaccinated students with no symptoms to continue to come to school.</p> <p>With Omicron, we are seeing that both vaccinated and unvaccinated students have a similar possibility of infection. We will continue to monitor and test all students.</p>
Student Close Contacts at home	<p>If a student is able to isolate from the positive case, Shortened Modified Quarantine: Test on day 5 and can return with a negative test. Continue to participate in weekly surveillance testing.</p> <p>If a student is not able to isolate from a positive case, Full Quarantine: Complete 10 day quarantine. No test required to return. Continue to participate in weekly surveillance testing.</p>	<p>If a student is able to isolate from the positive case, Shortened Modified Quarantine: Test on day 5 and can return with a negative test. Continue to participate in weekly surveillance testing.</p> <p>If a student is not able to isolate from a positive case, Full Quarantine: Complete 10 day quarantine. No test required to return. Continue to participate in weekly surveillance testing</p>	No change

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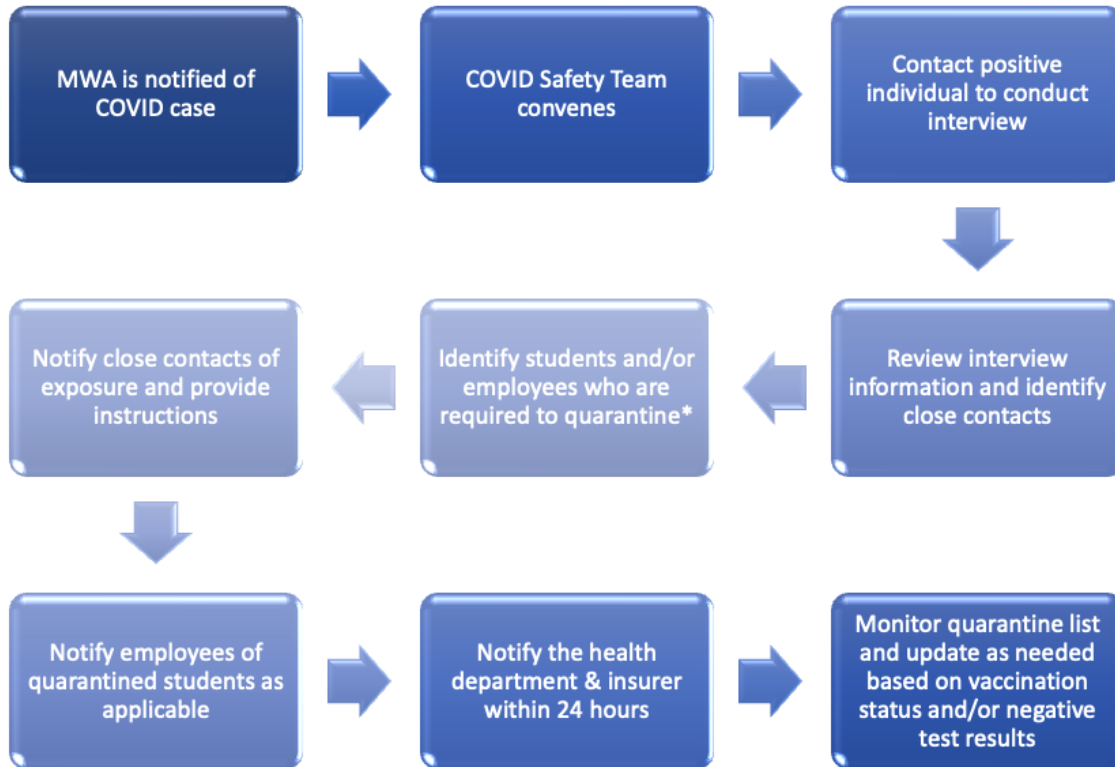
Definition of close contacts	Group contact tracing - students in the same classroom are considered close contacts.	Keep group contact tracing - students in the same classroom are considered close contacts.	Omicron is more contagious especially in smaller enclosed spaces. Health department is suggesting that we continue with group contact tracing when possible.
Close contact notifications timeline	Send notifications as soon as we find out about a positive case. Potentially everyday.	<p>Send close contact letters at specific cadence and capture cases. Positive students would still get calls to stay home.</p> <p>Monday → Weekend cases Wednesday → Monday-Tuesday cases Friday → Wednesday-Thursday</p>	<p>Limit the number of notifications received especially if students or staff have multiple exposures within a timeframe and allow for enough time for contact tracing.</p> <p>Notification timeline is subject to change based on availability of test results.</p> <p>We will continue to monitor positive cases and isolate and or quarantine positive cases right away.</p>
Outbreak Management	<p>Outbreak: At least three probable or confirmed COVID-19 cases* within a 14-day period in people who are epidemiologically-linked† in the setting, are from different households, and are not identified as close contacts‡ of each other in any other case investigation.</p> <p>Outbreaks were reported to the health department for further guidance.</p>	<p>Current definition of an outbreak: Three or more cases, same classroom, same period (can be more than one grade) or 3 or more cases in any school related extracurricular activity such as sports, band etc. within a 14 day period.</p> <p>Outbreaks are currently reported to the health department by schools and are being monitored and tracked for data but there is no recommendation for school closures.</p>	Outbreaks are still being tracked by the health department but they are not making any recommendations based on outbreaks.
Masking	Require that all students and staff mask indoors and outdoors at all times.	Allow for unmasked supervised outdoor athletic activities including Health & Wellness only. As long as students can exercise physical distancing, masks are not required. This does not apply to activities such as recess, breaks, and lunch. Physical distancing is defined as	These changes are in alignment with our approach so far which has been grounded in local/state guidelines and current conditions. Our local health department has not yet made a recommendation on outdoor masking in K-12, they left it up to

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		<p>at least 3-feet. We understand that it may be hard to manage at times, but we encourage it when possible.</p> <p>Masking indoors and outdoors under any other circumstance is still required.</p>	<p>the school sites. The state will review and provide additional guidance in two-weeks.</p> <p>Following the President's Week break, we will revisit the KN95 adult mask requirement and determine if surgical masks can be another option.</p>
Surveillance Testing	All staff (regardless of vaccination status) must complete weekly COVID-19 PCR testing for HR monitoring.	<p>Unvaccinated staff with an exemption must complete weekly COVID-19 PCR testing for HR monitoring. Vaccinated and up-to-date vaccinated can opt-in to test, but do not have to submit results to HR unless they are positive.</p> <p>Student surveillance testing will continue.</p>	<p>These changes are in alignment with our approach so far which has been grounded in local/state guidelines and current conditions. Our local health department has not required continued surveillance testing, they left it up to the school sites. We have continued to monitor the decreasing positivity rate amongst staff to inform this update.</p> <p>Current staff positivity rate: < 3%</p>
Daily At-Home Screening	All staff are required to complete a screening each day via CrisisGo, then scan on-campus at an available kiosk.	Staff will only be required to complete a CrisisGo screening when they are experiencing COVID-19 related symptoms, test positive, and/or make close contact that requires HR follow-up.	In partnership with the school admin, the COVID response team will continue to identify close contacts and exposures through the established contact tracing protocol for staff and students.

Appendix B

Contact Tracing Flow Chart



Appendix C

Employee Vaccination Status as of March 02, 2022

Staff COVID-19 Vaccination Status

