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# Board Report

Chief Operating Officer

## Elizabeth Martinez

Chief Operating Officer

It is incredible to look back and think about our first week of school and everything that has taken place since then. In my September 2021 report I stated:

*“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.”*

That statement continues to be true in more ways than one and yet **here we are, just 6 weeks away from the finish line**. Many parts have changed and the bus has continued moving forward. COVID testing and protocols have slowed down but other challenges have taken up the space that work once inhibited. **Our case rates have remained very low following spring break** (0-2 cases per week) **but we are seeing a drastic increase in student behaviors that are disruptive to the learning environment**. At present, I continue to lead the COVID Safety Team, School-Wide Operations, HR, Compliance (Data Systems & Assessments), Attendance, and Marketing. In addition, I am overseeing the work of the Dean of Students Office. **My focus at this time is to get us through the next 6 weeks as safely as possible and to support the team on resetting for the next school year.**

### Focus Area: Filling Critical Roles

- Key roles include a *Director of School Operations, Marketing and Outreach Manager, Campus Supervisors* and *additional HR positions*.

### Focus Area: Supporting the Dean’s Office

- Providing guidance and direction on systems and processes that support equity, accountability, and most importantly safety.
- Setting a vision and direction for the new school year rooted in systems, consistency, communication and follow through.

### Focus Area: Supporting the Operations Team

- Providing guidance and direction on systems and processes that support safe facilities, campus supervision, and campus safety.
- Providing definition and clarity of roles and responsibilities for the new school year rooted in systems, consistency, training, and communication.

### Other Key Updates

- **State testing is underway**, preliminary completion rates are showing us at approximately 90%. Our participation requirement, for the school and subgroups, is 95%.
- **Our P-2 Attendance Submission came in at 86.71%** (compared to 96.20% in 2019). This was expected given the number of individual quarantines and school closures.
- The Central Office is leading the planning for **our first in-person promotion and graduation since 2019!**
- **The school is hosting the first prom since 2019!** This was a great collaborative effort between senior advisors, key leaders, and operations staff.

Quarter 4 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 <b>[paused]</b></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>• Successful CAASPP (SBAC, CAST, ELPAC) Administration <b>[in progress]</b></li> </ul> <p><b>Compliance Monitoring</b></p> <ul style="list-style-type: none"> <li>• End of Year and Summer school planning <b>[in progress]</b></li> <li>• Civil Rights Data Collection (CRDC) Submission ✓</li> <li>• Student Handbook Revision ✓</li> <li>• LCAP/SPSA: Completing drafts and stakeholder input; Board Approval and Submission <b>[in progress]</b></li> </ul>
<p><b>Registrar</b></p>	<p><b>State Reporting</b></p> <ul style="list-style-type: none"> <li>• P-2 attendance submission in Q4 ✓</li> <li>• May Audit <b>[in progress]</b></li> </ul> <p><b>Attendance Monitoring</b></p> <ul style="list-style-type: none"> <li>• Independent Study Attendance Reporting ✓</li> <li>• Daily attendance tracking <b>[ongoing]</b></li> </ul>
<p><b>Human Resources</b></p>	<p><b>Employment</b></p> <ul style="list-style-type: none"> <li>• Compensation statement distribution in June. <b>[not started]</b></li> <li>• Schedule/conduct off-boardings logistics for nonrenewal employees. <b>[not started]</b></li> <li>• Extend new employee offers for the upcoming school year. <b>[ongoing]</b></li> <li>• Plan upcoming new employee welcome orientation. <b>[not started]</b></li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Employee handbook revisions for Board approval in May. ✓</li> <li>• Connect with Sr. DAI to confirm teacher assignments in March/April to ensure credential eligibility to teach assignment.</li> <li>• Prepare CTC declaration of need ✓</li> </ul> <p><b>Performance</b></p> <ul style="list-style-type: none"> <li>• Prepare annual evaluation materials for distribution in May ✓ <b>[ahead of schedule]</b></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 <b>[ongoing]</b></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 <b>[ongoing]</b></li> </ul>

