



Board Report

Chief Operating Officer

Elizabeth Martinez

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We made it through the last day of school! In other years, we would of course celebrate the completion of the year with happiness but this year it feels different. Beyond the usual challenges schools face throughout the year, this year we were met with a number of challenges related to COVID-19: outbreaks, protocol management, new compliance requirements, vacancies, staff absences, personnel issues, vandalism, and increased student fighting, just to name a few. In spite of this, ***we are ending the year with our first in-person promotion and graduation ceremonies since 2019 with gratitude and a greater sense of accomplishment.***

Here are some highlights of what we (COO Team) accomplished this year:

- ***Consistent testing for all students*** throughout the year (weekly from October-May and bi-weekly from May-June)
- ***No school-wide COVID-19 outbreaks*** (one in grades 5-8 and in two in a single grade level)
- ***No COVID-19 outbreaks amongst our staff***
- ***Met our 95% participation requirement for state testing*** (CAASPP: SBAC, CAST, ELPAC)
- ***Met all compliance requirements*** for state submissions (CALPADS, attendance, LCAP, SARC, teacher credentialing)
- Collaborated with our landlord and ***repaired door access issues across the campus***
- ***Centralized parent communication systems*** to the Central Office
- Administered the ***Staff Satisfaction Survey with a participation rate of 82%***

I could spend pages writing about the accomplishments of the team but my hope is the list above highlights the commitment these folks had to getting to the end of the year. They put their best effort forward to create order during a school year where things were shifting constantly. There were a lot of lessons learned and a lot of “we are not doing this, like this, again next year”. ***Areas of focus for my team next school year are: proactive planning, communication, and systems.***

Over the summer, I will be working with members of my team and others to:

- ***Complete PowerSchool setup processes before August 1***, teacher’s rosters should be completed.
- ***Address facilities issues and conduct routine maintenance*** over the summer.
- Complete ***office and classroom moves by end of June.***
- ***Update COVID protocols*** for the start of the year.
- ***Update all safety/traffic documentation and resources.***
- ***Communicate key changes to families early*** (bell schedules, traffic changes, COVID requirements).
- ***Implement new tools that will modernize our processes:*** the new parent communication tool, Bloomz, a new digital visitor management system and the new behavior management system, Kickboard.
- ***Train and develop Campus Supervisors and the Dean’s Office*** for a strong launch.
- ***Prepare training sessions for new systems*** (August PD).
- ***Finalize calendar of DEI programming*** for the year.
- ***Analyze data from the Staff Satisfaction Survey*** to inform plans for next year.

We have a lot of work to do but I am confident that we will get it done. Additionally, I am excited to welcome the Talent Team to my area. Starting July 1, the Talent Team will report directly to me so that HR and Talent are under the same executive leader. I am excited to work with Talent and HR to further align their efforts in recruiting and retaining top talent. ***While challenging, I learned a lot from this year and I believe I am a better leader for it. I am thankful to my team, the staff and our CEO for their relentless support and all of their contributions this year.***