Board Report

Chief Operating Officer

Elizabeth Martinez
Chief Operating Officer

What a different start to the year!

I collected a lot of valuable feedback last year through surveys, all staff meetings and board listening sessions. **As a result of that feedback I made a commitment to start this school year differently** by leveraging technology, resetting expectations (readiness, preparation, and meeting deadlines) and maximizing the summer time to prepare. **The projects highlighted in this report are actions I took to follow through on that commitment.** So far, the feedback from staff affirms that the start of the school year felt different and that it is an improvement from last year. My focus now is on collecting additional feedback and refining processes to further improve the student and employee experience.
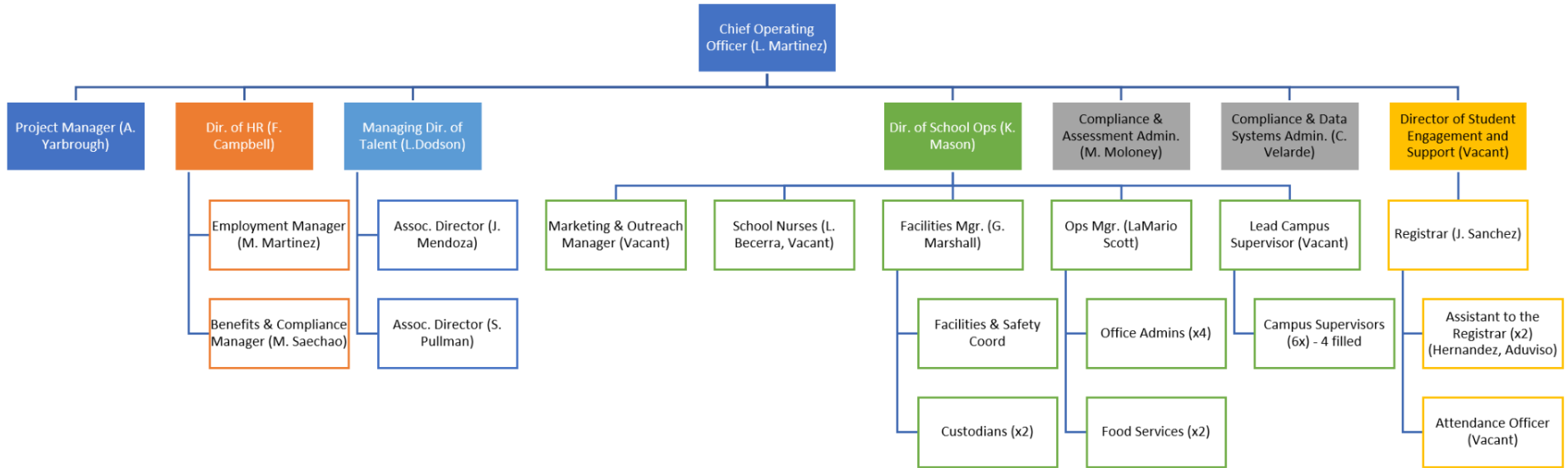
The CEO's **priorities were clear: 1) Campus Culture and Safety 2) Routines, Expectations and Procedures 3) Instruction and 4) Innovation. In alignment with those priorities my team focused on facilities readiness, COVID Guidelines, securing required permits/waivers/certificates for teaching employees, as well as modernizing our operations with technological upgrades.** Furthermore, the CEO and I aligned over the summer to re-organize our departments so that he could focus on supporting the school as Interim CEO and I could focus on systems alignment, operations, process, procedure, and compliance. As a result of the reorganization, Talent and Special Education were moved to my area and I am actively recruiting for a Director of Student Support Systems who will focus on monitoring and improving systems that support child welfare (attendance and discipline). An updated organizational chart is included in Appendix A.

August was a very full month for MWA starting with August Professional Development (PD) on the 1st. We spent the first two weeks aligning programming and operations in support of faculty return and quickly shifted to supporting the return of students. **As we move into the last quarter of the calendar year (September-December) my focus is on assessing the start of the year by gathering data and fully implementing the systems that we put in place at the start of the year.** This will support the planning process in the spring for the start of the 2023-2024 school year. **My goal last year was to shift preparation timelines up by at least 3 months, my goal this year is to shift up those timelines by 6 months. This means we will begin planning for the summer and the new school year in January vs. April.**

Key Project Updates	
Project	**Update**
Summer Communication to Families	Families received information in July regarding traffic safety, school calendars, bell schedules, COVID updates, uniforms, a welcome back letter from the CEO, and several safety reminders from School Operations and the Assistant Principals.
PowerSchool Setup	By August 1st, about 90% of teacher rosters were complete – a first for MWA. In years prior, rosters were being actively worked on during August Professional Development through the first day of school. We received a lot of feedback from teachers about this being a pain point therefore the team worked diligently to be responsive. We still have some work to do in this area but my goal is to improve the practices further so that we are at 100% complete before the start of August PD next year.
COVID Approach	*Our [COVID guidelines](#) (Appendix B) were updated in August.* A key change was moving away from surveillance testing. The COVID Safety Team is reviewing the guidelines against recent updates from the CDC and the local health department. *Our case data continues to be [updated on our website](#):* https://www.makingwavesacademy.org/about-us/covid-19-making-waves-academy-student-family-updates
Bloomz *Parent Communication Tool*	*We are officially in Phase 1 of our Bloomz Implementation.* Our parent contact information synced over and we began sending test messages. We will officially invite parents to download the app and create accounts by mid-September. The tool shows a lot of promise so far.
Raptor *Digital Visitor Management System*	*We implemented a new digital visitor management system called Raptor.* This system screens visitors against the national sex offender registry. We updated our visitor policy to reflect this change. This is just one more action to raise the security of the campus.
Kickboard *Behavior Management System*	*We implemented a new behavior management tool called Kickboard.* The new system integrates directly with our Student Information System, PowerSchool and features an extensive reporting feature that promotes data accessibility and analysis.

Appendix A: COO Organizational Chart

Chief Operating Officer (L. Martinez)

- Project Manager (A. Yarbrough)
- Dir. of HR (F. Campbell)
  - Employment Manager (M. Martinez)
  - Benefits & Compliance Manager (M. Saechao)
- Managing Dir. of Talent (L.Dodson)
  - Assoc. Director (J. Mendoza)
  - Assoc. Director (S. Pullman)
- Dir. of School Ops (K. Mason)
  - Marketing & Outreach Manager (Vacant)
  - School Nurses (L. Becerra, Vacant)
  - Facilities Mgr. (G. Marshall)
    - Facilities & Safety Coord
    - Custodians (x2)
  - Ops Mgr. (LaMario Scott)
    - Office Admins (x4)
    - Food Services (x2)
  - Lead Campus Supervisor (Vacant)
    - Campus Supervisors (6x) - 4 filled
- Compliance & Assessment Admin. (M. Moloney)
- Compliance & Data Systems Admin. (C. Velarde)
- Director of Student Engagement and Support (Vacant)
  - Registrar (J. Sanchez)
    - Assistant to the Registrar (x2) (Hernandez, Aduviso)
    - Attendance Officer (Vacant)

Appendix B: COVID Guidelines

MWA COVID-19 SAFETY GUIDELINES 2022-2023   Updated: July 29, 2022
All safety guidelines are pursuant to local, state, and federal guidelines. Based on the latest CDC guidance for K-12, the School's approach and process are focused on measures that will continue to support the safety of all staff and students. Please note our approach is **subject to change** based on local, state, and federal guidelines.

READ BELOW FOR ON-CAMPUS SAFETY GUIDELINES UPDATES (EFFECTIVE 7/1/2022)
 ● **Visitors:** No unapproved visitors are allowed on campus until further notice.
 ● **Masking: Staff and students are required to mask indoors and outdoors (regardless of vaccination status)**
   ○ Staff and students will be allowed to wear one of the following mask types: cloth, surgical, or KN-95. All mask types, except face shields, are acceptable for students and staff.
   ○ The front desk Operations team will supply surgical and KN-95 masks upon request.
 ● In alignment with CDPH and Contra Costa County COVID-19 Guidance staff and students identified as close contacts and that remain asymptomatic **can continue to report to campus regardless of vaccination status** and must obtain an antigen COVID test after 3-5 days from last exposure.

COVID-19 TESTING

All students and staff must complete an over-the-counter (OTC) antigen test after long breaks (Summer, November Break, December Break, etc), when symptomatic, **and** when identified as close contact.
 	
 ● Students and staff will be provided with an OTC antigen test kit to complete at home before returning to campus
   ○ <mark>Only POSITIVE results must be reported to MWA using the below surveys:</mark>
     ■ **Student Survey**
     ■ **Staff Survey**
 ● Students that become symptomatic while on campus must complete a Professional Antigen Test (BinaxNow) available later in Fall at the Nurse's Office, and isolate or quarantine as instructed.
 ● If a staff member is exiting isolation/quarantine, HR will instruct them to complete an antigen test when it is time.
 ● **Unvaccinated staff must complete an OTC antigen test weekly and prove proof of result weekly to HR**.
 ● Unvaccinated staff are required to test **no later than Monday** and should complete the following steps:
   ○ Email OTC antigen test taken date and proof of results to humanresources@mwacdemy.org no later than Monday.
   ○ If positive, test result, follow Off-Campus Testing protocol below.

Off-Campus Testing

- Staff are required to test at ArcPoint Labs or alternate providers, only if they test positive with an OTC antigen test (refer to Table 1 for isolation guide and other information).
- If staff test off-site at ArcPoint Labs or alternate providers, they may leave campus at 4 pm.
- Email lab test taken date to humanresources@mwacdemy.org.
- Email lab test results to HR once they become available.

REQUIREMENTS

<u>All</u> Staff and Students
- Wear a mask indoors **<u>and</u>** outdoors at all times until further notice.
- Staff and students will be allowed to wear one of the following mask types: cloth, surgical, or KN-95 – all mask types, except face shields, are acceptable for students and staff.
- The front desk Operations team will supply surgical and KN-95 masks upon request.
- All staff under a vaccination exemption will receive instruction from HR to retrieve their weekly mask supply from HR each week.
- Frequent hand washing is strongly encouraged.
- Physical distancing is encouraged when possible.

Student-Athletes and Coaches
- MWA will allow for unmasked supervised outdoor athletic activities including Health & Wellness only but **strongly encourage** mask-wearing when possible during outdoor activities. As long as students can exercise physical distancing, masks are not required. This does not apply to activities such as recess, breaks, and lunch.
- MWA students, staff and family members of players to attend sporting events as follows:
  - All spectators must be masked.
  - Family members of a player involved in the game:
    - Must wear a mask while on campus
    - Socially distance in the stands
- No access to locker rooms until further notice

Pre-approved Visitors/ Business Vendors
- Must email negative antigen/at-home test results to HR 24-hours prior to the campus visit.
- **Pre-approved Parent Visitors** must email antigen/at-home test results to lbecerra@mwacademy.org 24 hours prior to the campus visit.
- Must wear a cloth, surgical or KN-95 mask.

- Visit the MS or US front office to sign in and receive a visitor's badge.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE will be made available for all staff and students daily:
- Surgical and KN-95 masks (available at the front and HR offices)
- Hand sanitizer (dispensers are also located in all classrooms)
- Gloves (upon request)

FACILITIES

Parking Options
- Upper School gym parking lot, Middle School parking lot, or Overflow Parking (across the street from the MS1).
- **Do not use the visitor parking spaces.** Those are reserved for distribution/other onsite events.
- Campus Maps: Middle School and Upper School

Classrooms
- Masks are required indoors at all times except when alone in your classroom.
- Employees in classrooms may remove their masks when not engaging with another employee or student.
- The sharing of materials between students will be restricted. These materials include, but are not limited to, books, computers, calculators, writing utensils, computer keyboards/headphones, hall passes, art supplies, and learning aids.
- Sanitizing supplies will be provided in each classroom for teacher use throughout the workday.

Conference Rooms, Privates Offices, and Open Work Spaces
- All meeting and open workspaces will be accessible should staff choose to meet in person, but a Zoom alternative should be available.
- No maximum capacity will be enforced, but physical distancing is strongly encouraged when possible.
- Masks are required in conference rooms, offices and open spaces when two or more people are present.
- When using a conference room or shared space, please use provided materials to disinfect the used area.

Common Spaces
- Staff lounges will be open for use.
- If you are eating and must remove your mask for a short period, please exercise physical distance as possible.
- Communal refrigerator and microwave use will require self-sanitizing before and after use. See posted instructions.
- Food deliveries will be allowed for staff only, but you will need to meet delivery personnel in front of middle school 1 only. The Operations team will not accept or hold food deliveries.
- No food deliveries for students will be permitted.

- Water dispensers will be accessible, please be sure to bring your own water bottle.

Gym and Student Commons
- Masks are required indoors at all times.
- The gym and student commons will be accessible should staff choose to meet in person and/or gather students in those spaces.
- No maximum capacity will be enforced, but physical distancing is strongly encouraged when possible.

Restrooms
- There is no maximum capacity in the restrooms, however physical distancing is strongly encouraged when possible.
- Wash your hands for at least 20 seconds before exiting the bathroom.

Dining Areas
- Indoor: If you are eating indoors in a common space or around others and remove your mask for a short period.
- Outdoor: If you are eating outdoors, physical distance is encouraged but not required.

Elevators
- No maximum capacity will be required, but physical distancing is strongly encouraged when possible.

CONTACT INFORMATION FOR SUPPORT

- Facilities/FOB Issues: Submit a ticket via SolarWinds or contact Mr. Marshall at gmarshall@mwacademy.org
- Operations: Contact Mr. Scott and Ms. Mason at scott@mwacademy.org and kmason@mwacademy.org
- Information Technology: Submit a ticket via SolarWinds by emailing ithelpdesk@mwacademy.org
- Applied Technology: Submit a ticket via SolarWinds or contact Mr. Williams at michael.williams@mwacademy.org
- Human Resources: humanresources@mwacademy.org

HEALTH & SAFETY

COVID-19 Response Team
- Student-related: Luz Becerra (School Nurse) - lbecerra@mwacademy.org or (510)915-3790
- Staff-related: Human Resources at humanresources@mwacademy.org or (510) 365-4693
- Operations-related:
  - Katharine Mason (Director of School Operations) kmason@mwacademy.org or (510) 853-1466
  - LaMario Scott (Operations Manager) lscott@mwacademy.org or (510) 410-7760

The COVID-19 Response Team will monitor compliance and employee/students communication regarding testing results and/or symptoms.
Employees who submit responses to the HR email with symptoms of COVID-19 will receive an immediate follow-up from an HR representative. HR will call directly to gather important reporting details, identify possible close contacts, and provide quarantine instructions as applicable to report to Contra Costa Health Services. Due to privacy laws, all information is kept confidential for HR recordkeeping.

Staff is required to report to the School Nurse any possible student positive cases communicated to them as soon as possible. School Nurse will follow up with students/families to gather important reporting details, identify possible close contacts, and provide isolation instructions as applicable to report to the Contra Costa Health Services. Due to privacy laws, all information is kept confidential.

Failure to comply with MWA'sCOVID-19 Safety guidelines may result in disciplinary action.

ISOLATION AND QUARANTINE

- Student or staff that test positive for COVID-19 regardless of vaccination status or recent infection - refer to Table 1
- Student or staff showing symptoms of COVID-19 - refer to Table 2
- Student of staff identified as Close Contact - refer to Table 3

Table 1

STUDENT OR STAFF WITH A CONFIRMED POSITIVE COVID-19 TEST	
Condition	**Action**
Everyone, regardless of vaccination status, previous infection or lack of symptoms.	**Isolate at home for at least 5 days** (counting from the day after symptoms started or positive test if asymptomatic). Isolation can end on Day 6 if no symptoms are present (or symptoms are resolving) AND fever-free for the last 24 hours without the use of fever-reducing medications AND a negative antigen test is collected on Day 5 or later. If symptoms are not resolving or continue to test positive after Day 5, continue isolation until symptoms improve, a negative antigen test is obtained OR until after Day 10. Per CDPH masking guidance, infected persons should wear a well-fitting mask (KN95 highly recommended) around others for a total of 10 days, especially in indoor settings. *Contact health care provider about available treatments if symptoms are severe or at high risk for severe disease or for additional questions or concerns.*

Table 2

STUDENT OR STAFF WITH COVID-19 SYMPTOMS AND NO KNOWN CONTACT TO A PERSON WITH COVID-19	
Condition	**Action**
Everyone, regardless of vaccination status or previous infection with no known close contact with a person with confirmed COVID-19 infection. t *A person with COVID-19 is considered to be infectious (meaning they can spread COVID-19 to others) starting 2 days before their symptoms began until their isolation ends. If they tested positive for COVID-19 but did not have any symptoms, they are considered to be infectious from 2 days before their test was taken until their isolation ends.*	**Get tested.** OTC antigen test kits will be available at the front office per request. If negative antigen test but fever present: ● Stay at home for at least 24 hours or until fever free for at least 24 hours without the use of fever-reducing medication. ● Wear a fitting mask around others for at least 10 days ● Test again before reporting to campus. If test results are positive follow the Isolation protocol (Table 1). If negative antigen test and two or more COVID-19 symptoms present and no documentation for an underlying chronic health condition (asthma, allergies, etc) on file: ● Stay at home for at least 24 hours or until symptoms improve. ● Wear a fitting mask around others for at least 10 days. ● Test again before reporting to campus. If test results are positive follow the Isolation protocol (Table 1).

Table 3

STUDENT OR STAFF WITH KNOWN CLOSE CONTACT TO A COVID-19 CONFIRMED PERSON	
Condition	**Action**
Everyone, regardless of vaccination status or previous infection **WITH NO symptoms present** and known close contact with a person with confirmed COVID-19 infection.	**Get tested.** OTC antigen test kits will be available at the front office per request. If negative antigen test and no symptoms: ● Student or staff **can participate in all school/work activities**. ● Wear a fitting mask around others for at least 10 days.

Everyone, regardless of vaccination status or previous infection **WITH symptoms present** and known close contact with a person with confirmed COVID-19 infection.	If negative antigen test but fever alone or two or more COVID-19 symptoms present:
	● **Stay at home for at least 5 days.**
	● Wear a fitting mask around others for at least 10 days
	● Test again on Day 5 after the last contact with the positive case
	   ○ If test results are positive, follow the Isolation protocol (Table 1).
	   ○ If results are negative AND, symptoms are resolving AND fever-free for the last 24 hours without the use of fever-reducing medications, the person can return to activities on campus on Day 6.
	   ○ If symptoms are not resolving, continue isolation until symptoms improve, or until Day 10.

Additional Resources:
- CDC COVID-19 Symptoms
- CDPH COVID-19 Guidance for K–12 Schools 2022-2033
- FAQ Testing at Schools 22-23
- CCHS_COVID Data Dashboard
- CCHS COVID-19 FAQs
- COVID-19 Prevention Emergency Temporary Standards What Employers Need to Know
- Public Health Order for School Worker Vaccine Verification