



Board Report

Chief Operating Officer

Elizabeth Martinez

Chief Operating Officer

This will be my last report until the May board meeting but my team is prepared to continue pushing forward some key initiatives and provide critical updates to the Board in my absence. ***My maternity leave is expected to end in mid-April and until then different members of my team and colleagues have taken on portions of my role.*** I planned for coverage ***in four areas: Compliance & Governance, Operations, Student Services & Legal Consults, Team Management & Supervision.*** Over the past couple of months, I spent time reviewing my plan and providing guidance to those who will support the plan. ***Simultaneously, I worked with my team to map out their own priorities for quarter 3 (pp. 2-3).*** The board can expect to receive updates on the lottery/application process as well as the Intent to Return cycle that HR will begin in December.

Key Updates Since October

- ***Attendance rates have remained steady*** (above 90% through the end of November).
- ***Chronic absenteeism rates have remained steady*** (half the rate from last year through the end of November).
 - We anticipate seeing a decline in these rates once the Attendance Officer kicks off her efforts in this area in the new semester.
- ***COVID rates have remained low with the exception of the week after November break*** where we saw a spike for both students and staff.
 - The increased cases in staff members did cause a disruption due to absences but we did not have to consider closing the school at any point.
- ***MWA officially received keys to the newly-completed batting cages***, the Director of School Operations is working with the Athletic Director and Assistant Athletic Director to put use guidelines in place.
- ***Planning for our charter renewal has commenced***, we are tracking towards a renewal submission in the fall of 2023.
- ***Planning for our WASC Mid-Cycle Visit is in progress***, we are expecting the visiting committee (virtually) in mid-March.
- ***The LCAP Advisory Group is going really well***, two meetings have taken place and they have mostly met the objective of capturing feedback from MWA parents on our current LCAP.
- ***Contracted and onboarded a temporary director for the talent team*** that will support the team directly during my leave to support their recruitment efforts during the spring semester.
- ***Onboarded the new Director of Student Support Systems*** - a great addition to the team and she is supporting Mr. Nelson and the deans very well to bolster their responses to student incidents.

As you can see, a lot of work has taken place and a lot of work is still to be done but I am confident that the work will continue in my absence! I will be leaving detailed contact information for people assigned to different portions of my maternity plan in my automatic email responder. However, should any questions arise they can be directed to Fe Campbell, Director of Human Resources at fcampbell@mwacademy.org for support.

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Quarter 3 Priorities for COO Team

<p>Compliance and Data Systems</p>	<p>School Systems</p> <ul style="list-style-type: none"> ● Semester 2 grades distribution (progress reports) <p>State Reporting</p> <ul style="list-style-type: none"> ● CALPADS Fall 2 ● School Accountability Report Card (SARC) ● Civil Rights Data Collection (CRDC) ● Student-Parent Handbook Annual Review
<p>Compliance and Assessments</p>	<p>Assessments & Diagnostics</p> <ul style="list-style-type: none"> ● Launch ELPAC ● Prepare for CAASPP Administration <p>Compliance Monitoring</p> <ul style="list-style-type: none"> ● Support LCAP Advisory Group ● Support drafting of new LCAP ● Start some 23-24 planning (assessments) ● Continue making progress on Standard Operating Procedures (SOPs)
<p>Registrar</p>	<p>State Reporting</p> <ul style="list-style-type: none"> ● P-1 Attendance Submission <p>Attendance & Enrollment</p> <ul style="list-style-type: none"> ● Daily and weekly attendance monitoring ● Onboarding of Attendance Officer <ul style="list-style-type: none"> ○ Cohesive launch of attendance education & intervention ● Completing enrollment of new students (pulled from waitlist in November/December 2022)
<p>Human Resources</p>	<p>Employment</p> <ul style="list-style-type: none"> ● Intent to Return: Share out survey/follow-up meetings/distribute renewal letters ● Partner with Talent to post non-returning staff postings on job boards after intent to return notification deadline <p>Compliance</p> <ul style="list-style-type: none"> ● Teacher credential plan meetings ● Partner with general counsel on employee handbook revisions, submit for May board approval ● Prepare CTC declaration of need for May board approval <p>Performance</p> <ul style="list-style-type: none"> ● Supervisor Training--Booster sessions to review Q1 & Q2 priorities

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<p>Operations</p>	<p>Systems</p> <ul style="list-style-type: none"> ● Implement new parent communication tool ● Complete the application and lottery cycle for the 2023-2024 school year ● Conduct a campus safety assessment and update the Comprehensive School Safety Plan for the 2023-2024 school year <p>Staffing</p> <ul style="list-style-type: none"> ● Continue searching for qualified candidates to fill key positions (campus supervisors & nurse) ● Assessing the organization of the team against the needs of the campus <p>2023-2024 Planning</p> <ul style="list-style-type: none"> ● Begin compiling calendar of events planning ● Create standard operating procedures for routine tasks/projects ● Begin Summer and Summer School Planning
<p>Talent</p>	<ul style="list-style-type: none"> ● Implement updated recruitment plan for the 2023-2024 school year ● Strengthen the recruitment life cycle to increase efficiency, consistency and candidate experience ● Begin the search for a Director of Talent ● Evaluate current Applicant Tracking System (ATS)
<p>Special Education</p>	<ul style="list-style-type: none"> ● ELPAC SPED administration (accommodations in TOMS, training for SPED staff, collaboration for administration of exams, alternate ELPAC) ● Collaborate with College and Career Counseling regarding post-secondary pathways for SPED-designated students ● Continue utilizing new tools to close critical skill gaps through resource and flex periods.