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# Board Report

Chief Operating Officer

## Elizabeth Martinez

Chief Operating Officer

**I am back in the swing of things!** My first day back was Monday April 24th, the focus for this first week was to absorb as much information as possible and begin meeting with my team to understand where they are in their work. I asked all of them to reflect on their key successes, key challenges, unexpected items during my leave, and their priorities for the rest of the school year. ***While normally I provide a balance of wins and challenges, I am dedicating this report to my team and all that they did to keep MWA moving forward in my absence.***

### Key Updates Since December 2022

- **Attendance rates have remained steady** (above 90% August-April). As of April 28th our average daily attendance is up 5.5% from last year (see chart A on page 2).
- **Chronic absenteeism rates have remained steady but still higher than we would like to** (see chart B on page 2). Unfortunately we have not been able to hire an attendance officer; one of my priorities this spring is to identify a potential alternative way of managing this work.
- **COVID rates have remained low and caused minimal disruption this year** although we have seen an increase in other illnesses (colds, flu, severe allergies, etc) which has been impactful at times to attendance for both students and staff. I am in the process of plugging back in with the COVID Safety Team to finalize plans for next year. Two immediate changes are:
  - We will continue to update the [website tracker](#) through the end of the school year every 2 weeks instead of weekly.
  - We plan to discontinue our indoor mask requirement on June 10th.
- **Our Director of School Operations completed a very comprehensive and compliant review of our Comprehensive School Safety Plan (CSSP)**. I included a summary of the process and changes on page 3.
- **Planning for the 2023-2024 school year is well underway!**
  - School Operations is in the final stages of the RFP process to secure a new food vendor, they are collecting feedback from staff and students to make a final decision for next year's vendor.
  - We were able to secure a new uniform vendor that we believe will be a better fit for our families.
  - Class scheduling is already in motion (much earlier than last year) and it is happening in collaboration with HR so that they can make sure teachers have the appropriate credentials/permits to teach the classes they are scheduled in.
  - Our Director of Student Support Systems is developing MWA's plan for Positive Behavioral Interventions and Supports ([PBIS](#)) and Multi-Tiered System of Support ([MTSS](#)) which will be implemented in the new school year. We believe that this shift will be able to support a wide range of students and still allow MWA to provide targeted support to those students who need it most.
- **Planning for our charter renewal has commenced**, we are tracking towards a renewal submission in the fall of 2023; our current charter expires June 30, 2024. We are closely monitoring the progress of [CA State Bill 739](#) which would grant us an automatic 1-2 year renewal - more to come on that.
- **WASC Mid-Cycle Visit was successfully completed**, we received minimal feedback from the visiting committee and it was largely in alignment with our self-identified grows and glows. The visiting committee asked if our report could be utilized as an exemplar (GO TEAM!).
- **Under the direction of our Temporary Director of Talent** we have seen some incredible movement in hiring for both the current school year and next school year. During my leave, ***we transitioned to a new applicant tracking system (ATS) which allows us to better track recruitment data and standardize all recruitment communications*** – all communication goes through the ATS now.
- **Key members of the Central Office collaborated to develop a policy that will support MWA with reducing the number of misalignments under CA Education Code**. The board is reviewing and hopefully approving this policy during the May board meeting. ***A HUGE thank you to Ms. Campbell, Ms. Saechao, Ms. Velarde, Ms. Moloney and Ms. Le for their fantastic work on this!***

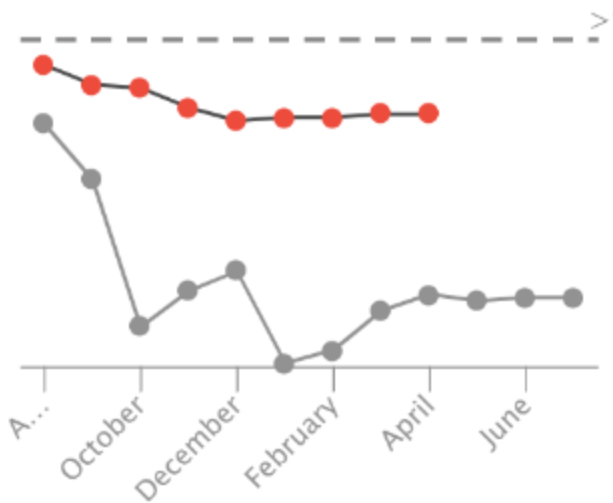
Attendance Data

Chart A  
Red = Current Year  
Grey = 2021-2022

Chart B  
Red = Current Year  
Grey = 2021-2022

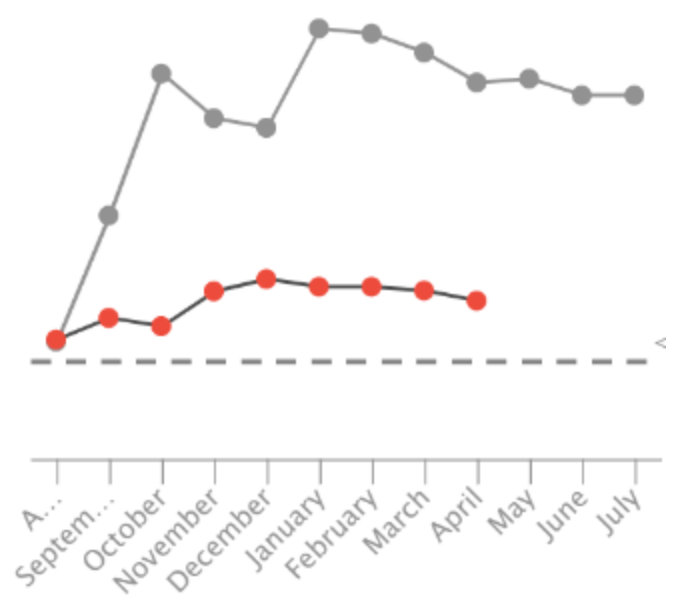
Average Daily Attendance ⓘ  
Trend by Month

92.7%  
District Overall



Chronic Absence ⓘ  
Trend by Month

24.9%  
District Overall



## 2023 Comprehensive School Safety Plan (CSSP) Overview

### Process

- Convened Safety Planning Committee with required participant group representatives.
- Secured input from local first responders.
- Secured feedback from Safety Risk Assessor.
- Held a public meeting, invited Richmond Mayor, to collect feedback.
- Posted Public version (with redacted tactical response information) on MWA website and made available at front offices.

### Summary of Changes

- Moved tactical response information to Appendixes to be more easily redacted for public view.
- Expanded introduction to note where the public document can be found, staff/faculty and student training on emergency procedures, and omission of tactical response information.
- Updated all contact information, names and contact numbers.
- Updated campus map.
- Added overview information to “SERT” section around types of drills held and drill feedback method for staff.
- Added information about inventory and tracking emergency food and water.
- For each drill type, added information about drill frequency.
- Added information in the “Fire” section on staff/faculty training that includes first aid for burns.
- Added Air Quality Response Chart.
- Added Power Outage Response Chart.
- Added Computer/Internet Use Policy.
- Expanded dress code information to include aspects related to safety, such as appropriate footwear and clothing.
- Added arrival/dismissal procedure table.
- Expanded information in Visitor Policy/Guidelines section to include front office screening procedures
- Updated information about campus signage for visitors
- Updated Incident Command Structure Chart
- Updated Evacuation map
- Added MWA Athletics Emergency Action Plan to Appendixes