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# Board Report

Chief Operating Officer

# January 2024

## Elizabeth Martinez

Chief Operating Officer

A new calendar year is underway and with it we are in the process of active planning for the upcoming school year. A significant part of my time is currently devoted towards the revision of our existing charter in anticipation of our renewal process. We are utilizing the process to analyze all aspects of our program and our operations deeply. The process is going well and I expect to bring our revised charter to the full board in June. As a part of this process, I am focused on 3 big goals for the first half of the semester.

### Big Goals

1. Evaluate team structures and re-align their work to operate with more clarity, precision, and autonomy.
2. Finalize charter renewal strategy in anticipation of the renewal process (fall 2024).
3. Identify big shifts that will go into effect July 1, 2025 with the new charter term.

*I am able to focus on the big goals because my team is managing their own areas relatively well (Appendix A).* In addition to these goals, the area I continue to hyper-focus on is staffing; below you will find a quick update on hiring and our annual intent to return process.

### Hiring

Hiring season is off to a great start for the 2024-2025 school. **We had 90 applicants submit their materials before the Pre-Priority Deadline across the 23 vacant positions.** Those who applied by this deadline and passed the initial screening steps are currently interviewing. This year, we launched application deadlines (Exhibit A) to streamline the interview/offer process rather than doing this on a rolling basis. We believe this shift will not only support our efforts around efficiency but more importantly, it will improve the experience of the candidates.

### Faculty Application Deadlines (2024-2025 School Year)

	Application Due	Initial Interviews	Offer Expected
Pre-Priority	December 15	January 4-9	February 5
Priority	January 12	January 15-24	February 20
Round #1	February 1	February 5-9	March 11
Round #2	February 23	February 27-March 4	March 29
Round #3	March 15	March 18-22	April 19
Round #4	April 5	April 8-12	May 10

*In addition to establishing application deadlines, we revamped our [website](#) to provide a more accurate, robust and comprehensive overview of our processes as well as our total compensation.*

### Intent to Return Update

**We concluded our annual Intent to Return process which includes asking employees if they intend to return as well as MWA confirming whether we are inviting them to return or not.** The reasons for not inviting an employee to return include: they let us know early they are not returning, they are not in good standing based on performance or the position is being eliminated. **As of now, we anticipate that 75% of our current employees will be returning for the 2024-2025 school year.** The focus of the cycle this year was to obtain a more accurate representation of staffing projections by using multiple data points: employee's response to the initial survey, HR reports/concerns, performance reviews, organizational needs, and projected budget shifts. Utilizing all of this data holistically, Talent is positioned very well to capture strong candidates early.

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### Appendix

#### Quarter 3 Priorities for COO Team

<p><b>Compliance</b></p>	<p><b>School Systems</b></p> <ul style="list-style-type: none"> <li>● Semester 2 grades distribution (progress reports)</li> <li>● Student-Parent Handbook Revision Cycle Kickoff</li> </ul> <p><b>State Reporting</b></p> <ul style="list-style-type: none"> <li>● CALPADS Fall 2 Submission</li> <li>● School Accountability Report Card</li> <li>● Civil Rights Data Collection</li> </ul> <p><b>Assessments &amp; Diagnostics</b></p> <ul style="list-style-type: none"> <li>● Launch and finalize CAASPP project planning with Assessment Working Group</li> <li>● Monitor ELPAC progress and compliance; monitor/support winter IABs and related data dives; Produce mid-year report on semester 1 data dives (including new formative assessment work); create initial drafts and gather feedback on assessment calendar.</li> </ul> <p><b>Compliance Monitoring</b></p> <ul style="list-style-type: none"> <li>● LCAP: Manage completion of first drafts of all LCAP sections; support with LCAP educational partner events and integrate feedback;</li> <li>● Compliance misc: check in to make sure that all new laws that go into effect in January are being handled; Monitor/support compliance manager with county Annual Oversight visit in March; set up Williams inspection for next year (including making sure Ops self/pre-inspection occurs).</li> </ul>
<p><b>Talent</b></p>	<p><b>Systems</b></p> <ul style="list-style-type: none"> <li>● Kick off meetings with hiring managers for SY24-25 (including any additional training)</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>● Begin active recruiting and selection (peak season for teachers and school-based staff!).</li> </ul>
<p><b>Attendance and Enrollment</b></p>	<p><b>State Reporting</b></p> <ul style="list-style-type: none"> <li>● Completing student transfers to balance attendance reporting</li> <li>● P-1 Attendance Submission</li> </ul> <p><b>Attendance Monitoring</b></p> <ul style="list-style-type: none"> <li>● Attendance training for teachers</li> <li>● Daily attendance tracking</li> </ul>
<p><b>Human Resources</b></p>	<p><b>Employment</b></p> <ul style="list-style-type: none"> <li>● Review staff-voted priorities during a scheduled professional development session, with a focus on addressing top concerns and improving school culture</li> <li>● Announcing Intent to Return: Distribute survey, conduct follow-up meetings, and send out renewal letters</li> <li>● Collaborate with the Talent team to post job openings for non-returning staff on job boards following the intent to return notification deadline</li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>● In collaboration with school leaders, HR will coordinate teacher credential plan meetings</li> <li>● Collaborate with the general counsel to revise the employee handbook and submit it for approval at the May board meeting</li> <li>● Compile the CTC declaration and EdCode options for necessary approval at the May board meeting</li> </ul>

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	<p><b>Performance</b></p> <ul style="list-style-type: none"> <li>● Boosting Supervisor Skills: Review Q2 building blocks and proactively collaborate with supervisors seeking extra support in effectively engaging with their direct reports.</li> <li>● Disseminate additional 15Five data to showcase tool utilization progress and provide individual training as necessary</li> </ul>
<p><b>School Operations</b></p>	<p><b>Systems</b></p> <ul style="list-style-type: none"> <li>● Lottery/Enrollment activities</li> <li>● Mock Facilities Inspection (FIT)</li> <li>● Complete Comprehensive School Safety Plan - Annual Process</li> <li>● Continue Master Calendar of Events Process</li> <li>● Begin 24-25 Bell Schedule changes process</li> <li>● Finish Standard Operating Procedure</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>● Begin Summer and Summer School &amp; 24-25 Marlin Academy Planning</li> <li>● Begin EOY activities process</li> <li>● Begin assessment for Summer Moves</li> </ul>
<p><b>Student Support and Special Education</b></p>	<p><b>Monitoring &amp; Consultation</b></p> <ul style="list-style-type: none"> <li>● Meet with the Assistant Principal of Student Support and Special Education Director on a monthly basis to provide consultative support but direct supervision will be provided by Dr. Jackson, MWA Principal</li> </ul>