

APPROVED



## Making Waves Academy

### Minutes

#### WASC Executive Review Committee Annual Meeting

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**Date and Time**

Tuesday May 7, 2019 at 10:30 AM

**Location**

3220 Blume Drive, Richmond, CA 94806

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**Committee Members Present**

Alicia Malet Klein, Alton B. Nelson Jr., Esther Hugo (remote), Evangelia Ward-Jackson, Kimberley Carr, Libby Cole

**Committee Members Absent**

*None*

**Guests Present**

Elizabeth Martinez, Emmanuel Barrera, Jennifer Pelligrine, Priscilla Mendez, Raynell Crews-Gamez, Vanessa Caigoy

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

Alton B. Nelson Jr. called a meeting of the WASC Committee of Making Waves Academy to order on Tuesday May 7, 2019 at 10:32 AM.

Everyone attending the meeting introduced themselves.

Esther Hugo attended the meeting remotely by dialing into the meeting.

## II. WASC Executive Review Committee Annual Meeting

### A. Opening Comments

Alton Nelson provided opening remarks including context for this year, reflections and next steps.

### B. Review of Goal #1: Organizational Systems

A. Nelson provided an overview of goal #1 accomplishments, challenges, year five reflections, and refinements for year six.

- Went through the systems work
- Highlighted accomplishments
  - 100% completion of technology work
  - Restorative justice implementation across the Academy
  - Implementation usage dashboard to assess efficacy of online programs
- It was recommended:
  - A. Klein recommended that a guidebook be created
  - A. Klein recommended that a best practices document be put together
  - E. Ward-Jackson recommended the creation of a document that highlights the shifts and changes that have been made over the past five years.
  - A. Klein recommended that we continue to refine and work on Item #4 - Complete 100% of the work on the formal feedback/survey systems. Close feedback loops by asking on parent and student surveys if they felt changes have been made since the last survey taken. How are we closing the feedback loop.

### C. Review of Goal #2: Support for All Learners

R. Crews- Gamez and K. Carr provided an overview of goal #2 including accomplishments, challenges, year five reflections, and any adjustments needed for year six.

Middle School:

- Communication
  - E. Ward- Jackson mentioned that they are no longer printing the Weekly Wave but rather emailing it, so not all families have been receiving it regularly because they do not have emails or don't use them often. Ms. Klein mentioned that there are platforms available that will allow for the Weekly Wave to be communicated in other ways such as text messaging.

- A. Klein asked what metrics are being used to track parent engagement. It should not be just based on the how many people show up for various meetings, but we should be looking at other ways parents engage. Mr. Nelson commented that there needs to be way to report out the feedback that is given by parents, as this will assist in promoting parent feedback opportunities.
- A. Klein mentioned that behavior should be reflected as a priority for the Middle School.
- E. Hugo mentioned that the vertical alignment is nicely laid out.

#### Upper School:

- Co-Curricular
  - K. Carr called out that both SPED and Black/ African American students are called out as being in the red on the progress to goals document.
- Interventions
  - A. Nelson mentioned that as we move to the model of having a Head of Schools how do we start planning schoolwide intervention strategies and making them more aligned.

#### Overall Goal #2 Comments:

A. Klein stated that we need to look at how we communicate/ message the work that is being done in a high-level way. Ask ourselves, what work is being done? and look for the things that pop out and what are we doing about it?

A. Klein mentioned that we need to ensure that we are appropriately challenging and accelerating our high achieving students.

#### **D. Break/ Lunch**

#### **E. Review Goal #3: College and Career Readiness**

J. Siapno provided an overview of goal #3 including accomplishments, challenges, year five reflections, and any adjustments needed for year six. Highlights include curriculum, alignment with the MS, and key events (collage tour, career day).

#### Goal 3 Comments:

- A. Nelson remarked that as we think about alignment between the MS and US are there way to strengthen the alignment between CAP and College and Career Counseling, to allow for more events the students can be a part of, and chances for our students to have access to other students in CAP.
- K. Carr mentioned that the US has been considering how to add to the parent's experience.

- A. Klein commented that we need to figure out ways to get across to our students that there are students who look like them at other colleges, like private universities. For next year's college tour the students should meet with student groups they can relate to on the visits.
- A. Klein asked J. Siapno what are they trying to teach in advisory. J. Siapno mentioned that there were many layers to the advisory space and there hasn't been a consensus on what advisory should be.
  - A. Nelson asked, Is advisory for holistic readiness or outcomes? As it relates to each of the advisories, what are the outcomes for each of those grade levels? Do we want to try and differentiate and allow for the advisors to focus on what they're really good at?
  - A. Klein asked, What is the main goal you would like advisory to achieve? and then suggested structuring the programming around that desired outcome.

#### **F. Remaining Questions**

In closing, A. Nelson provided reflections based on the discussion.

#### **G. Reflections and Learnings from Years 1-4**

A. Nelson opened the floor to any additional questions and/ or comments.

- A. Nelson asked the group to reflect on the following questions:
  - Where would the pillars and walls exist in the new set of WASC goals?
  - What do we want to call specific attention to?
- E. Hugo recommended that the school create a before and after document to capture changes over time.

### **III. Closing Items**

#### **A. Closing/ Evaluate Meeting**

Meeting attendees participated in an closing survey to see what went well and what they think is needed to make the meetings in the future better.

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:30 PM.

Respectfully Submitted,  
Alton B. Nelson Jr.