



Date: February 19, 2019

To: Board of Directors

Submitted By: Kirsten Carr, Director of Engagement & Partnerships

Subject: Watsonville Prep School Update **Agenda Item Type:** Informational, Discussion

Objective(s):

- 1) As part of the Board approved green lighting process, the board will be updated on key checkpoints for a August 2019 opening.
- 2) The Board will provide feedback to help ensure WPS has a successful August launch.

Overview

To provide a status update on activities regarding WPS as well as present a current snapshot on staff plans to prepare for a successful launch in August.

State Board Approval - After hearing hours of testimony from dedicated parents, Navigator staff members, and strong district partners, the State Board of Education voted 10-0-1 to approve the petition for Watsonville Prep School. The SBE complimented Navigator on its commitment to the spirit of the Charter Schools law through its continued collaboration with traditional district schools across the state.

Project Management Update - Staff has adopted Wrike as the project management tool for WPS and Kevin will serve as Project Manager. We are on target to hit our major milestones for hiring, enrollment, facilities, and operations. Below are the various departments, leads, and *samples* of projects:

- Academics - Heather Parsons is leading the academic team focused on supplying WPS classrooms and instructional staff with the resources and tools they need for a strong start. This work includes, but is not limited to:
 - Ordering curriculum
 - Finalizing professional development
 - Completing initial student assessments
- Community Engagement - the team led by Kirsten Carr with heavy support from Rita Castaneda is committed to a strong showing in Watsonville, ranging from parent involvement to becoming an integral part of the overall PVUSD community.
 - 1st Year Lottery
 - Obtain charter number & MOU from CDE
 - Maintain parent enthusiasm and support - The team hosted a thank you celebration as part of the Reading Club on February 11th for the parents who have been such a huge part of the road to approval for WPS. As part of the evening festivities, the families were able to see the impact of the parent speakers on the decision that day through a video montage of their remarks - [Video link](https://www.youtube.com/watch?v=LyH1GepOnb8&feature=youtu.be).

- Community outreach
 - PVUSD
 - SCCOE
 - Watsonville City Council
 - PV Chamber of Commerce - adopt a school program
 - Non-profit services
- Facilities - Kevin Sved (Separate board report)
- Human Resources - Melissa Alatorre Alnas has worked closely with the academic team and Andi Hernandez to ensuring the WPS team is ready to open in August 2019. In addition to the staff updates listed below, Melissa will be supporting the ITOM team to hire a site tech, food services, and custodial staff.
 - Hiring Site Leadership Team
 - One VP has been selected but not announced
 - Hiring Instructional Team
 - 4 of 6 founding teachers have been hired from within Navigator.
 - Paraprofessionals hired,
 - 2/4 SGIs have been hired
 - Hiring Support Staff
 - Office Manager and Office Assistant hired with the office manager able to start now to support projects and participate in site shadowing.
- Student Services - Sharon Waller steering the efforts to ensure WPS is equipped with all of the tools needed for a strong MTSS/Equity component of the Navigator compass:
 - Apply to EDCOE SELPA
 - Identify students with IEPs
 - Plan for Tier 3 Support
- ITOM - With Benjamin Moeller as the lead, the ITOM department is looking at all aspects of solid operations procedures and protocol including:
 - Food service
 - Hire
 - Custodian
 - Food service
 - Site tech
 - Technology set up
 - School Mint/Intent to Enroll verification
- Finance - Ami Ortiz is ensuring WPS finances are in order and able to accommodate the successful operations of Navigator's third school.
 - LCAP
 - Clarify staffing in budget
 - Revolving loan
- Executive - Kevin Sved, with the support of the Directors and Chiefs, will be overseeing the completion of the strategic and big picture items while also ensuring the overall organizational health stays intact.
 - Board engagement
 - Create plan for supporting GPS/HPS while opening WPS

- Determine temporary location for base camp
- Determine location for summer school
- WPS (site) - As the year 0 principal, Andrea Hernandez will be coordinating the site team to start handling many of the school based activities. As Andi is currently on maternity leave, her area of responsibility is currently being divided and handled by several members of the team.
 - Order classroom supplies
 - Form School Site Council & ELAC
 - Start summer bridge program
 - Orientation plan
 - Reading Club - will continue for families 2x/month
 - Bell Schedule

Staff will be updating the project management tool and using 1-1 meetings and Director and Chiefs meetings to review progress, ask and answer questions, and collaborate on next steps.