



Date: May 9, 2018

To: Board of Directors

From: Kevin Sved, CEO

Re: CEO Update

**A) Priority: Build on and codify the existing academic excellence in schools**

1. With continued support, guidance, and accountability from our participation in Cohort Four of Achievement First Charter Network Accelerator Program, the Support Office Leadership Team has dug deep on developing priorities that we can “win on” in 2018-19. These priorities are the highest-leverage areas that will drive improved academic performance. These priorities are:  
(1) Develop principals to successfully implement data-driven instruction and coaching;  
(2) Implement social emotional learning into community and behavioral incident meetings; and  
(3) strengthening math. This is addressed in more depth in the 2018-19 priorities item in this agenda.
2. The Chief Academic Officer, James Dent, and our incoming Director of Curriculum and Instruction, Heather Parsons, have worked with the Director of Student Services, Sharon Waller, Data Analyst and Curriculum Specialist, Victoria Garcia, and the 2018-19 Innovation Fellow, Norma Orozco, to map roles and responsibilities to deliver quality academic and leadership support for 2018-19. Please see the Academic Memo, an update on academic leadership activities, for more information.
3. We are working on dashboard metrics that will better support the Board in understanding how well we are doing throughout the year as a supplement to the outstanding SBAC results Navigator continues to deliver. We look forward to sharing samples of these metrics during the Board meeting, moving toward completion in June, with a readiness to start strong with the Board in August 2018.

**B) Priority: Create excellent, sustainable organizational health through strong systems, processes and procedures, and culture.**

1. The Support Office Leadership Team continues to strengthen trust and teamwork. Doing difficult work together and celebrating successes has been an important part of our growth development. The Board’s greenlighting of the WPS Charter Petition on 3/13 was an opportunity to celebrate, and inspired the attached poem that was shared with the SO Leadership Team on 3/14.
2. The priority planning process developed as part of the Achievement First Charter Accelerated Network support provides a framework to do priority setting on an annual basis. Attached is the timeline utilized to develop the 2018-19 priorities.
3. We are strengthening our systems to plan and develop materials for Board Meetings. Sean Martin, Special Projects Coordinator and Executive Assistant, created a planning tool that will support Directors and Chiefs to submit agenda items and reports on a timely basis.

**C) Priority: Lead a thoughtful growth initiative**

1. We were awarded an SSF Grant to establish WPS. This \$800,000 grant is being finalized with mileposts. Thank you Silicon Schools Fund!
2. Staffing for site leadership for 2018-19 is complete, with the added position of Vice Principal in Training. The VP in Training is a full time teacher who will receive a stipend to assume extra responsibilities that will support the school while also helping to prepare the VP in Training for future leadership.
3. Please see attached update from Director of Community Outreach.

## Navigator Schools Priority Planning Process 2018-2019

Planning Phase	Planning Steps	Owner	Date	Status and Notes
<b>Launch</b>	Review and Revise Priority Planning Process with Timelines	Kevin	1/31	✓
<b>Take Stock</b>	Gather data: student assessments, staff and parent surveys, SOL Team self-assessments	SOL Team		✓
	Review performance against goals and metrics	SOL Team		✓
	Identify what's working well and areas of need	SOL Team		✓
<b>Choosing the Right Priorities</b>	Analyze gaps, needs and brainstorm highest leverage priorities	SOL Team		✓
	Decides on top 2-3 Priorities to move forward to Cross-Site ELT	SOL Team		✓
	SOL Team Discusses Feedback from Cross-Site and either Finalizes 2-3 priorities or takes it back for Cross-Site further discussion, feedback and analysis (repeat this step as needed)	SOL Team		✓
	Priorities decided and owners assigned	SOL Team		✓
<b>Strategy Planning</b>	Owners develop first draft of Priority with Key Strategies and Milestones	Owners	Feb 14	✓
	Estimated needs to Win on Priorities are incorporated into Preliminary Budget.	Ami	Feb 21	✓
	Job Descriptions for any related new positions are developed and reviewed by SOL Team.	Melissa	Feb 23	✓
	Preliminary Budget Presented to Finance Committee	Ami	Feb 27	✓
	Second drafts of Key Strategies and Milestones Presented and Reviewed at SOL Team Meeting; AF Coach Paige MacLean joins SOL Team Meeting and Provides Feedback	Owners	March 2	✓
<b>Alignment of Resources</b>	Preliminary Budget Presented to Board	Ami	March 13	✓
	Feedback from Finance Committee and Board is incorporated (as needed)	SOL Team	March 14	✓
	Hiring process for new positions related to priorities begins	Melissa	March 16	✓
	Owners share revised Priority Template... Key Strategies and Milestones Support Office Leadership Team	Owners	April 13	✓
<b>Approval Processes</b>	Cross-Site Educational Leadership Team Reviews and Provides Feedback on Strategies, Milestones, and Key Questions; Members added to support specific priorities	James	April 18	✓
	Priorities are reviewed, refined, and submitted to external partners for pressure testing.	Kevin	April 18	✓
	Pressure Testing Feedback Incorporated into Priority Plans	SOL Team	May 4	✓
	Priorities built into Local Control Accountability Plan (LCAP) and Goals for 2018-19	Ami	By May 18	
	Engage staff and parents to provide feedback on LCAP and Goals for 2018-19	Kirsten	Ongoing	
	Finalize alignment of resources and PD plan/calendar (summer and school year)	Owners	By June 5	
	Develop communications plan to anchor priorities within the org and create a shared sense of urgency	Kirsten	By June 5	
	Develop a process for monitoring progress, reporting back, reflecting / thought partnering / course correcting	SOL Team	By June 5	
Final Budget and LCAP Presented to Finance Committee	Ami	June 5		
Final Budget and LCAP and Goals for 2018-19 Approved by the Board	Kevin	June 19		