



COMPASS
CHARTER SCHOOLS



Operations Department Overview Presentation

(855) 937- 4227

CompassCharters.org

COMPASS
CHARTER SCHOOLS



Our Mission and Vision

MISSION STATEMENT

Our mission is to inspire and develop innovative, creative, self-directed learners, one scholar at a time.

VISION STATEMENT

Our vision is to create a collaborative virtual learning community, inspiring scholars to appreciate the ways in which arts and sciences nurture a curiosity for life-long learning, and prepare scholars to take responsibility for their future success.



Agenda

- Operations Defined
- Meet the Team
- Vision, Purpose and Strategic Goals
- Delving into the Attendance, Records, and Compliance
- Q & A



Operations Department Members



Nora Barnhart
Attendance
Coordinator



Karla Gonzalez
Registrar



Vanessa
Plascencia
Compliance
Coordinator



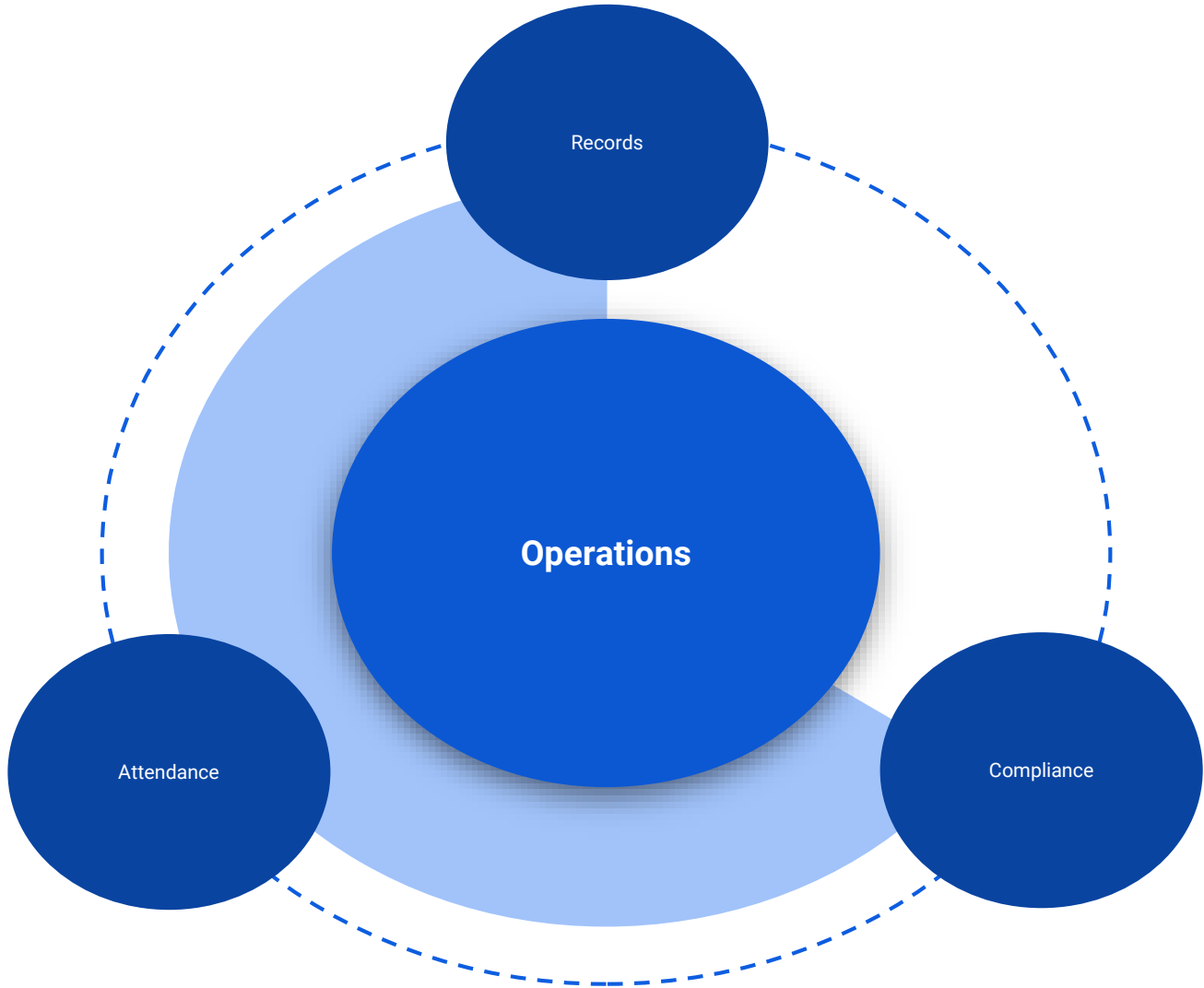
Silvia Neri
Records Specialist



Jessica Franco
Director of Operations



Arianne Machgan
Records Specialist



Operations: the department that manages compliance, reporting, and systematic reporting initiatives designed to support the organization.

These initiatives include:

CalPads Reporting - longitudinal data system used to maintain individual-level data including student demographics, course data, discipline, assessments, staff assignments, and other data for state and federal **reporting**.

Attendance Reporting (P1, P2, P Annual) - validating attendance claims during the three reporting periods, compiling reports using the principal Apportionment Data Collection Software is used by local educational agencies to report pupil attendance, tax, and other data

Scholar Records

High School Transcripts

Annual Audits

CA School Dashboard Management

Other State Reporting Requirements (CBEDS, Civil Rights, etc)

SIS Management - local data validation and maintenance in the Student Information System

Collaboration for Special Programs Support

McKinney-Vento Liason - serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, and other service providers.

Our Vision

Operations -

An innovative, supportive, and strategic team collaborating to serve all Compass Charters stakeholders.

Purpose

*To share our expertise,
provide operational
support services, and fulfil
accountability measures.*



Strategic Goals

1. Engage and be present with all stakeholders in order to understand their needs and provide solutions.
2. Continue to develop professionally by fostering growth, innovation, and strategic planning.
3. Conduct quarterly reviews of current processes to analyze performance, identify areas of opportunity, and collaborate with other departments as needed.

Attendance

- Attendance Contributes towards funding, determines budget allocations, and academic performance
- Based on completion of an Educational Activity each school day
- Certified by Supervising Teachers, Completed by CCS parents/guardians



Attendance



Week of September 4-7, 2018 Activity Log

1 form • Nora Barnhart • 1 minute ago • Thu, Sep 06 at 12:01 PM • My Compass-Demo2

Parents,

Congratulations on completing the first week of school at Compass! I hope your scholars have enjoyed their first week and you have been able to access our support resources, such as the Welcome Back to School Night presentations, Welcome Back Packet, and our Parents & Scholars section of our website.

As it is the end of the week, please complete our Weekly Activity Log. There are directions within the form, and if you have any questions, please reach out to me. We ask that the learning coach completes the activity log by **DATE**.

As always, if there are any questions about Compass, I am only a phone call, text, or email away.

NAME

Form Input

Complete by Tuesday, Sep 11

Note: No action required. This form is to be filled by parents only.

Activity Log - Week of September 4-7, 2018

Student Name *

Select Child ▼

For your Daily Subject Log, please select each of the subject areas that your scholar worked on for that day. Examples include reading for class, working on an assignment for class, researching for an assignment for class, etc. This is meant to show the educational activities

Attendance

Completed Forms

Export CSV

Search:

Student Name	Student Grade	Student Classes	Tuesday, September 4, 2018 Subject Log	Tuesday, September 4, 2018 PE Log	Wednesday, September 5, 2018 Subject Log	Wednesday, September 5, 2018 PE Log	Thursday, September 6, 2018 Subject Log	Thursday, September 6, 2018 PE Log	Friday, September 7, 2018 Subject Log	Friday, September 7, 2018 PE Log	User Name	User Email
Addison Arini	4th Grade		English, Math	20 mins each day	State Testing	20 mins/ day	Sick/Absent (submit note to Supervising Teacher)	20 mins / day	English, Social Studies, Electives	20 mins/ day	Noah Barnhart	nbarnhart@compasscharters.c

Attendance

Charter: Los Angeles, San Diego, Yolo | School Year ID: 2019 - 2020 | View Report

Learning Period: 2019-2020 LP SS | Track ID: Track S 19/20

Supervising Teacher ID: Amari, Elaine | Student: All

1 of 2 ? Find | Next

Apportionment Report

Reporting Period: 2019 - 2020 Track S | LP SS: 07/01/2019 to 08/09/2019

Grade 9

Student ID	Student	7 01 Mo	7 02 Tu	7 03 We	7 04 Th	7 05 Fr	7 08 Mo	7 09 Tu	7 10 We	7 11 Th	7 12 Fr	7 15 Mo	7 16 Tu	7 17 We	7 18 Th	7 19 Fr	7 22 Mo	7 23 Tu	7 24 We	7 25 Th	7 26 Fr	8 08 Th	8 09 Fr	Not Enr	Non Appr Abs	Total Appr		
583888	Gonzalez, Miah ↓	-			H																				1	0	28	
628511	Moll, Zoey ↓				H																				0	0	29	
Daily Apportionment		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	57

Total Schooldays: 29 | Enrollments Carried Forward: 0 | Gains: 2 | Totals: 2 | Losses: 0 | Ending Enrollments: 2

Grade 10

Student ID	Student	7 01 Mo	7 02 Tu	7 03 We	7 04 Th	7 05 Fr	7 08 Mo	7 09 Tu	7 10 We	7 11 Th	7 12 Fr	7 15 Mo	7 16 Tu	7 17 We	7 18 Th	7 19 Fr	7 22 Mo	7 23 Tu	7 24 We	7 25 Th	7 26 Fr	7 29 Mo	7 30 Tu	7 31 We	8 01 Th	8 02 Fr	8 05 Mo	8 06 Tu	8 07 We	8 08 Th	8 09 Fr	Not Enr	Non Appr Abs	Total Appr
------------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	--------------	------------

- XML file with report data
- CSV (comma delimited)
- CSV (comma no header)
- CSV (carat no header)
- CSV (pipe no header)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Attendance

- **LCAP Goal 97%**
- Internal Attendance Process Management
- Staff Training and PD
- Staff support and collaboration
- Attendance Claims review and support in maximizing apportionment
- SIS Support - enrollment records and compliance
- Withdrawals and Concurrent Enrollments
- Attendance Reporting to Authorizing School Districts



Compliance

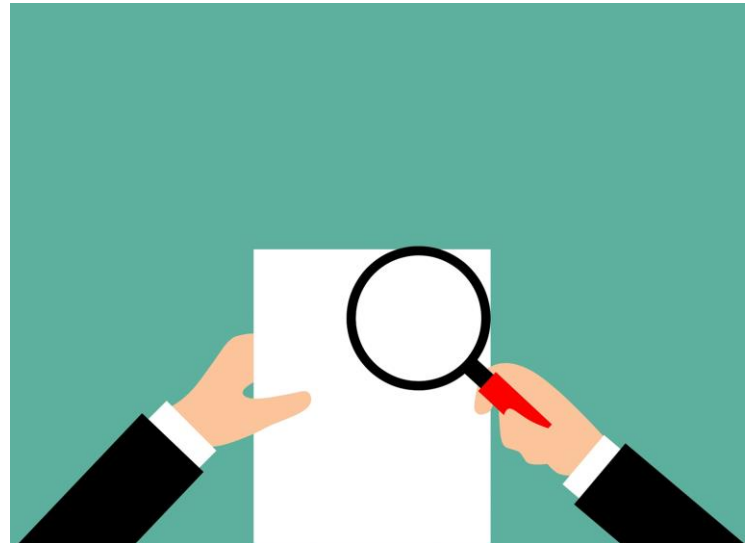
- Clean data, vital to accurate reporting
- Internal Auditing captures trends, make corrections, and ensure complaint processes
- Scholar Support - Resources, compliant in reporting measures, identification of special programs to support CCS Staff.



"You're sure you've conducted an internal audit before?"

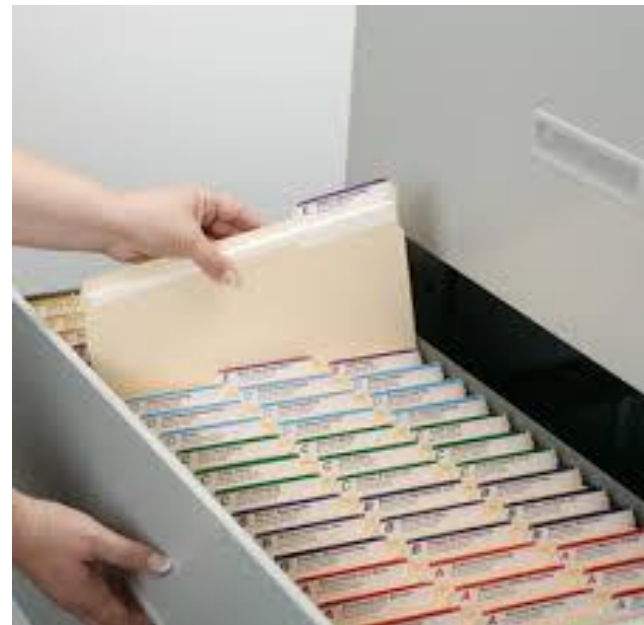
Compliance

- Internal Audit management
- Staff Training and PD
- Attendance Compliance Support
- SIS Maintenance
- SIS Project Management (compliance)
- CalPads logistics
- McKinney-Vento Liaison



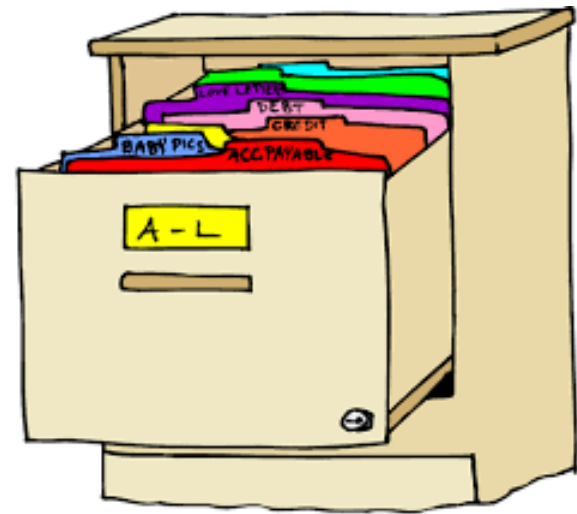
Records

- Content - Information on our scholar population used to plan educational pathways and support individualized needs
- Include previous school records and current records
- Vital data source to assess and evaluate progression
- Compliance - FERPA



Records

- Incoming and Outgoing Records Management
- Records Storage and destruction
- High School Transcripts
- Verification of Grades and allocation of credits
- Enrollment verification correspondence
- Collaboration with Counseling Department for Cal Grant Submission and High School Diploma processing



Summary

- Operations - The department that manages compliance, reporting, and systematic reporting initiatives designed to support the organization
- Focus on Strategy and implementation Development
- Provide PD/Training/Department Support
- Home to Data and SIS management
- Conduct reporting initiatives including CalPads, P1,2, P Annual, and other state requirements
- Records Management (including transcripts)
- Collaboration to support LCAP initiatives





Questions?



Contact:

Jessica Franco | Director of Operations
805-358-9007

jfranco@compasscharters.org