



COMPASS
CHARTER SCHOOLS



Operations Department 2020-21 Board Presentation

(855) 937- 4227

CompassCharters.org

COMPASS
CHARTER SCHOOLS



Agenda

- Meet the Team
- Operations Defined and Our Initiatives
- Vision, Purpose and Strategic Goals
- Delving into Accountability, Attendance, Compliance, and Registration
- Q & A



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.



Meet the Team



Danielle L. Gamez
Director of Operations



Oscar De Jesus
Accountability Coordinator



Nora Barnhart
Attendance Coordinator



Vanessa Plasencia
Compliance Coordinator



Karla Gonzalez
Registrar



Our Vision

Operations -

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



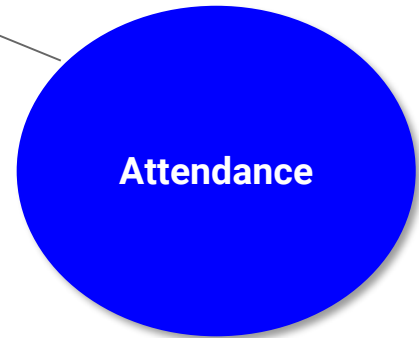
Our Purpose

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



Strategic Goals

- Engage and be present with all stakeholders in order to understand their needs and provide solutions.
- Continue to develop professionally by fostering growth, innovation, and strategic planning.
- Conduct quarterly reviews of current processes to analyze performance, identify areas of opportunity, and collaborate with other departments as needed.
- Build skills and knowledge within the SIS to ensure scholar data is entered efficiently and accurately.





Our Initiatives

- **Accrediting Commission for Schools Western Association of Schools and Colleges (WASC)**
- **Attendance Reporting (P1, P2, P Annual)** - validating attendance claims during the three reporting periods, compiling reports using the principal Apportionment Data Collection Software for local educational agencies to report pupil attendance, tax, and other data
- **Annual Audits**
- **Annual Reports**
- **CA School Dashboard Management**
- **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.



Our Initiatives

- **Collaboration for Special Programs Support**
- **Comprehensive Support and Improvement (CSI) Prompts**
- **High School Transcripts**
- **Learning Continuity and Attendance Plan (LCP)**
- **Local Control and Accountability Plan (LCAP)**
- **McKinney-Vento Liaison** - Serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, and other service providers.
- **Other State Reporting Requirements (CBEDS, Civil Rights, etc)**
- **Project Administration**
- **Scholar Records**
- **School Plan for Student Achievement (SPSA)**
- **SIS Management** - Local data validation and maintenance in the Student Information System
- **Year In Reviews**



Accountability

- **Accrediting Commission for School's Western Association of Schools and Colleges (WASC)**
 - WASC Chair
 - Facilitates process in selecting committee members
 - Manages processes and workflows for each type of visit/report
 - Initial Visit Report
 - Mid-Cycle Visit Report
 - Self-Study Report
 - Ensures goals in Annual Plan are in alignment with our LCAP and are being worked on and met throughout the year
 - Drafts final WASC documents

- **Annual Reports | Year in Reviews**
 - Acts as Project Manager
 - Facilitates data collection and design process in collaboration with Community Relations Coordinator
 - Oversees production timeline and schedule





Accountability



- **Comprehensive Support and Improvement (CSI) Prompts**
 - Collaborates with Academic Leadership in pulling and collecting data
 - Completes templates for each charter school
 - Ensures alignment with LCAP

- **Learning Continuity and Attendance Plan (LCP)**
 - Oversee school-wide collaboration to ensure documents were filled out accurately
 - Assists Finance Coordinator with tracking funds allocated within the LCP to ensure compliance with expenditure deadlines

- **Local Control and Accountability Plan (LCAP) and Annual Updates**
 - Develop School-wide project board to facilitate workflows and track deadlines
 - Collaborates with Academic Leadership and leads to ensure everyone understands their role and what is needed
 - Completes all documents and revisions in a timely manner



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, Learning Logs are completed by CCS parents/guardians and course logs, work samples and other proof are used





Attendance

August 2020						
S	M	T	W	T	F	S
30	31					
September 2020						
S	M	T	W	T	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October 2020						
S	M	T	W	T	F	S
			01	02	03	

	Tuesday 09/01 <input checked="" type="checkbox"/> Language Arts 6 A <input checked="" type="checkbox"/> Mathematics 6 A <input type="checkbox"/> Music MS Elective <input type="checkbox"/> Photography MS Elective <input checked="" type="checkbox"/> Physical Education 6 A <input checked="" type="checkbox"/> Science 6 A <input checked="" type="checkbox"/> Social Studies 6 A	Wednesday 09/02 <input checked="" type="checkbox"/> Language Arts 6 A <input checked="" type="checkbox"/> Mathematics 6 A <input checked="" type="checkbox"/> Music MS Elective <input type="checkbox"/> Photography MS Elective <input checked="" type="checkbox"/> Physical Education 6 A <input checked="" type="checkbox"/> Science 6 A <input checked="" type="checkbox"/> Social Studies 6 A	Thursday 09/03 <input checked="" type="checkbox"/> Language Arts 6 A <input checked="" type="checkbox"/> Mathematics 6 A <input checked="" type="checkbox"/> Music MS Elective <input type="checkbox"/> Photography MS Elective <input checked="" type="checkbox"/> Physical Education 6 A <input checked="" type="checkbox"/> Science 6 A <input checked="" type="checkbox"/> Social Studies 6 A	Friday 09/04 <input checked="" type="checkbox"/> Language Arts 6 A <input checked="" type="checkbox"/> Mathematics 6 A <input checked="" type="checkbox"/> Music MS Elective <input type="checkbox"/> Photography MS Elective <input checked="" type="checkbox"/> Physical Education 6 A <input checked="" type="checkbox"/> Science 6 A <input checked="" type="checkbox"/> Social Studies 6 A
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Monday 09/28 No Classes Today	Tuesday 09/29 <input checked="" type="checkbox"/> Language Arts 6 A <input checked="" type="checkbox"/> Mathematics 6 A <input type="checkbox"/> Music MS Elective <input checked="" type="checkbox"/> Photography MS Elective <input checked="" type="checkbox"/> Physical Education 6 A <input checked="" type="checkbox"/> Science 6 A <input checked="" type="checkbox"/> Social Studies 6 A	Wednesday 09/30 <input checked="" type="checkbox"/> Language Arts 6 A <input checked="" type="checkbox"/> Mathematics 6 A <input checked="" type="checkbox"/> Music MS Elective <input checked="" type="checkbox"/> Photography MS Elective <input checked="" type="checkbox"/> Physical Education 6 A <input checked="" type="checkbox"/> Science 6 A <input checked="" type="checkbox"/> Social Studies 6 A		

Save Changes



Attendance

- Internal Attendance Process Management
- Staff Training and resources
- Staff support and collaboration
- Attendance claims review and support in maximizing apportionment
- SIS Support - enrollment records and compliance
- Concurrent Enrollments
- Attendance Reporting to Authorizing School Districts





Compliance

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

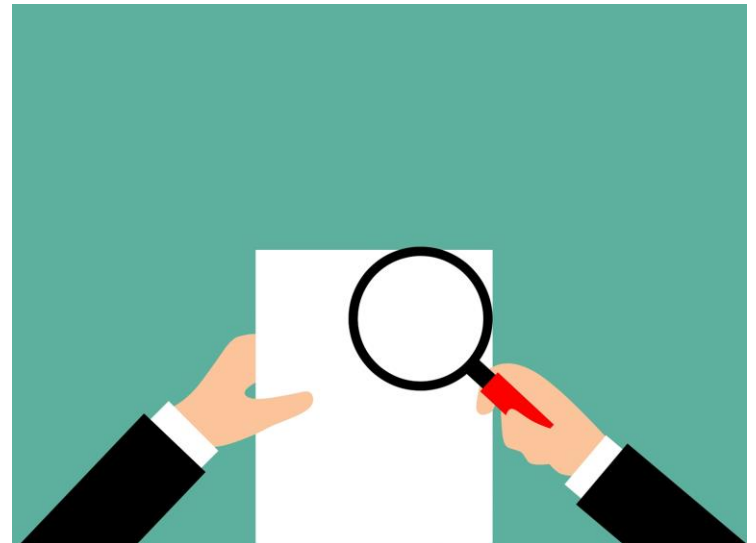


"You're *sure* you've conducted an internal audit before?"



Compliance

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





Registrar

- Oversees registration department
- Ensures school and state policies are practiced within enrollment and records
- Develops registration plans and procedures
- Organizes and maintains scholar data and records
- Completes scholar withdrawal process
- Ensures FERPA compliance
- Submits scholar GPA's to California student aid commission
- Verifies and updates final transcript for graduates and issues diplomas





Registration Team



Eli Berdugo

Enrollment Specialist -
CCS of Los Angeles



Dario Eminente

Enrollment Specialist -
CCS of San Diego



Corey Figueroa

Enrollment Specialist -
CCS of Yolo



Arianne Machgan

Records Technician

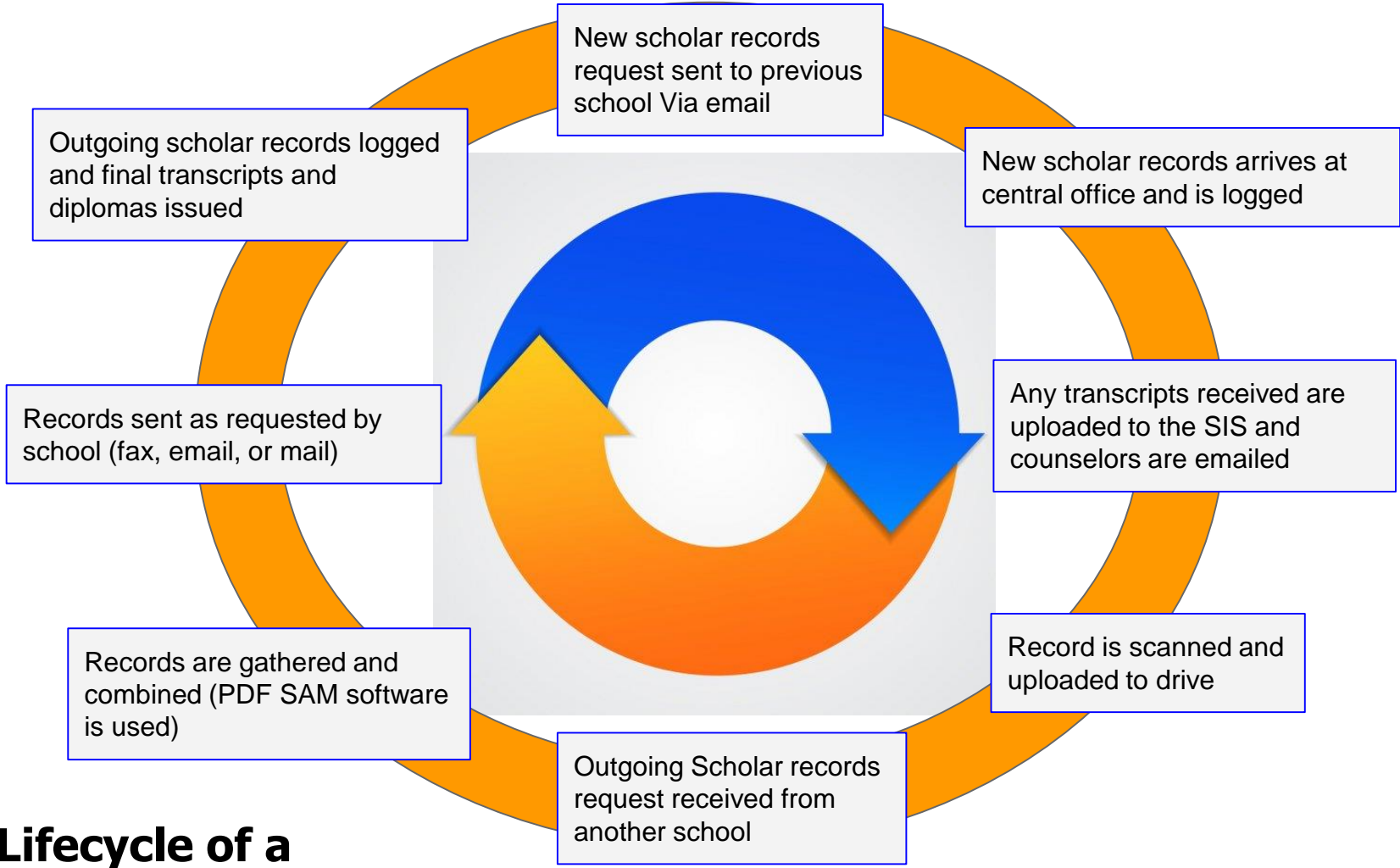


Silvia Neri

Records Technician



Records

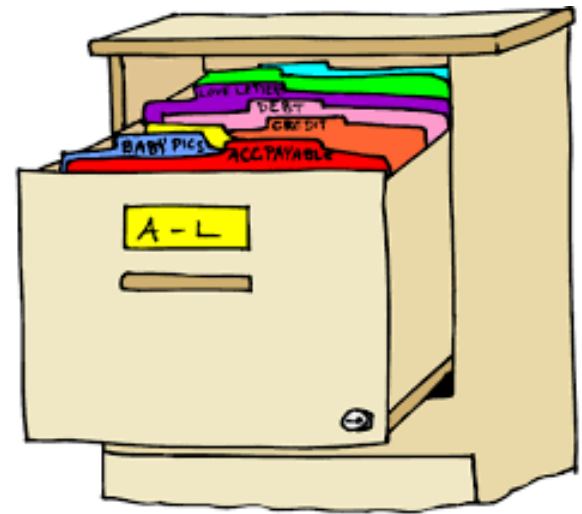


Lifecycle of a Scholar Record



Enrollment

- Reviews applications, collects and handles scholar documentation
- Provides enrollment information, requirements and customer service to our scholars and learning coaches
- Communicates to prospective families about enrollment options and programs offered by CCS
- Enter, Review, scholar registration data records
- Corresponds with applicants and prospective families
- Collaborates with other departments to ensure scholars are placed properly





Summary

- Operations - The department that manages compliance, registration, 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, P2, P-Annual, and other state and federal requirements
- Records management (including transcripts)
- Collaboration to support LCAP initiatives





Questions?



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