



Operations Division Report June 25, 2022

Great work took place throughout the Operations Division during the 21-22 School Year. This report is meant to highlight several of the functional areas with updates for the Board of Directors:

The Operations Division is a uniquely qualified group of dedicated staff who always put not only the success of Compass first but also the experience the scholar. I am particularly proud that the Classified Employee of the Year, Vanessa Beyer, is a member of the Operations Division! I am proud of everyone on this team and they work they have done this school year.

The entire Division was committed to the CCS school wide WIG: *"By focusing on scholar engagement, 100% of eligible scholars will graduate by the end of 2021-2022 academic school year.* Each department within the Division is contributing to this in their own way:

- The Community Providers Department, under the leadership of Jeanne Hlebo, focused on adding additional providers for our Yolo scholars this year - (38) new providers in all! Over the last few years many businesses in Northern California that provide charter schools scholars with services were hesitant to join any additional area charters. The CP team were able to work with these vendors, sharing why CCS would be a great opportunity for their businesses and many agreed to join the growing list of service vendors now available to our scholars, part of our Gold Standard school!
- Also this year many of the CP team were able to be involved with the CCS scholars outside of their regular work duties of providing support to families and Supervising Teachers for purchasing. Several members of the Community Providers Department had the opportunity to be involved in CCS activities including serving as the advisor of the Scholar Photo Club, chaperoning scholar field trips, and participating in both the Staff Advisory and the Options Advisory Committees.
- The IT Department under the direction of David Brasch has had a very productive 21-22 school year! In the ever-evolving technology world, the IT team continues to be focused and is always looking toward finding the best way to servethe staff and scholars. This year the department has prioritized Cyber Security andSafety for staff and scholars and through detailed research to ensure the school's critical needs are met, the selection of TPx Communications was made as the CCS Cyber Security partner. The security awareness training has already begun for staffand will be completed as the staff and scholars return from the summer break.
- The IT team has also worked this year on internal processes and increasing the visibility of real-time information through Data Dashboards and application integrations. In the upcoming school year, the IT team will be partnering with Google Big Query. Big Query is part of the Google Cloud Platform and provides a data warehouse on demand. You can upload structured data into tables and

use Google's cloud infrastructure to quickly analyze data, a tool several teams at CCS are very excited about!

- The Finance team has worked this year on improving systems and procedures for staff. The biggest change came in the transition from TRAX to ADP Workforce Now for payroll and Timekeeping. This process also included capturing the history for all CSS staff for the past seven (7) years so all payroll related information would be available in one system. With ADP Workforce Now our payroll processes are now much easier and more stream-lined. Having the expertise of ADP and the easy to use technology is certainly a great improvement for both the staff and the CCS payroll department!
- As part of the Finance Team, Nicole Sendejaz, the CCS Office Manager has worked this year on opening the Curriculum Locker. This was a huge undertaking that continues to develop. Thousands of non-consumables (books and materials) that have been returned from scholars in our Options program have been cataloged and are available for scholars to borrow as they choose. The content of the Curriculum Locker changes often and we are excited to be able to share these items with all the CCS scholars.
- Under the direction of Dr. Danielle Games, the Operations Department is comprised of several teams including Attendance, Compliance, Registration, McKinney-Vento, Outreach and Operations Specialists. The department works daily to ensure all CCS scholars are well served. Some areas of note are:
 - During the 2021-2022 school year the Operations Department focused on connection. As a department typically focused on data and systems it can be easy to lose sight of the value of team connections. During the year the department met as a whole on a monthly basis to participate in team building and to get to know each other on a personal level. Weekly focused team meetings were also a regular occurrence throughout the year as teams working on projects shared points of pride, challenges, and troubleshooting ideas. To round it off one on one meetings were also held to support individuals. With a focus on Wellness, Dr. Gamez also implemented a department wide “temperature check system” used to report individual statuses on workloads and bandwidth. The goal was to pinpoint areas of support among the department before anyone felt overwhelmed or burned out. This focus on team connection enabled Operations to feel supported and perform at a high level.
 - The 2021-2022 school year served as the foundation year for the expansion of the CCS McKinney-Vento program Karla Gonzalez served as the McKinney-Vento liaison as Dr. Gamez mentored her with the focus of (2) main goals; expanding knowledge through training and professional learning communities and building trusting relationships with McKinney-Vento families. Karla displayed the perfect balance of empathy and diligence to ensure families were getting the resources they needed. Many families expressed gratitude for her services and her ability to connect them with relevant resources. We can't wait to see this program continue to thrive in the next school year.

- o In addition to her work with the McKinney Vento Scholars, Karla Gonzalez has added to her advocacy work to include scholars from military families, as all three Compass charters were designated Purple Star Schools this year. Karla has attended various training and professional development webinars through Military Child Education Coalition and Military One Source. She has assisted many families transitioning from other states with enrollment questions and built a list of resources to support military children and their families. This list includes resources relating to what Compass offers, transition support, deployment support, and referrals to military community partners. This year we also hosted our first interactive virtual “Purple Up Day” assembly to celebrate Compass military children.

A lot of great work is taking place, thanks to our dedicated staff, to continue to improve the educational experience we provide our scholars. My thanks to our team for everything they do each and every day.

Respectfully Submitted,



Lisa Fishman, CBO
Chief Operations Office