



Operations Division Report March 25, 2023

This report is meant to highlight several functional areas with updates for the Board of Directors:

I am excited to share all the amazing accomplishments being made in the Operations Division! The dedication and commitment to the success of our scholars by the entire Division is apparent in all the work being done in every department.

This year, the Division is focused on improving our service experience with all our educational partners, including staff, scholars, and families. We will be achieving this through both of the CCS school-wide WIG's: (1) *100% of staff will report increased coherence, improved culture, and greater connectedness by the end of the 2022-2023 school year*, and (2) *100% of eligible scholars will graduate by the end of the 2022-2023 school year*. Each department within the Division is contributing to this in their own way

- The Community Providers Department continues to work on the planning for upcoming school year. After much deliberation and research, we have decided not to renew our contract with Epicenter for 2023-24 school year renewal process. We will be going back to using Jot Form with an updated streamlined process that will not only be cost effective but will also be an easier platform for both staff and vendors.
- The IT team under the direction of David Brasch is focusing on several areas:
 - The team has been working on developing even more visibility to our Data Studio in regards to re-enrollment for next year. We are now able to see who has filled out the re-enrollment form and if they will be returning or not. This also allows us to concentrate on the families that have not responded yet.
 - Cyber Security: The staff have completed (6) training courses so far as part of our cyber security program. The analytics from September through January show that staff are much better at recognizing vulnerabilities in their email and marking items as spam. For the 23-24 school year we are researching ways to include the scholars in our cybersecurity training.
- The Finance team:
 - Along with four other CCS staff, I attended the CCSA annual Conference in Sacramento in March. I primarily focused on sessions regarding Charter Renewal and Authorizer Relationships. So much impactful information was provided and I look forward to sharing what I learned with the Cabinet and the School Leaders.
 - Melissa Alcaraz, the CCS Finance Coordinator, with the assistance of Brooklyn Coney, the Finance Clerk, have focused on ways we can better share out important and relevant fiscal information with the school Leadership. We have made available a single source document to show where all expenditures have been targeted on all school wide plans including the LCAP, SPSL, ELO, A-G completion Grant, Educator Effectiveness Grant, ESSER III plan, and the Art, Music and Instructional Materials Block Grant. This document also makes available spending to date and spending deadlines. Our goal is to make a simpler resource for all staff who are responsible for the accurate execution of the intended plan spending.
- The CCS Office, Manager Nicole Sendejaz continues to update the vast selection being offered in the Curriculum Locker. Nicole is now highlighting a single area of the locker each week in the MMU so families

can see there is so much more than curriculum! Over the past two months Nicole has spotlighted musical instrument, Legos, TK-K games, science kits and much more. This effort has really made an impact and we are seeing a continual increase in the requests from scholars.

- Under the Direction of Dr. Danielle Gamez, the Operations Department is composed of several teams including Attendance, Compliance, Registration, Scholar Advocacy (McKinney Vento and Purple Star scholars), and Outreach. The department works daily to ensure all CCS scholars are well served. Some areas of note are:
 - Re-enrollment 23-24 efforts have produced positive results. The feedback from families is that the process has been straightforward and painless! 54% of scholars re-enrolled as of March 15th at 5 pm. Using the housing questionnaire as the re-enrollment ticket has helped Compass reach compliance with the legislative requirements of obtaining housing information on every scholar every year while allowing us to check in on residency changes or challenges from families. It's been a win/win!
 - March 13-16 Dr. Gamez represented CCS at the annual CCSA conference in Sacramento. Dr. Gamez was able to bring vital information back to her team and the school regarding Independent Study Law, Charter Renewal Tips, APlus+ efforts towards the passage of SB 426, and how we can advocate for flex-based learning, Cyber Security, Adapting Empathetic Employee Culture, Recent case laws impacting charter schools, leadership development, Admissions and Outreach, and more! Members of Operations also represented Compass at the School Pathways Spring Academy. The goal is to take the content and takeaways and create professional learning for Compass staff in the coming months and retreat.

The Operations Division is looking forward to a strong finish to the school year and continuing our contribution to the success of CCS scholars!

Respectfully Submitted,

Lisa Fishman, CBO



Chief Operations Officer