

Weekly Update from Dr. Rudolph
Week of March 7, 2022

The Superintendent's Calendar in Review

- Met with the four department Chiefs
- Led the Cabinet meeting
- Attended the Leadership meeting
- Attended the CFC March Member call
- Met with Board of Trustees President
- Attended the City Council meeting
- Attended the SCCSA meeting
- Met with MVEF
- Met with the Director of Federal, State, and Strategic Programs
- Met with Interim Director of Special Ed.
- Attended Construction Update meeting
- Attended the Challenge Team meeting
- Held two Feedback meetings
- Met with one Trustee
- Met with one principal
- Led the Huddle meeting
- Met with the Director of Curriculum, Instruction, and Assessment
- Attended the MVWSD Board of Trustees meeting
- Attended the CAAASA Board meeting
- Held a Community Check-In meeting

From the Director of Technology

- Supporting the school sites In the past month, we have received 423 support requests and we have resolved 78% of those requests.
- MVWSDConnect: Completing the setup of the CBRS radios at Vargas. Next, we will be working on setting up the radios at Stevenson.
- Student Chromebooks: Finishing up the loaner Chromebooks for the grades 3-5 classrooms in preparation for state testing.

From the Public Information Officer

- Parent and staff communications about COVID protocols. [\(webpage infographic\)](#) with Specialist Mitchner)
- CAASPP parent communications (with Director Dagar)
- Public records requests (2)
- Volunteers [webpage](#)
- Teacher [recruitment flyer](#)
- Meeting with SCEFs to collect communication feedback (with Director Chang, SP Goal 3)
- Feedback sessions with four principals

From the Equity Director

This week, Director Henderson facilitated the District Equity Advisory Committee on Understanding Equity Policy. The group looked at a cluster of data 'domains' and brainstormed about possible policy correlates based on the CSBA Equity policy sample. They will continue with this work the next time they meet in April. Megan met her weekly obligations including Cabinet, Leadership Team meeting, the Board of Trustees meeting on Thursday evening as well as the Community Check-in on Friday. She met with several Directors this week including Directors Jinbo, Ellard, and Dagar to discuss the Strategic Plan goals related to the Multi-Tiered Systems of Support. She met with several principals including Principal Siam to discuss the final stages of mascot selection. Finally, Megan facilitated the T3 Equity seminar for the Imai Elementary staff this week. The ongoing projects that Megan did work on this week include The Talk Roundtable Events, #BetterTogether infographics, Enrollment for Choice Schools, and Measuring Educational Equity.

Chief Human Relations Officer

This week in the Administrative Services Department, the Student Services team has continued working on enrollment verifications, running the choice school lottery, and are preparing to send placement and waitlist letters to families who applied for Stevenson and Mistral during the open enrollment period. The team is also continuing to work with families who are registering students for the current year and the upcoming school year.

The Human Resources department has been working with staff throughout the month, supporting several certificated and classified staff members who are taking leave as well as preparing to staff the upcoming year. The department is working closely with the Student Services team to understand the enrollment projections in determining staffing needs.

The team is still seeking additional substitute staff members and is interviewing regularly. In addition, the Human Resources team is actively seeing a variety of staff members to support current needs. The team is preparing for the upcoming county job fair and has been actively posting positions, recruiting, and hiring positions to support the needs of our students.

The COVID Designee team has been working closely together to review updated guidance as we continue supporting students, staff, and families.

Tara Vikjord has met with staff and family members to address concerns. She has been meeting with principals throughout the week to discuss enrollment and staffing. In addition to her regular weekly meetings, Tara met with several directors this week to discuss upcoming projects and support planning and preparation for the 2022-23 school year.

From the Chief Academic Officer

This week Cathy turned her attention to the Federal Program Monitoring and the LCAP. Over the next weeks work will begin on the 2nd annual update to the LCAP and make final preparations for onsite FPM reviewers in April. The FPM review encompasses preschool programs, Title I programs, and English Learner programs. All requested items were uploaded by the required date and staff is now waiting for feedback.

4th and 5th grade environmental field trips have begun and or are slated to occur in the upcoming months. While difficult, sites have been able to secure buses. Huff students have already gone to Hidden Villa. As of writing this update Theuerkauf, Stevenson, Mistral, Monta Loma, Bubb, and Landels have buses scheduled for upcoming trips.

On Wednesday, Cathy attended a technical assistance meeting to learn more about the Universal PreK plan requirements. The meeting was held by representatives of the Santa Clara County Office of Education. Cathy attended the cabinet and leadership team meetings, the Educational Services weekly meeting and met with all of her direct reports. On Thursday she met with the SP2027 planning team that is developing the MTSS outcomes, actions steps, and plan. She attended the meeting of the Board of Trustees and the Community Check-in meeting.

Cathy continued to spend time in her role as COVID designee. She supported sites and worked with the District team to update processes based on new guidance.

Curriculum, Instruction, and Assessment

CAASPP Assessment administration preparation continues to be a focus for the Curriculum, Instruction, and Assessment department. Swati Dagar led the site Principals and Coordinators through a CAASPP Informational training at the Leadership Team Meeting. The training included information on 2022 state accountability requirements - the minimum 95% participation threshold for schools/districts - as well as information on the state academic indicator reporting platform- the California School Dashboard. Swati will continue to work with Site Principals on providing additional CAASPP related information so they can in turn support their staff and parent queries as CAASPP administration preparation begins at school sites.

Swati continued work on middle school electives planning for the upcoming school year. Elective information will be shared with the rising 6th-8th grade families soon. She also met with an Instructional Coach and with a New teacher Project Coach for feedback meetings. Along with the District negotiations Team, Swati participated in MVEA-MVWSD Mediation Meeting.

Swati participated in the regular standing meeting commitments including the Cabinet Meeting, Leadership team Meeting, Ed Services Directors Meeting, and the District Equity Advisory Committee. Swati visited 3 school sites- Theuerkauf, Landels, and Crittenden where she conducted classroom walkthroughs and provided feedback to site principals. She also attended the Board of Trustees Meeting and the Superintendent's Community Check-in.

Health and Wellness

Karin participated in Cabinet, Leadership Team, and Ed Services Team meetings. She continued her work with Castro Elementary School and Castro Wellness Center facilitating COST and check-in meetings. She facilitated the SEL Committee meeting

this week. The committee examined Principle 1 and Principle 3 of CDE's Conditions for SEL Thriving within the context of a school district.

Karin visited Vargas Elementary and observed various physical activities including Physical Education and recess. Karin met 1:1 with Principal Taylor and discussed Vargas' needs related to Social Emotional Learning and supports.

Learning Recovery

In the Remote Independent Study (RIS) program we have 24 students enrolled. Terri is working with Director Dagar to plan the CAASPP testing for the 11 students in grades 3-8 that are enrolled in the program.

In Learning Recovery, Terri prepared to present the interim update to the Board of Trustees and she presented the data and analysis to the Leadership Team. The focus this week was also on meeting with each Principal and site team to review attendance data and assign the support calls, as well as troubleshoot scheduling for specific students.

Terri attended or led the following:

- Met with 4 tutoring providers
- Met with 11 Principals and site teams regarding tutoring attendance support
- Visited 3 sites (15 classrooms) to monitor and support tutoring
- Attended ELOP office hours with our regional office
- Met with the YMCA and Director Chang to discuss a proposal for aftercare during summer school
- Met with Director Chang regarding FPM tasks and responses
- Attended Huddle
- Presented Learning Recovery interim update to Board of Trustees
- Attended Community Check-in
- Met with Director Dagar for a weekly check-in

Special Education

This week the special education team prepared for upcoming statewide assessments, as well as the special education staff meeting focused on supporting students' behavioral needs. The team finalized accessibility resources for SBAC and CAA. The team also began planning for Extended School Year, the special education summer school.

Coordinators, Shaheen and Mariko supported teams at sites, attended IEP meetings, held their weekly coordinator meeting, and led site collaboration meetings.

Interim Director, Acantha met with various site teams to support planning and communication, she conducted home visits with preschool staff, met with the MTSS

Planning team, and met with the Graham Pre-k leadership team for their bi-weekly check-in.

Acantha also led or participated in the following meetings:

- Coordinator 1:1
- Coach 1:1
- Department Secretary 1:1
- Bubba Walkthroughs
- Ed Services weekly check-in
- Leadership team meeting
- Huddle
- Board of Trustees meeting
- Community Check-in

State and Federal Programs

With one month to go until the official review, Geoff Chang and Terri Lambert have completed the first phase of Federal Program Monitoring. With assistance from various departments and sites, the team submitted 300 evidence requests for feedback from the reviewers. Over the next several weeks, Geoff and Terri will be responding to detailed questions about the evidence and locating further documents to meet additional requirements. This week, Geoff is actively working with a SIOP trainer to work with all district instructional coaches on best practices for coaching using the SIOP model. Elementary instructional coaches gathered at Vargas and Landels this week to engage in a full observation cycle with the objective of understanding better the nuances of SIOP components and how to support teachers' use of the techniques. Middle school coaches will be working with teachers and the SIOP trainer at Graham later this week. Geoff and Terri Lambert are also planning summer programs for target groups, collaborating with various community partners to create a meaningful program for students this summer. Leticia Corcoran and the EL Coordinators and Testers continue to assess English Learners on the ELPAC and are making the expected level of progress. With the SCEFs and middle school staff, Geoff is preparing for the Parent University session, "Preparing for Middle School."

Preschool

Preschool classroom staff completed classroom furniture and materials inventories and submitted them for review to the Director, Terri Kemper, for Federal Program Monitoring (FPM) documentation submission. Terri met with the FPM reviewer for the early learning and care division and finished uploading the remaining documents to the FPM website. She also followed up with a request from the reviewer to revise a few sections of our program's Family Handbook. Terri coordinated a temporary preschool session closure with the district office and preschool staff due to a COVID-19 exposure and then submitted temporary closure forms to the CDE. Terri conducted orientation for two new staff members and provided performance feedback meetings for several instructional assistants. She spent time visiting classrooms at all three sites and held staff meetings with Site

Supervisors and Instructional Assistants. She began discussing the initial planning stages for 2022-23 enrollment with office staff and set a timeline to end enrollment for the current school year. Terri is preparing for Monday's professional development day in which staff will discuss recent ECERS scores and each classroom instructional team will complete a Summary of Findings. The Summary of Findings will identify areas needing improvement and action plans. These summaries become part of the Annual Self-Evaluation that is submitted to the CDE in June. Staff will also use the professional development day to collaborate around a more intentional, inclusive, and age-appropriate cultural curriculum.

Terri attended/participated in the following:

- Principal/administrator book study group meetings
- Leadership Team meeting
- 1:1 meetings w/Cathy Baur
- Two IEP meetings
- CDE Early Education webinar
- Weekly check-in with office staff
- Monthly check-in with new teachers
- Local Early Education Planning Council (LPC) meeting

From the Chief Business Officer **Capital Projects**

The CBO met with John Marchant at the City to discuss the City Council meeting as well as public access during middle school sports practices. The CBO, Carducci, PIO, and Greystone met to discuss Monta Loma's progress and community meetings. EV charging stations are on track and we anticipate that they will be ready to use by the public and teachers in late April. During the school day charging stations will be available to school staff and after school hours the EV stations will be open for the public to use.

Our summer HVAC projects are on schedule. Monta Loma will have all of its units replaced and moved from the ground to the roof as is standard across our District. Moving the units required DSA approval which did not allow us to do the project last summer.

Our window replacement project may be delayed but we are working on creating workarounds. DSA is requiring a full DSA review because they believe the windows that are being replaced will require a full structural review.

Business Services

This week the accounts payable and purchasing attended the Accounts payable user group held by the COE. Payroll is working on processing the retroactive payment to CSEA, unrepresented, and management staff, in addition to this month's payroll. Our team spent some time on professional development. We talked about the book we are reading, *The Energy Bus*, by Jon Gordon. Accounts Receivable finalized the claim report for Student Link Services for February. We also worked on the Consolidated Application and Reporting System Winter Release data report.

- Held department meeting

- Processed board agenda items
- Director and Budget Analyst met for a weekly check-in
- Director attended One Time Funding webinar
- The Director of Fiscal Services attended the county's Fiscal Directors meeting
- Director participated in the new software SACS portal training
- Director attended Accounts Payable user group by county
- CBO held one on one meetings with the Director of Fiscal Services, Budget Analyst, Director of MOT, and Director of Child Nutrition
- CBO and Director of Fiscal Services participated in the Parcel Tax Oversight committee meeting
- CBO and Director participated in a Leadership meeting
- CBO participated in mediation with CTA
- CBO and Director facilitated the Parcel Tax Oversight Committee meeting

Child Nutrition

In February Child Nutrition served 39,029 breakfasts, 37,736 lunches, 2,484 dinners, and 4,777 after-school snacks. Total meals served this school year to date:
Breakfast-307,355 Lunch- 310,940 Snacks- 15,296 Dinner- 9609

This school year waivers were enacted that allowed schools to serve children wherever they attended classes, waived some food requirements due to supply chain issues, reimbursed meals at a higher rate due to inflation, added additional funds for USDA local fresh foods, and allowed schools to use small local food and supply vendors. Over 100,000 letters were written to lobby Congress for the waivers to be extended for the next school year. The federal Bill leaves out all school waivers.

As of this past Monday, Congress failed to extend the waivers which will cause school food departments to operate at a loss. General funds will have to make up the difference. The failure of Congress to act will cause students to go hungry and leave school meal programs in financial peril.

California is the first state to require Universal Meals next school year, however, the Federal Reimbursement will be too low to cover the cost of the program. Current inflation has negatively impacted the program and our families' budgets. Families rely upon us to serve healthy, tasty, fresh meals.

We will continue to lobby the USDA for financial relief.

Meetings and Training attended this week:

- Procurement 101 for SY 22-23
- Lunch Assist Info Session
- Climate-Friendly School Meals Training and Peer Learning Series
- Get Ready to Recycle and Compost at Schools
- Bay Area School Nutrition Group Meeting
- Leadership Team meeting

- California Universal Listening Session 2022
- Director met with a parent to discuss a special medical diet
- Fresh California Menu Planning Support

Maintenance, Operations, and Transportation Department

This week, the Maintenance and Grounds team has supported the school sites with Custodial duties. The Grounds team has been working on the irrigation for the D.O planting project. The team has continued to close out work orders; Received 53 Closed 35.

Meetings attended:

- Met with the Maintenance and Grounds team.
- Attended the community Check-in
- Met with the Rebecca & Tara for our 1 on 1
- Did campus walks with the Principals at Stevenson, Castro, and Vargas
- Met the Transportation Department
- Attended the leadership team meeting