

**FIRST BELL***School operations data, built by an operator***WEEKLY OPERATING BRIEF****Week of October 13**Prepared for: **Dana Rivera, COO, Compass Academy Charter School**Prepared by: **First Bell****This week, in one paragraph**

Three things need leadership attention before Wednesday. Chronic absenteeism climbed to 18.0% year to date, driven almost entirely by grades 6 through 8, with Tuesdays and Wednesdays running 4 to 6 points below the week average. The K-1 duplicate enrollment records flagged two weeks ago are now blocking the Q1 state filing scheduled for October 24, and Priya needs SIS admin time this week to clear them. And lunch period in the middle school is producing 31% of all behavior referrals while accounting for 14% of student time, a hot spot that the new supervision rotation is meant to address but cannot until staff confirms. Everything else in this brief is supporting context for those three items.

Attendance watchlist

Ten students at chronic risk this week, ranked by year-to-date ADA. Bold red marks ADA below 80% which puts the student in chronic absent status under state rules. Last contact is the most recent documented family touchpoint.

Student	Grade	ADA	Last contact	Note
Jaylen Carter	8	76.4%	Oct 9	Mother reached; promised return Tuesday. Verify.
Anaya Brooks	6	78.1%	Oct 7	Three consecutive Mondays absent. Pattern, not illness.
Mateo Velasquez	7	79.8%	Oct 10	Transportation issue. Bus route change pending.
Sienna Patel	5	81.2%	Oct 8	Recent custody change. Counselor loop-in needed.
Devontay Harris	8	82.5%	Oct 11	Tardy compounding. Arrives after 9:30 most days.
Luz Hernandez	6	83.0%	Oct 6	EL family. Bilingual outreach not yet attempted.
Marcus Boateng	7	83.7%	Oct 10	Sibling at another school sick.

Student	Grade	ADA	Last contact	Note
				Documented this week.
Priya Singh	4	84.1%	Oct 9	Father deployed. Mother working two jobs.
Demarco Wilson	8	84.4%	Oct 11	Behavior referral last Friday correlated with absence.
Esme Ramirez	5	84.9%	Oct 8	First-time chronic this year. Early action window.

- **Pattern note.** Six of the ten are in grades 6 through 8. The middle school pattern is consistent with the chronic absenteeism trend in section 4.
- **Action note.** Luz Hernandez has no documented bilingual outreach yet. That is the highest-leverage call to make this week.

Enrollment movement, week over week

Numbers below reflect the 2026-27 enrollment cycle, not current-year roster. Pipeline is healthy in aggregate. The risk is in K and 1, where seat targets are still 11 and 8 short respectively, and the lottery cycle closes November 15.

Pipeline

- **Inquiries:** 213 total, +9 this week. Strongest week since open enrollment opened.
- **Applications:** 147 total, +6 this week. Conversion from inquiry holding at 69%.
- **Enrolled:** 89 total, +4 this week. Three of the four are returning families with siblings entering K.
- **Waitlist:** 12 total, unchanged. All in grades 2 and 3 where seat demand exceeds capacity.

Grade bands behind seat target

- **Kindergarten.** 11 seats short of 60-seat target. Inquiry volume present but applications stalled. Recommend reaching the 23 inquiries with no application started.
- **First grade.** 8 seats short of 60-seat target. Three families have started applications and stopped at the income verification step. Bilingual outreach likely needed.

Culture hot spots

Three patterns surfaced from this week's DeansList referral data. All three are systems issues, not individual student issues.

Lunch period, grades 6 through 8

The pattern named in the opening paragraph has now held for six weeks, not one. Of the 47 lunch referrals this week, 32 came from B lunch (grades 7 and 8 together). The new supervision rotation owned by Tyrese is built specifically to break up the B lunch density but cannot launch without the two staff confirmations still outstanding.

Tuesday afternoons across the building

Tuesdays are running 1.8x the average referral rate, concentrated between 1:30 and 2:45 PM. This correlates with the Tuesday specials schedule shift made in September. Worth investigating whether the transition between two consecutive specials is the trigger.

Eighth-grade hallway transitions

Eighth grade transitions account for 22% of hallway referrals while eighth grade is 12% of the student body. Two adults are present at the transition. Pattern suggests positioning issue rather than staffing volume.

Compliance deadlines, next 30 days

Deadline	Owner	Due	Status
State chronic absenteeism filing, Q1	Priya Shah	Oct 24	On track
Title I parent compact return rate	Esperanza Ortega	Oct 31	At risk, 62%
McKinney-Vento liaison roster update	Tyrese Greene	Oct 20	Submitted
SPED service minutes mid-cycle audit	Marcus Whitfield	Nov 7	Urgent, not started

- **Watch item.** Title I parent compact return rate sits at 62% with two weeks left. Last year ended at 84%. The bilingual mail-back template is the lever.

Open action items

Items carried from prior briefs. RAG status reflects what changed this week, not absolute severity.

Action item	Owner	RAG	Blocker / next step
Rebuild middle-school lunch supervision rotation	Tyrese Greene	Yellow	Awaiting two staff confirmations
Resolve duplicate enrollment records, K-1 cohort	Priya Shah	Red	PowerSchool/state ID mismatch; needs SIS admin time
Family communication audit, EL households	Esperanza Ortega	Green	Bilingual templates drafted; rolling out Wed
Tardy policy revision, second draft	Dana Rivera	Yellow	Board sub-committee feedback pending
Standards-based grading sync to DeansList	Marcus Whitfield	Green	QA scheduled Friday

Family communication needs

Three situations this week that warrant leadership attention before the family reaches out first.

- **Brooks family, grade 6.** Three consecutive Monday absences. Mother is single parent working a fixed Monday shift. A schedule conversation is more useful than a truancy letter.
- **Velasquez family, grade 7.** Bus route change pending. District transportation is not communicating directly. Esperanza is best positioned to bridge.
- **Patel family, grade 5.** Recent custody change. Counselor referral made last week but no documented family contact yet. Worth a personal call from Marcus.

Suggested leadership moves this week

Five moves, ranked by leverage. Each is a one-decision item that does not require a meeting.

- **1. Resolve the K-1 duplicate enrollment records by Wednesday.** This is blocking the Q1 state filing and Priya needs two protected hours. Owner: Dana to clear Priya's calendar.
- **2. Close the staff confirmations on the middle-school lunch rotation.** Until those two confirm, Tyrese cannot launch the rotation that addresses 31% of weekly referrals. Owner: Marcus, by Tuesday.
- **3. Make the bilingual call to the Hernandez family.** Highest-leverage attendance call this week. Owner: Esperanza, by Wednesday.
- **4. Re-target the 23 K inquiries with no application.** Kindergarten is the highest-risk seat band. The bilingual outreach template ships Wednesday and these families should be the first send. Owner: Esperanza.
- **5. Decide whether to investigate the Tuesday specials transition.** The 1.8x referral rate on Tuesdays is a six-week pattern, not a one-week anomaly. Owner: Marcus to assign Tyrese for a one-week observation.

Questions about this brief or what to act on first?

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