



## Magnolia Public Schools

### Board Retreat

#### Regular Board Meeting

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#### **Date and Time**

Saturday March 18, 2023 at 10:00 AM PDT

#### **Location**

Magnolia Science Academy-1: 18238 Sherman Way, Reseda, CA 91335

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#### **Access to the Board Meeting**

Any interested parties or community members from remote locations may attend the meeting at any Magnolia Science Academy school, or the addresses where Board Members are joining from. Dialing information is included below:

By dialing into; 1.669.444.9171

Meeting ID: 978 5606 4990 - Passcode: 021250

Zoom: [https://zoom.us/j/97856064990?  
pwd=MHhBZCtGT0xEMIZpNEZQZVJ3RDBPZz09](https://zoom.us/j/97856064990?pwd=MHhBZCtGT0xEMIZpNEZQZVJ3RDBPZz09)

#### **Accessibility**

In compliance with the Americans with Disabilities Act (ADA) and upon request, Magnolia Public Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Members of the public who need special accommodations or translation are strongly encouraged to contact Magnolia Public Schools at least 24 hours in advance of the Board meeting so assistance can be assured. Please contact Jennifer Lara at 213-628-3634 or email [jlara@magnoliapublicschools.org](mailto:jlara@magnoliapublicschools.org) with such requests.

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Any public records relating to an agenda item for an open session which are distributed to all, or a majority of all, of the Board Members shall be available for public inspection.

**Public Comment Procedures**

Magnolia Public Schools greatly values public comment during Board meetings. For members of the public who would like to speak, please fill out the Public Speaker Form which can be accessed at [magnoliapublicschools.org](http://magnoliapublicschools.org), there will also be speaker cards to be filled out prior to the beginning of the meeting. By law, the Board is only allowed to discuss or take action on items listed on the agenda. The Board may, at its discretion, refer a matter to MPS staff or add the issue to a future board meeting date for discussion. Public speakers are limited to three (3) minutes and speakers with interpreters up to six (6) minutes.

Please note that the agenda item times for when that item will be discussed or taken action on is subject to change on the day of the Board meeting to accommodate public speaker times indicated above. For any questions regarding this meeting please email [board@magnoliapublicschools.org](mailto:board@magnoliapublicschools.org) or call (213) 628-3634 ext. 21101.

**Board Members:**

- Mr. Mekan Muhammedov, Chair
- Ms. Sandra Covarrubias, Vice-Chair
- Dr. Umit Yapanel
- Dr. Salih Dikbas
- Ms. Diane Gonzalez
- Mr. Daniel Sheehan
- Mrs. Esra Eldem Tunc

CEO & Superintendent:  
Mr. Alfredo Rubalcava

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>10:00 AM</b>
Opening Items			
<b>A.</b> Call the Meeting to Order			1 m
<b>B.</b> Pledge of Allegiance			1 m
<b>C.</b> Record Attendance and Guests			1 m
<b>D.</b> Approval of Agenda	Vote		1 m

	Purpose	Presenter	Time
E. Public Comments			5 m
F. Announcements from CEO & Superintendent and Board Members			5 m
Opening remarks			
<b>II. Closed Session</b>			<b>10:14 AM</b>
A. Public Announcement of Closed Session	FYI		1 m
B. Public Employee Performance Evaluation (§ 54957) - Title: CEO & Superintendent			60 m
C. Report Out of Closed Session	FYI		1 m
<b>III. Information/Discussion Items</b>			<b>11:16 AM</b>
A. Strategic Planning Discussion for School Year 2023	Discuss	Home Office Departments	104 m
<b>Home Office Departments Presenting:</b>			
<ul style="list-style-type: none"> <li>• Academic Department</li> <li>• Accountability Department</li> <li>• Finance Department</li> <li>• General Counsel &amp; Facilities Department</li> <li>• Outreach &amp; Communications Department</li> <li>• Operations Department</li> <li>• CEO Department</li> </ul>			
<b>IV. Closing Items</b>			<b>1:00 PM</b>
A. Adjourn Meeting			1 m

# Coversheet

## Strategic Planning Discussion for School Year 2023

**Section:** III. Information/Discussion Items  
**Item:** A. Strategic Planning Discussion for School Year 2023  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Home Office MPS Strategic Planning 2022-23.pdf



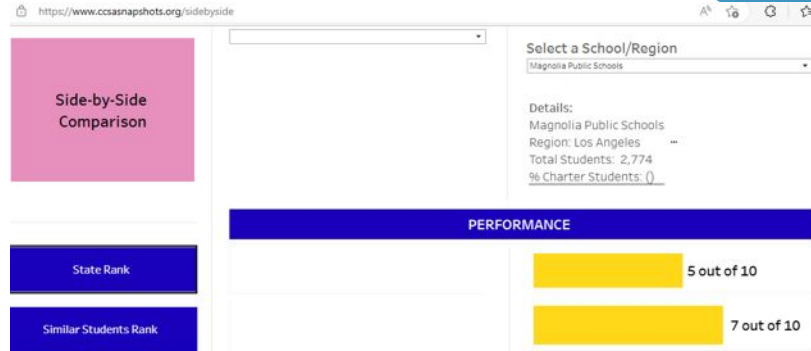
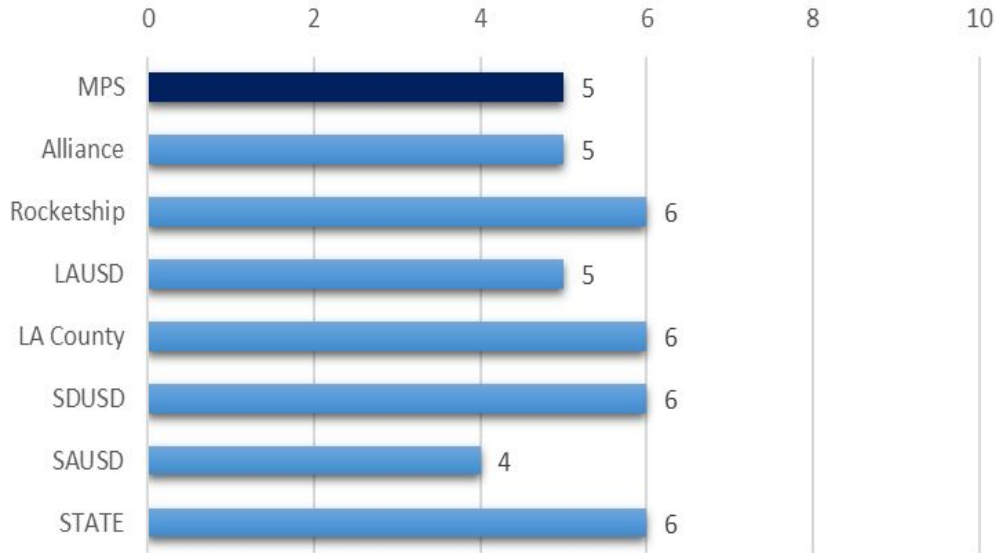
# STRATEGIC PLAN

*Home Office  
2022-2023*

# 2023 STRATEGIC PLAN

## Academic Dept.

### State Rank



CCSA Snapshots Side-by-Side Comparison Tool

Link: <https://www.ccsasnapshots.org/sidebyside>

**Metric:** State Rank on the CCSA Snapshots report based on the averaging of ELA \*DFS and Math DFS on the CA School Dashboard

Actual: **2021-22: 5**

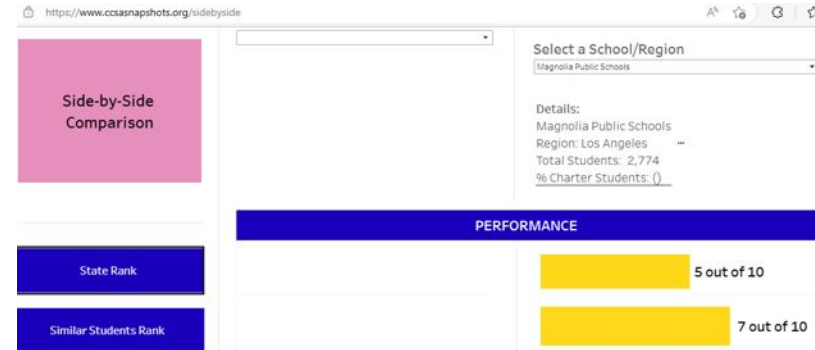
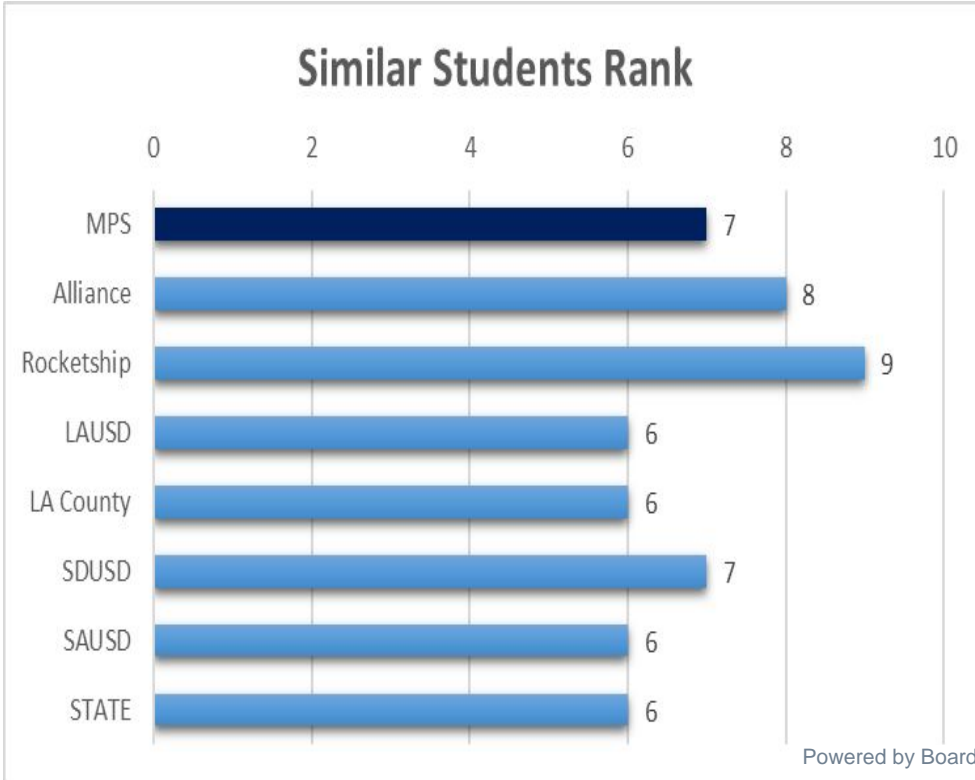
Desired Outcome: **2024-25: 6**

# 2023 STRATEGIC PLAN

Academic Dept.

CCSA Snapshots Side-by-Side Comparison Tool

Link: <https://www.ccsasnapshots.org/sidebyside>



**Metric:** Similar Students Rank on the CCSA Snapshots report based on the averaging of ELA DFS and Math DFS on the CA School Dashboard in comparison to similar schools

Actual: **2021-22: 7**

Desired Outcome: **2024-25: 8**

\*DFS: Difference From Standards on SBAC assessments. How far the average student is from meeting the grade-level standard.

# 2023 STRATEGIC PLAN

## Academic Dept.

Indicator	Magnolia Public Schools		State		Status Comparison to State Average
	Performance Level	Status	Performance Level	Status	
ELA 2018	Orange	-16.5	Orange	-6.0	Lower
ELA 2019	Orange	-13.6	Green	-2.5	Lower
ELA 2022	Low	-18.2	Low	-12.2	Lower
Math 2018	Orange	-52.6	Orange	-36.4	Lower
Math 2019	Yellow	-47.2	Orange	-33.5	Lower
Math 2022	Low	-64.4	Low	-51.7	Lower
EL Progress 2018	N/A	N/A	N/A	N/A	--
EL Progress 2019	Medium	49.5%	Medium	48.3%	Higher
EL Progress 2022	Medium	54.9%	Medium	50.3%	Higher
College/Career 2018	Yellow	55.1%	Yellow	42.2%	Higher
College/Career 2019	Green	61.4%	Yellow	44.1%	Higher
College/Career 2022	N/A	N/A	N/A	N/A	--

**Metrics:** Performance on the CA School Dashboard

### ELA:

Actual: **2021-22: -18.2 Low**

Desired: **2024-25: -9.0 Yellow**

### Math:

Actual: **2021-22: -64.4 Low**

Desired: **2024-25: -55.0 Yellow**

### ELPI:

Actual: **2021-22: 54.9% Medium**

Desired: **2024-25: 60.0% Green**

### CCI:

Actual: **2021-22: N/A**

Desired: **2024-25: 65.0% Blue**

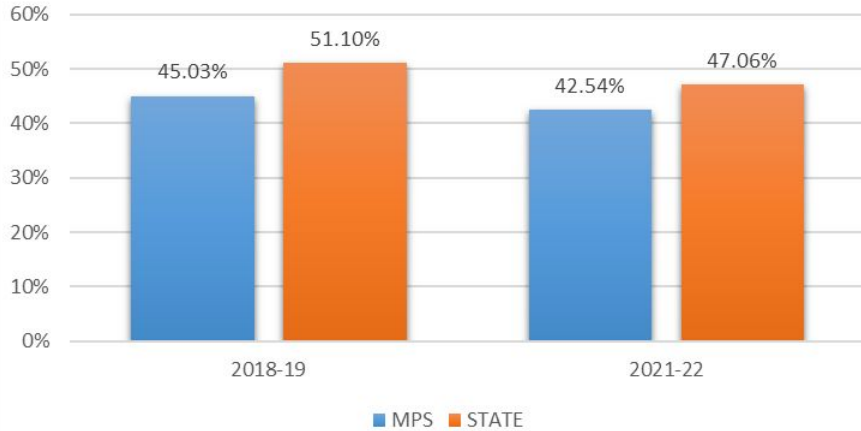
CA School Dashboard Link: <https://www.caschooldashboard.org/>



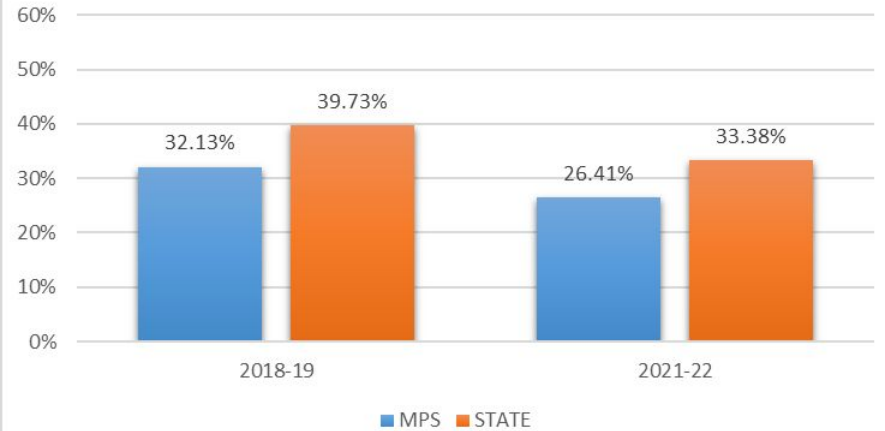
# 2023 STRATEGIC PLAN

## Academic Dept.

### SBAC Proficiency Rates - ELA



### SBAC Proficiency Rates - MATH



**Metric:** SBAC proficiency rates in ELA and Math

#### ELA:

Actual: **2021-22: 42.54%**

Desired Outcome: **2024-25: 50.00%**

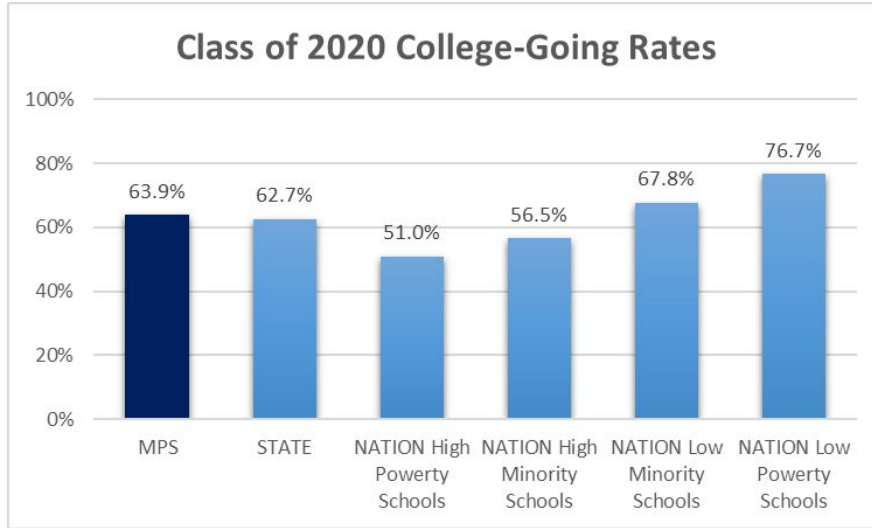
#### Math:

Actual: **2021-22: 26.41%**

Desired Outcome: **2024-25: 35.00%**

# 2023 STRATEGIC PLAN

## Academic Dept.



**Metric:** College-Going Rate

**All:**

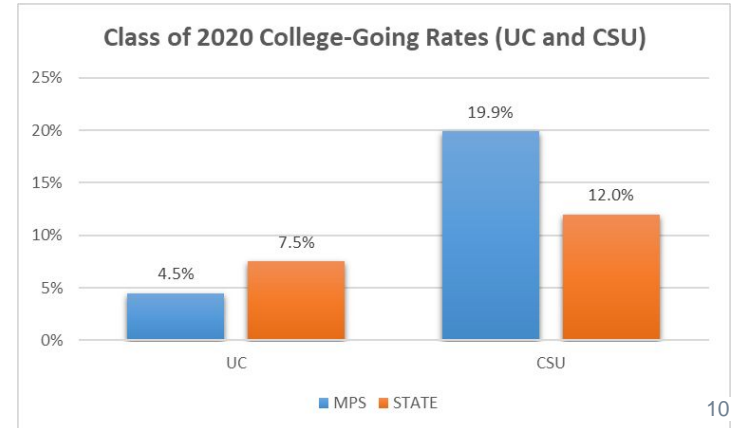
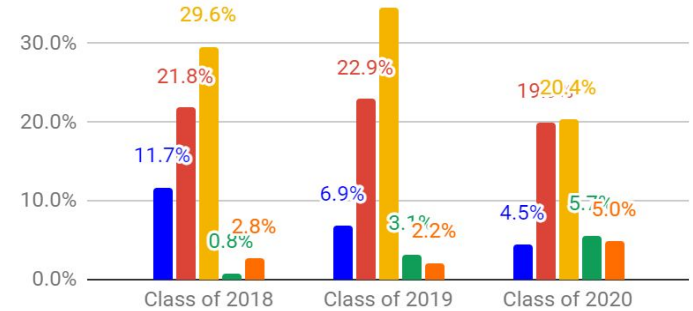
Actual: **Class of 2020: 63.9%**  
 Desired: **Class of 2025: 70.0%**

**UC & CSU:**

Actual: **Class of 2020: 24.4%**  
 Desired: **Class of 2025: 35.0%**

CDE DataQuest & National Student Clearinghouse  
 Link: <https://www.cde.ca.gov/ds/ad/dataquest.asp>  
 Link: <https://nscresearchcenter.org/>

### MPS College-Going Rates (UC, CSU, Community College, In-State Private, Out-of-State)



# ACADEMIC DEPARTMENT

*Presented by Erdinc Acar, Chief Academic Officer*



**Erdinc Acar**  
Chief Academic  
Officer



**Andross Milteer**  
Expanded Learning  
Opportunities Program  
(ELOP) Coordinator



**Dr. Artis Callaham**  
Director of Special  
Education &  
Support Services



**Jenny Obuchi**  
Program Manager



**Jason Hernandez**  
Director of Student  
Services



**Krystal Zavala**  
Special Programs  
Coordinator



**Katie Mann**  
Director of EL &  
ELA Programs



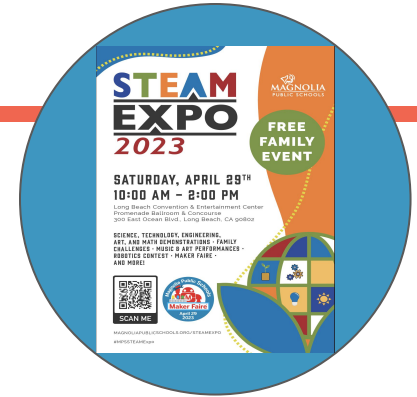
**Traci Lewin**  
Director of Math  
Programs



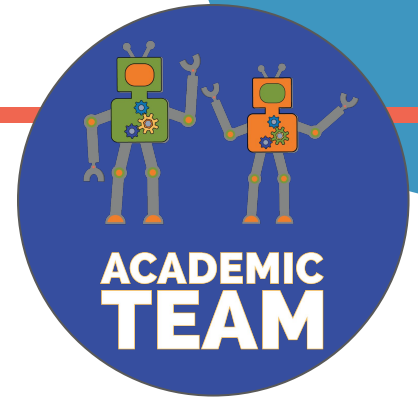
**William Gray**  
Director of  
Educational  
Services

# GLOWS

- Instructional Rounds - over 450 classrooms visited
- New Teacher Trainings - 3 rounds of trainings
- Monthly OrgWide Teacher Collaboration Meetings continue with positive feedback
- 99% increase in Dual Enrollment since last year
- New Math curriculum adoption process
- All schools met/exceeded the State's English Learner Performance Indicator performance level
- California PBIS Recognition for all MPS Schools (Bronze & Silver)
- Increase in Expanded Learning (Before/After School) funds and programs
- Participation and progress in the MTSS Pathway Certifications. 310 Active learners that has dedicated a total of 6,361 hours
- 30% Increase in Gifted and Talented Student Numbers to 7% overall
- All MPS schools implement our SPED/Gen Ed Reintegration Policy celebrating full re-integration into general education all triennial meetings
- SMAA participation 22-23 Q2- 97%, 22-23 Q3 96% to date
- 2 schools CIF members (MSA2 and MSASA)
- 40 staff members received Nonviolent Crisis Intervention Training for 2022-23



# GROWS



- Looking to increase UC & CSU admission rates
- Exploring Early College model for high schools
- STEAM and Pathway Programs
- Development of Gifted and Talented Programs
- Support for New and Developing Teachers
- Refinement of PBIS foundational practices, especially when teacher turnover rate is high
- Reduce chronic absenteeism
- Increase Before/After-School Programs Enrollment and ADA
- Refine Instructional Rounds process
- In-Housed Speech and Language Pathologist Program



# PRIORITIES

**1**

Teacher and  
Administrator  
Development  
and Support

**2**

Implementation of  
new math  
instructional  
materials

**3**

Enrich MPS-wide  
Expanded  
Learning, Gifted  
and STEAM  
Programs

**4**

Increase and  
refine in-housed  
student support  
services

# 2023 STRATEGIC PLAN

## Accountability Dept.

SCHOOL NAME	FALL 2021	SPRING 2022	FALL 2022	SPRING 2023	FALL 2023	SPRING 2024	FALL 2024	SPRING 2025
MSA-1	4	4 Self-Study	1	1	2	2	3	3 Mid-Cycle
MSA-2	4	4 Self-Study	1	1	2	2	3	3 Mid-Cycle
MSA-3	4	4 Self-Study	1	1	2	2	3	3 Mid-Cycle
MSA-4	3	3 Mid-Cycle	4	4 Mid-Cycle	5	5	6	6 Self-Study
MSA-5	3	3	4	4 Self-Study	1	1	2	2
MSA-6	6	6*	7	7 Self-Study	1	1	2	2
MSA-7	6	6*	7	7 Self-Study	1	1	2	2
MSA-BELL	6	6	7	7 Self-Study	1	1	2	2
MSA-SAN DIEGO	3	3 Mid-Cycle	4	4	5	5	6	6 Self-Study
MSA-SANTA ANA	4	4	5	5	6	6 Self-Study	1	1

**CEO metric:** All MPS sites will maintain their WASC accreditation.

### 2022-23:

Self-study: MSA-5, 6, 7, Bell  
Mid-cycle: MSA-4

### 2023-24:

Self-study: MSA-Santa Ana

### 2024-25:

Self-study: MSA-4, San Diego  
Mid-cycle: MSA-1, 2, 3

# 2023 STRATEGIC PLAN

## Accountability Dept.

	TOTAL # of times served on a WASC VC to another school	# of admin	Ave # of visits per admin	
MSA-1	2	6	0.3	
MSA-2	3	4	0.8	
MSA-3	2	5	0.4	
MSA-4	1	2	0.5	
MSA-5	11	3	3.7	
MSA-6	2	2	1.0	
MSA-7	3	2	1.5	
MSA-BELL	5	5	1.0	
MSA-SD	5	4	1.3	
MSA-SA	2	5	0.4	
MPS	36	38	0.95	
	20	out of	38	, i.e., 53%
of MPS school admin have served on a WASC VC at least once.				

### Metrics:

1. Percentage of administrators who have served on a WASC Visiting Committee (VC) at least once in their careers
2. Average # of visits per admin in their careers

### Actual:

**2022-23:**  $20/38 = 53\%$  of admin,  $36/38 = 0.95$  visit per admin

### Desired Outcomes:

**2023-24:**  $21/38 = 55\%$  of admin,  $38/38 = 1.00$  visit per admin

**2024-25:**  $22/38 = 58\%$  of admin,  $40/38 = 1.05$  visit per admin

**2025-26:**  $23/38 = 61\%$  of admin,  $42/38 = 1.11$  visit per admin



# ACCOUNTABILITY DEPARTMENT

*Presented by David Yilmaz, Chief Accountability Officer*



**David Yilmaz**  
Chief Accountability Officer



**Dr. Omar F. Polat**  
Director of State & Federal  
Programs



**Ishmail Ozkay**  
Director of Data Systems &  
Analytics



**Lydiett Woods**  
Director of School  
Office Data &  
Accountability



**Jennifer Hook**  
Accountability Operations  
Manager

# GLOWS

- Supported schools with the development of required plans (ESSER, Educator Effectiveness, LCAP, etc.)
- Trained and supported schools in developing their Parent Advisory Committees (PAC). (PAC bylaws / recommended monthly PAC activities)
- Successful 2nd year implementation of Infinite Campus SIS with the addition of the Tableau visual analytics platform
- Maintained a Data Portal and provided ongoing data to schools and departments (LCAP metrics, enrollment, ADA, MAP CGI, etc.)
- Supported HR with the CalSAAS credentialing process.
- Supported operations with meal program management, RFP and audit preparations.
- Provided continuous support and trainings to schools via weekly office hours and various meetings.
- Successfully managed state and CALPADS report submissions with the support of office managers from MSA 1-2-7 during our Accountability Operations Manager's leave.
- **CEO metric:** All MPS sites will maintain their WASC accreditation. 2022-23  
Self-study: MSA-5, 6, 7, Bell Mid-cycle: MSA-4



# GROWS



- Improve monitoring the use of restricted federal funds (Title funds, etc.) through regular updates to schools
- Better support schools with their LCAP data progress and goal analysis, including targeted support for recommended PAC activities
- Continue to design visual tools in Infinite Campus/Tableau to better support academics (4-year plans, PBIS tools, Dashboards, etc.)
- Improve school teams' understanding and monitoring of CALPADS reports (special ed, course submissions, etc.) to ensure 100% data accuracy.
- In collaboration with the operations department and our SFA, complete a meal vendor RFP for the 2023-24 school year for MSA-Santa Ana.



# PRIORITIES



1



## Implementation of the LCAP timeline throughout the year

Continuous data updates

Monitoring of funds and expenses

Measuring effectiveness of actions

Collaborative reflections

2



## MSA-1, 2, and 3 charter renewal

AB 1505 criteria analysis

Data provision (Dashboard, verified data, etc.)

Reporting structure for future renewals

3



## Infinite Campus / Tableau

Developing visual reports

Fulfilling the wish list from schools

Job aids and hands-on training

4



## Continuous support & training

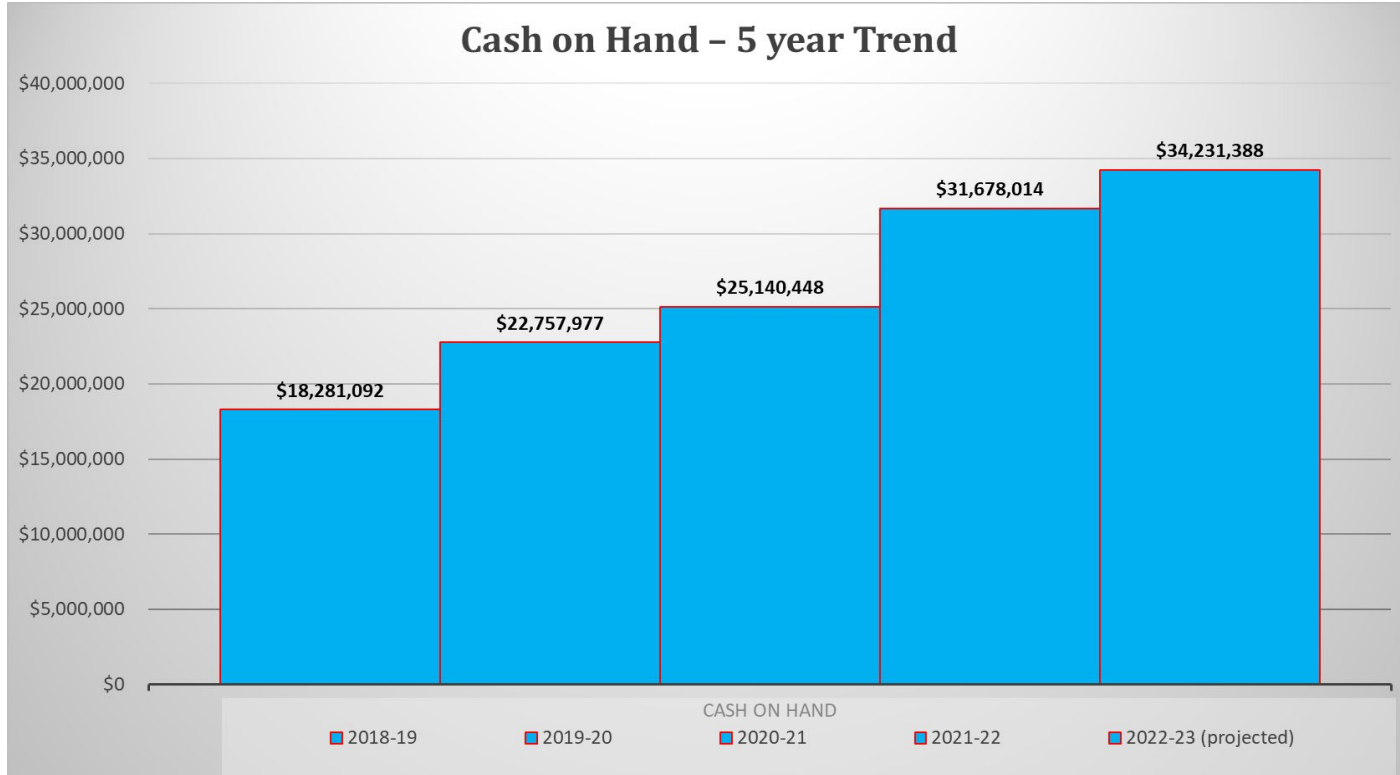
Weekly office hours

Weekly office staff trainings

Training during monthly principal, dean, and PACE meetings

# 2023 STRATEGIC PLAN

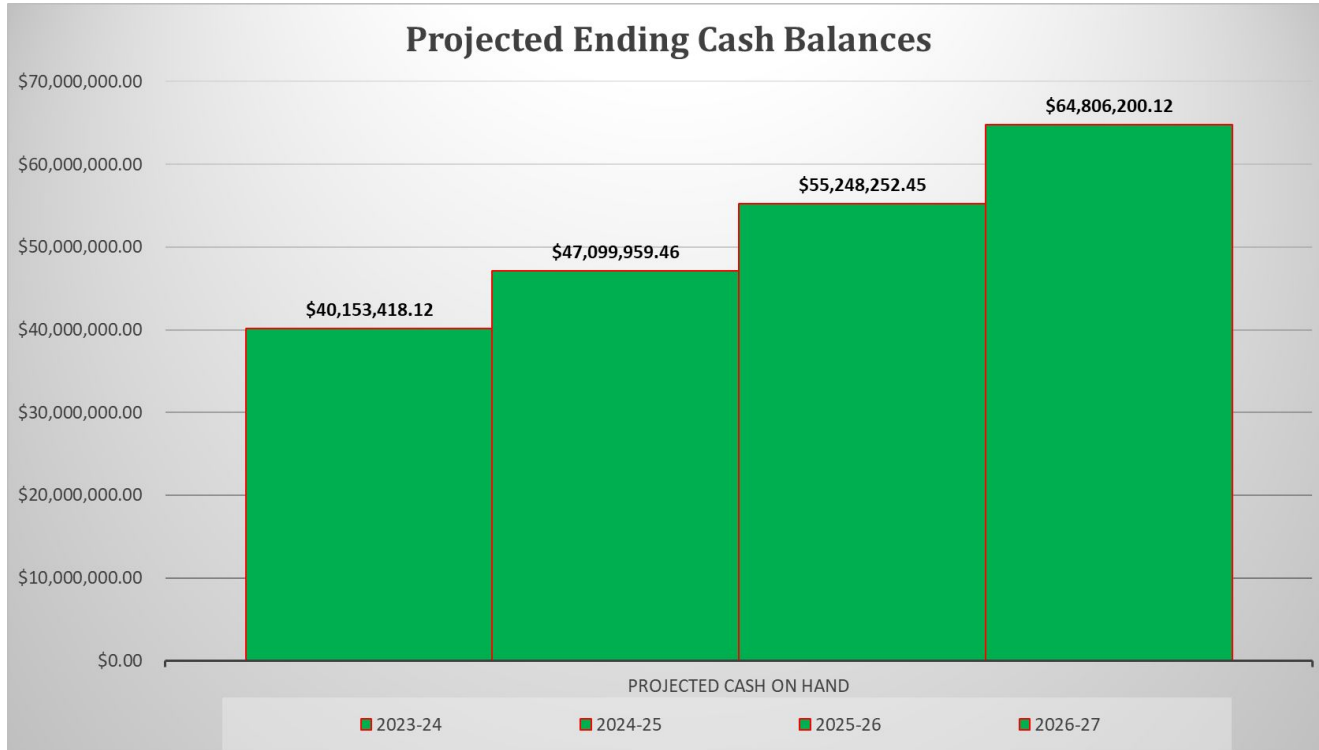
## Finance Dept.



Magnolia Public Schools has increased its cash on hand by 87% over a 5-year period.

# 2023 STRATEGIC PLAN

**Finance Dept.**



**Magnolia Public Schools projected ending cash balances are expected to increase by 17% per year into 2026-27.**  
Powered by BoardOnTrack

# FINANCE DEPARTMENT

*Presented by Dr. Steve Budhreja, Chief Finance Officer*



**Dr. Steve Budhreja**  
Chief Finance Officer



**Cafer Turan**  
Senior Controller



**Harun Ciftci**  
Senior Financial Analyst

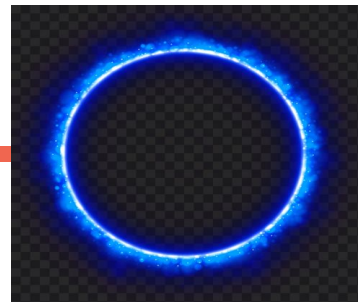


**Lesia Nwankwo**  
Accounts Payable &  
Vendor Relations  
Manager



**Brock Atar**  
Payroll Manager &  
Financial Analyst

# GLOWS



- Budgeting Process
- Goals: Carefully manage all State, Local and Federal Funds in compliance with MPS Board Policies and Regulation
- Communicate and Collaborate effectively with all Departments, School Sites and Educational Partners
- Provide leadership and guidance throughout the organization
- Opportunities: Identify ways to maximize MPS resources within budgetary framework while maintaining accurate financial records at all times.
- Improve Processes
- Clean Audit Reports - Past two years
- Cost savings - Continue to evaluate costs and identify savings in order to bring additional dollars to the classroom
- Staff Compensation - Ongoing evaluation of personnel costs to ensure that MPS employees are fairly compensated based on market trends
- Building Organizational Capacity - Improving processes and efficiencies in order to assist team members within the organization





# GROWS

- Continue to strengthen internal controls MPS-wide
- Improve policies and procedures to effectively manage precious resources
- Identify efficiencies in our Finance Department related to technology and communications
- Continue to support school sites with budgetary planning, best practices for procurement and audit guidance
- Encourage teamwork and collaboration throughout MPS
- Use data and key performance indicators to support our schools

# PRIORITIES



1

## Systems and Software

Maintain a focus on updated information for data-driven decision making; continue to adapt to new regulatory requirements

2

## Audit and Compliance

Emphasize adherence to MPS Board Policies and Audit guidelines with a focus on unmodified audit reports

3

## Improve Budget Capacity

Identify ways to utilize economies of scale for procurement MPS-wides with an emphasis on providing resources for MPS schools

4

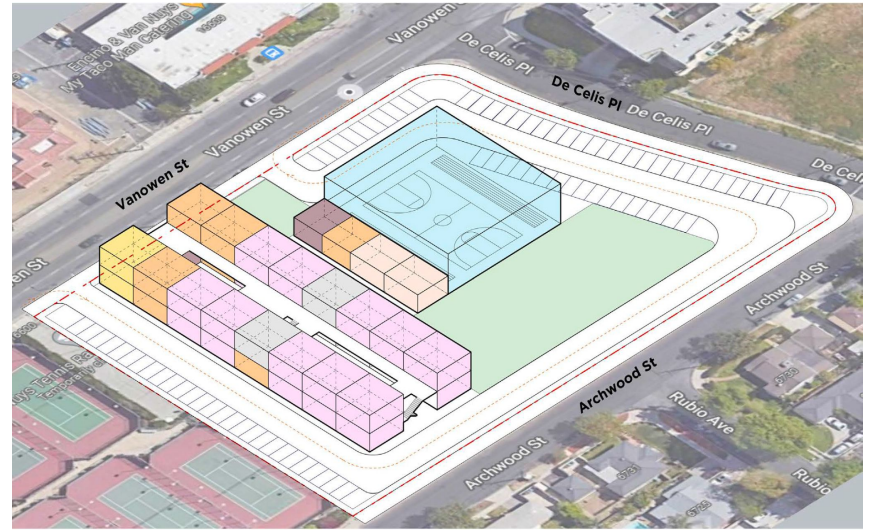
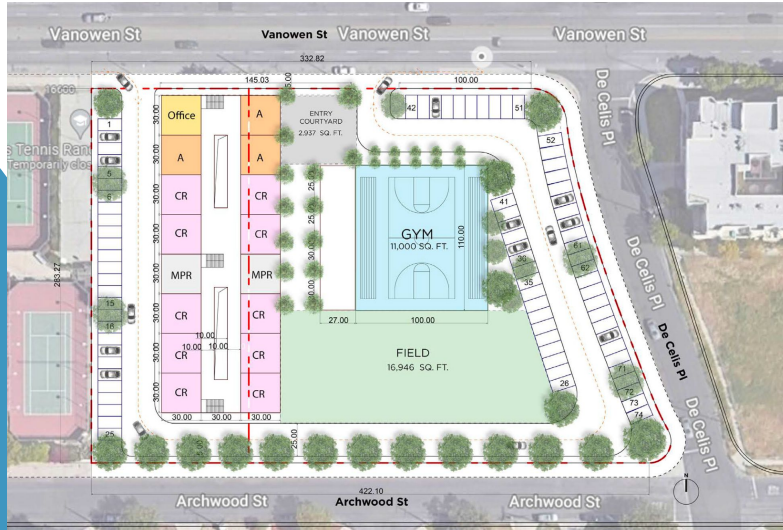
## Support MPS Staff, Students and Stakeholders

Always keep a student-centered approach to daily activities within our Finance Department

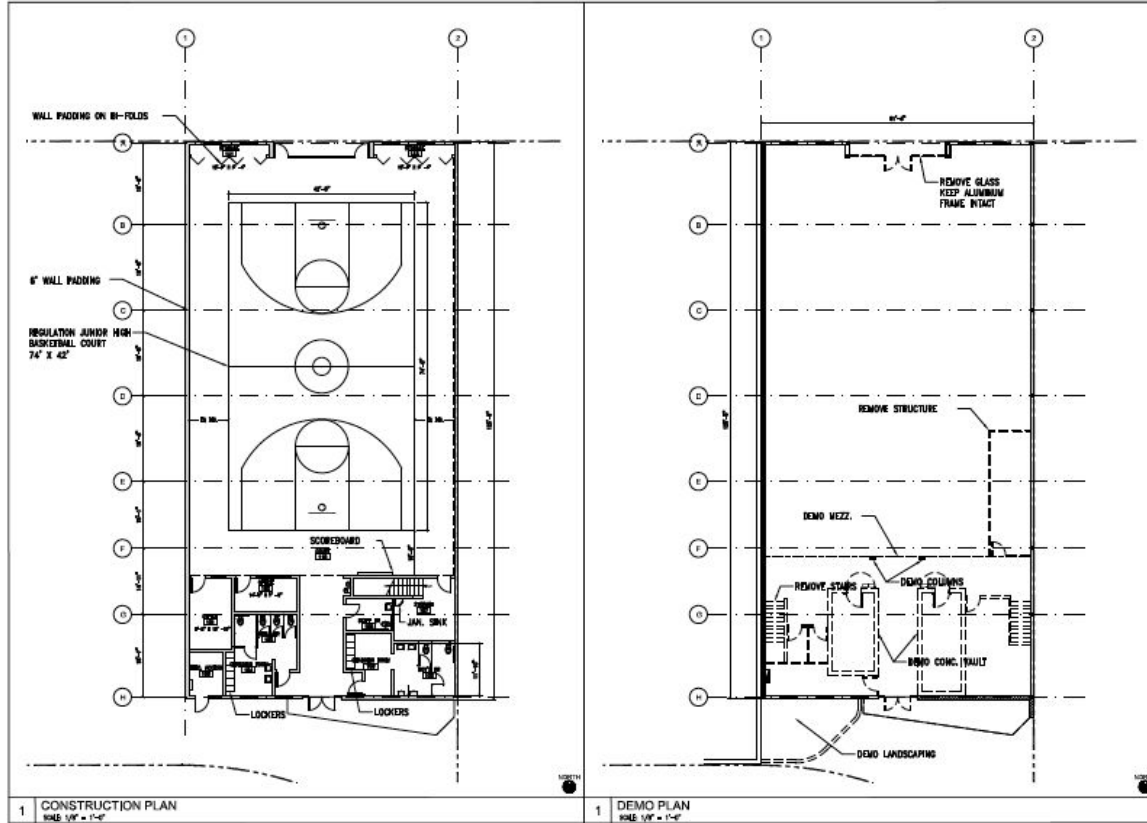
# 7111 Winnetka Ave - MSA-5



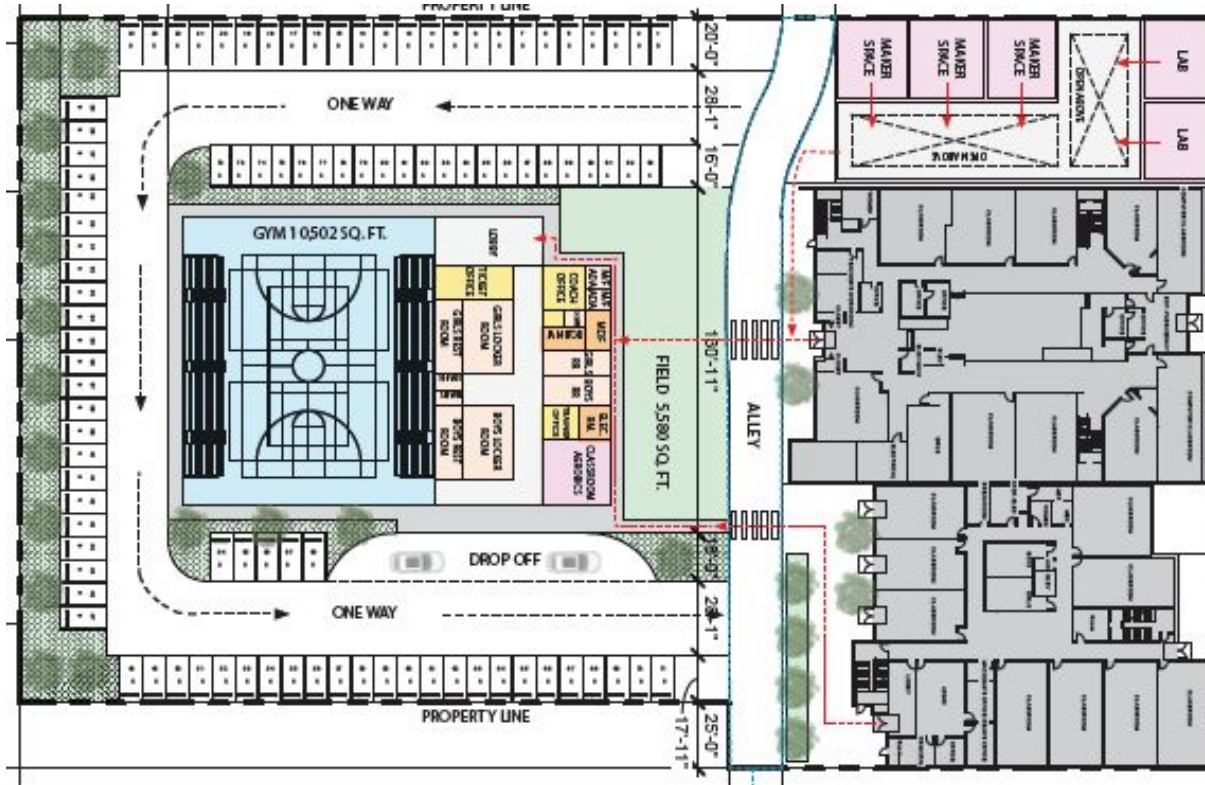
# 16600 Vanowen Street - MSA2



# 18242 Sherman Way - MSA1

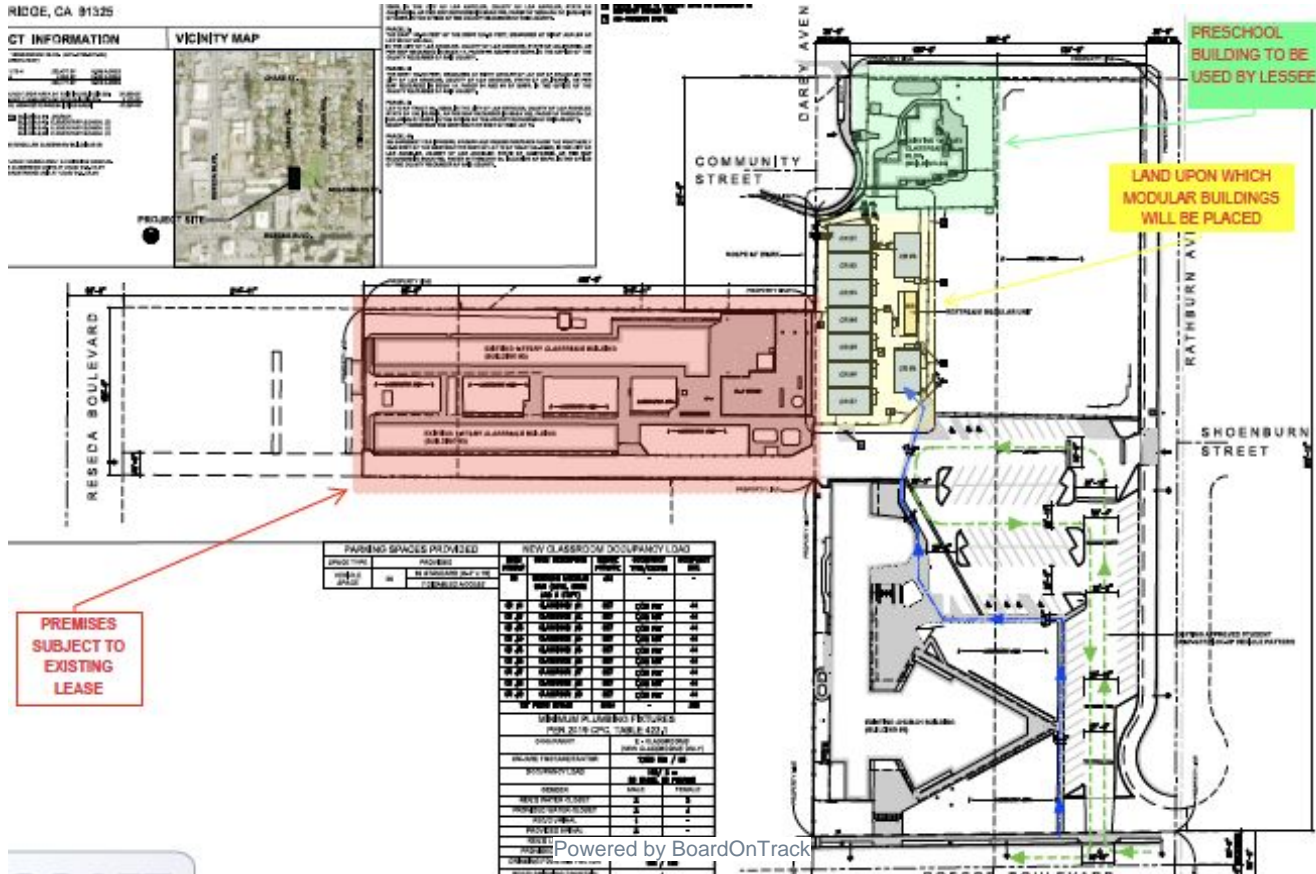


# 18220-18242 Sherman Way - MSA1



Gymnasium New Construction Project

# 18355 Roscoe Blvd - MSA-7



# LEGAL & FACILITIES DEPARTMENT

*Presented by Patrick Ontiveros, General Counsel & Director of Facilities*



**Patrick Ontiveros**  
General Counsel &  
Director of Facilities



**Mustafa Sahin**  
Facilities Project Manager



# GLOWS

## MSA-2

- Closed escrow on the property at 16600 Vanowen for MSA2
- Started the Conditional Use Permit process for 16600 Vanowen

## MSA-1

- Closed escrow on the property at 18242 Sherman Way for MSA1
- Started the tenant improvement process for 18242 Sherman Way to make it a gym
- Master Planned Site to plan for a future full scale gymnasium

## MSA-5

- Closed escrow at 7111 Winnetka for MSA5
- Applied for and received \$50,8M award for MSA5's facility at 7111 Winnetka Ave from the Office of Public School Construction
- Started the design process for MSA 5 with DLR

## MSA-7

- MSA7 CUP application approved for up to 500 students, including installation of modular classrooms

## Other

- Facility One implementation
- Weekly standing meetings with the private sites to address facility issues
- CalSHAPE Plumbing grant MSA1, MSA7 and MSA SA- Almost done
- CalSHAPE Ventilation grant MSA SA \$90K

# GROWS

- Continue to seek affordable funding for major capital improvement projects.
- Finding private facilities for MPS schools that are still co-located on District sites MSA-3, MSA-4, MSA-6.
- Develop multi-year facility plan – expansion, replication.
- Continue to evaluate the quality of services of third party vendors providing asset maintenance.

# PRIORITIES

**1**

Complete  
MSA5's  
campus by  
August 2024

**2**

Obtain  
occupancy for  
MSA1's  
additional  
bungalows

**3**

Secure  
Conditional  
Use Permit for  
MSA2 to  
operate at  
16600  
Vanowen

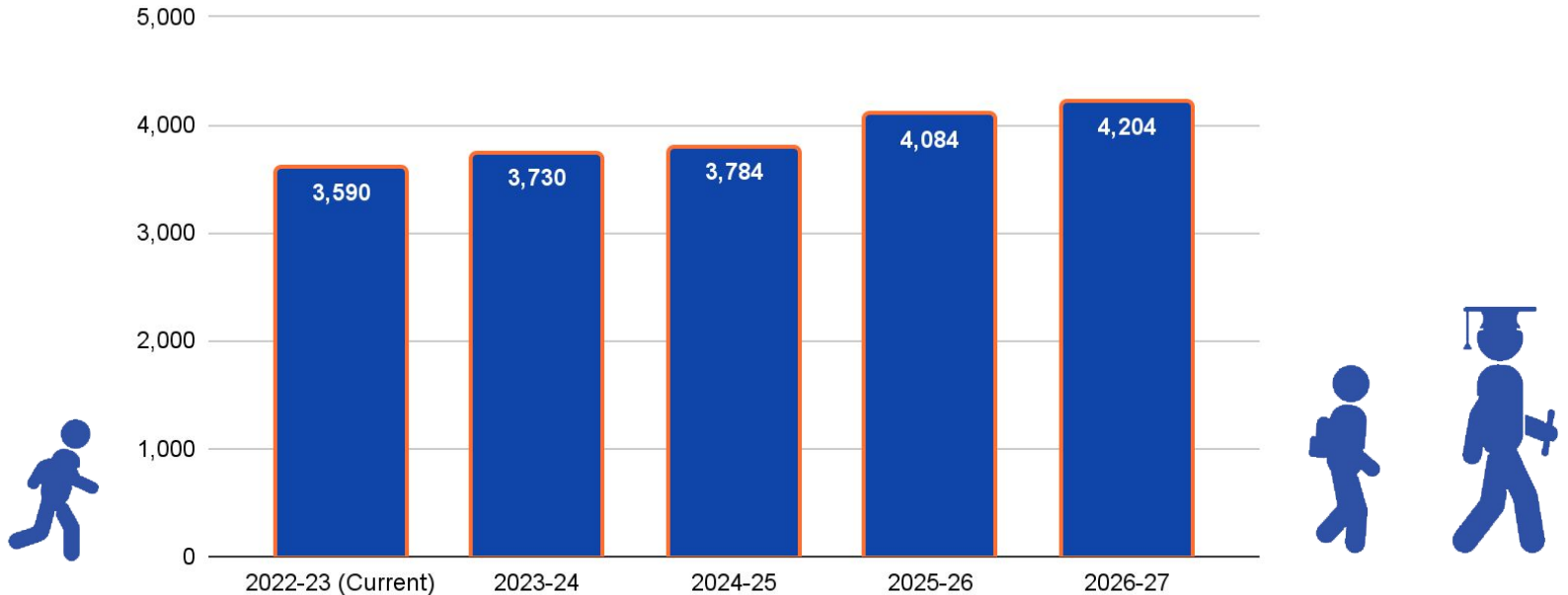
**4**

Get occupancy  
for 18242  
Sherman Way  
JAM building

# 2023 STRATEGIC PLAN

## Outreach & Communications Dept.

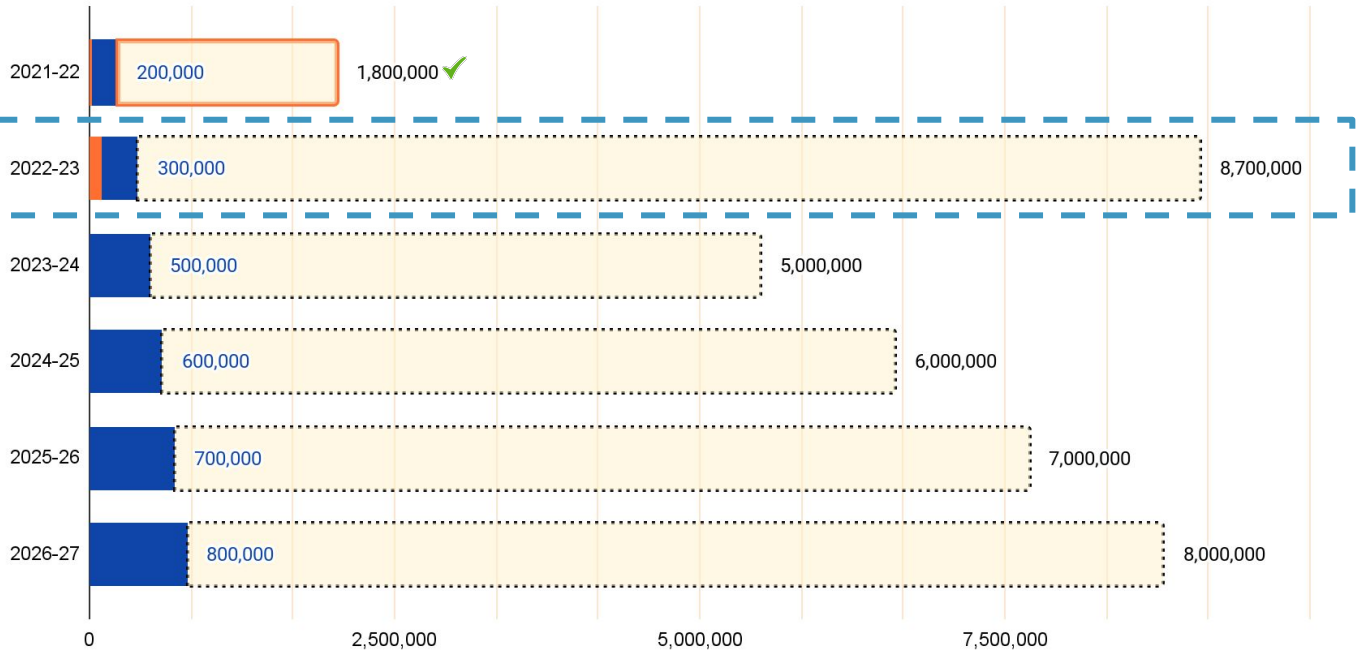
### Expected Enrollment



# 2023 STRATEGIC PLAN

## Outreach & Communications Dept.

### Philanthropic & Grant Funding Goals



Current Awards Philanthropic Goal State/Federal Grants

Powered by BoardOnTrack

# 2023 STRATEGIC PLAN

*Outreach & Communications Dept.*



Map Artwork Credit: Orange County, CA  
Powered by BoardOnTrack

# OUTREACH & COMMUNICATIONS DEPARTMENT

*Presented by Dr. Brenda D. Lopez, Chief External Officer*



**Dr. Brenda D. Lopez**  
Chief External Officer



**Thalia Velazquez**  
Director of Creative Branding &  
Communications



**Bryant Olandes**  
Director of Advancement

# GLOWS

## Communications

- Created Charter 101 presentations to inform our families and staff about renewals
- Supported on-site with media stories and events (orientation, community resource fairs, etc.)
- Streamlined org-wide communications with Principals by sharing messages prior to sending to all staff



## Community Engagement and Increased Enrollment

- Increased applications in the 2023 year from 2022
- Strengthened MPS parent programs across all schools through the CCSPP Planning Grant
- Increased Ed Partner Participation Rate:
  - 73.7% - 417/566; 94.7% - 71/75; 99% - 693/700



## Development

- CCSPP Sustainable Funding, MSA SD new Planning Grant Recipient
- Joseph Drown Foundation Award Recipient, March 2023
- Punctual submission of deliverable for current grants in the pipeline
- Codified revision



# GROWS

## Family & Community Engagement

- Community Engagement Initiative Problem of Practice ongoing work
- Align communication across organization related to family touch points
- Data tracking related to family engagement

## Enrollment

- Strengthen systems and structures related to enrollment protocol
- Sustainability planning for enrollment
- Retention data

## Development

- Increase Funding Sources
- Philanthropic partnerships
- Newsletter to authorizers related to school highlights and donor stewardship



# PRIORITIES

1

## Renewals

Successfully submit MSA-1, 2, and 3's renewal petitions to LACOE.

2

## Communications

Increase media stories that highlight school achievements.

Successfully plan and execute Magnolia's first Gala.

3

## Community Engagement and Outreach

Increase reach and impact across all school sites.

Strategic planning for sustained partnerships.

4

## Development

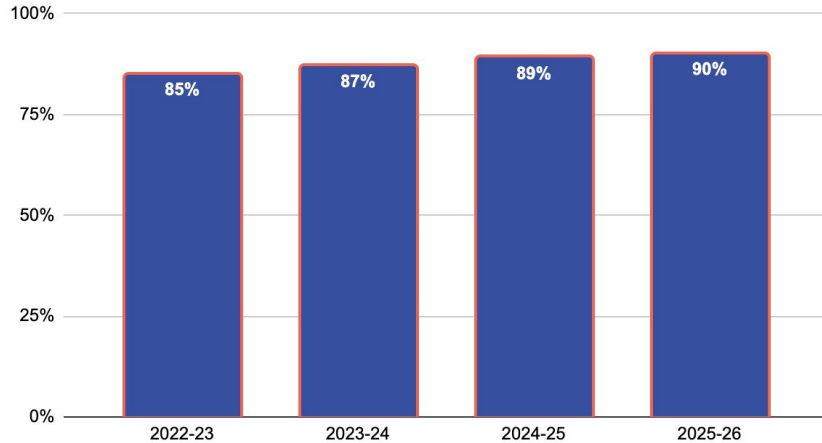
Increase fundraising efforts and philanthropic partnerships.

Continue developing MPS Strategic Plan.

# 2023 STRATEGIC PLAN

## Operations Dept.

### Teacher Retention



MPS will have a teacher retention rate of 85% or more, with the ultimate goal of 100%.

### Vacancies



Vacant positions for all MPS will be fewer than 10.

# OPERATIONS DEPARTMENT

*Presented by Suat Acar, Chief Operations Officer*



**Suat Acar**  
Chief Operations Officer



**Derya Hajmeirza**  
Director of Human  
Resources



**Murat Akbas**  
Assistant Director of  
Human Resources



**Barbara Torres**  
Talent Acquisitions  
Manager



**Rasul Monoshev**  
IT Director

# GLOWS HR

## HR Compliance:

- **Mandatory Training Compliance:** All mandatory training completed by all employees on time.
- **HR Required Documentation:** HR received all required documents, such as credentials, Form I-9, TB, DOJ, etc., before the first day of employment.
- **Credential Monitoring and Support:** HR monitors, supports, and submits applications for employee credentials throughout the year.
- **CalSAAS Review and Reporting:** HR reviewed and reported CalSAAS exceptions for the 2021-22 school year. Only three misassignments were found in MPS.
- **Course Assignment and Training:** School administrators receive course assignments/credentials trainings, and professional development throughout the year.
- **Authorizer Oversight Personnel Sheet:** All authorizer oversight personnel sheets were 100% compliant in alignment with ESSA grids.
- **Health and Safety Policies:** HR ensured that all health and safety policies are up-to-date and followed.
- **COVID-19 Track System and Support:** HR provides a track system and support for COVID-19 related issues.
- **Employee Handbook:** HR has updated the MPS employee handbook to align with all required labor codes.
- With the addition of Talent Acquisition Manager, the Assistant HR Director was able to focus on the compliance requirements.

## HR Retention:

- **Pay Raise Task Force Meetings:** HR facilitated pay raise scale task force meetings.
- **Pay Raise Scale Revision:** HR revised the pay raise scale, including updating annual/one-time assignments.
- **New Hire 30 Day Survey:** HR conducts a 30-day survey with all new hires.

## HR Recruitment/Onboarding:

- **Recruitment Platform Visibility:** HR increases visibility on different recruitment platforms such as Indeed, Edjoin, Handshake, LACOE website, etc.
- **Virtual/In-Person Recruitment Fairs:** HR hosts and attends virtual/in-person recruitment fairs to attract candidates.
- **New Hire Source Tracking:** HR tracks new hire sources, like referrals, platforms, and fairs.
- **Onboarding Orientation Video:** HR provides a pre-recorded onboarding orientation video for new hires.
- **Alumni Tracker:** HR tracks new hires who are alumni.
- **Salary Range Inclusion:** HR includes salary ranges on all job postings as required.
- **Interview Question Creation:** HR created interview questions for all positions.
- **Job Description Update:** HR updated all MPS job descriptions.
- **Job Requisition Review and Revision:** HR reviewed and revised all job requisitions in the HRIS system.

## Others:

- **Paperless Personnel Files:** HR achieved 100% paperless personnel files.
- **Internal Leave of Absence Tracking:** HR tracks internal leave of absence cases and stores relevant documents in the HRIS system.
- **Exit Interviews:** HR conducts exit interviews for all departing employees.
- **Employee Conflicts Resolution:** HR collaborates with the school site administrators to make sure all appropriate next steps are taken for a timely manner resolution.
- **Supervisor Trainings:** HR provides leadership training each semester on different HR related topics.
- **MPS Benefits:** HR posted one-page summary of MPS benefits and the teacher pay raise scale on the website.



# GLOWS OPS-IT



School Site	Enrollments 11/3/22	Chromebooks
<b>Magnolia Science Academy-1</b>	696	1400
<b>Magnolia Science Academy-2</b>	506	1022
<b>Magnolia Science Academy-3</b>	375	551
<b>Magnolia Science Academy-4</b>	105	172
<b>Magnolia Science Academy-5</b>	238	782
<b>Magnolia Science Academy-6</b>	92	169
<b>Magnolia Science Academy-7</b>	262	377
<b>Magnolia Science Academy-8</b>	384	742
<b>Magnolia Science Academy-Santa Ana</b>	421	620
<b>Magnolia Science Academy-San Diego</b>	493	757
<b>TOTALS</b>	<b>3,572</b>	<b>6592</b>

- The ECF funding for Chromebooks and laptops are fully received, \$675,110.00 for Round 1 and \$21,820.00 for Round 2
- The ECF hotspots were followed up, and we got an online account to see all the hotspots in one place and manage them. ECF directly funds those to the vendor, which has end-of-this-fiscal-year coverage.
- MSA-1's last year bungalow project is implemented through E-Rate. We submitted for reimbursement with invoices (approximately \$30K).
- 100% of MPS students have access to technology resources: On the left is the table showing the ratio of Chromebook to students school by school.

# GROWS HR

- **Analyzing/Utilizing Data:** HR will focus on analyzing the 30-day new hire and exit interview survey results and follow up with the school administrators on possible recommendations. Define goals pertaining to areas of improvement for staff retention.
- **HRIS Usage Improvement:** HR will implement the talent acquisition module in the HRIS system; interview process
- **Recruitment:** HR will enhance current job templates to attract candidates.
- **New Hire Check-Ins:** HR will conduct one-on-one new hire check-ins.
- **HR Administrative Manual:** HR will finalize the manual by the end of the 2022-23 school year.
- **Teaching Credential Support:** HR wants to support the existing staff on obtaining clear credential by creating an individual step by step credential plan for each teacher.

## GROWS OPS-IT

- Currently working on applying for next year's E-Rate for MSA-1 jam building, MSA-Santa Ana, and MSA San Diego wireless and fiber infrastructure upgrades. (RFP for the needs is posted)
- Consolidating all California Teleconnect Fund (we get a 50% discount on our internet service through this state grant) accounts under one online profile.
- The bi-weekly IT meetings have been held since the beginning of the academic year. The site visits are done (for some schools multiple times) except for MSA-San Diego. The improvement can be done to make sure that all schools are visited at least once per semester.
- Data analysis on tickets and incidents and repeating IT issues.
- Providing cyber-security training to all Magnolia staff members on top of existing basic IT training



# PRIORITIES-Ops Dept.

1

## Operations - HR

- Generate and distribute 2023-24 employee agreements.
- Introduce the MPS HR admin manual and provide training.

2

## Operations-HR

- Staff retention,
- Improving recruitment channels
- Zero misassignment
- Keep non-preliminary & non-clear credentialed teaching staff % <15%

3

## Operations

- Prop 39 applications submission and year round follow up to be done successfully.
- Wasted meals <5%
- IIPP Implementation

4

## IT Department

- MSA-1 Jam building for gym technology infrastructure
- MSA-1, San Diego and Santa Ana fiber upgrades
- Keep track of 1:1 Technology to student ratio
- Keeping IT asset up to date

# CEO & SUPERINTENDENT'S OFFICE

*Presented by Alfredo Rubalcava, Chief Executive Officer & Superintendent*



**Alfredo Rubalcava**  
CEO & Superintendent



**Jennifer Lara**  
Executive Assistant & Board  
Secretary

# GLOWS

- Successful transition to starting in-person Board Meetings.
- Approval of MPS Board of Directors Handbook.
- Board Recruitment of two additional Board members.
- Conducted scheduled Board & Committee meetings set forth on the Board approved calendar.
  - 100% of all Board Meetings
  - 80% of all Committee Meetings
- Improvement in the time management of the board meetings.
- Active Board member participation in meetings and thoughtful feedback.
- Maintained active communication with the Board members.
- Maintained compliance procedures set forth by the Brown Act, SB 126, AB 361 (ended in February 2023).
- Revisited the MPS Bylaws, MPS Conflict of Interest Code & Procedures.
- Compliance in Board trainings; Brown Act, Conflict of Interest, Form 700, Student Discipline Procedures
- Positive path in process towards the election of the Student Board Member (AB 824).
- Maintained exemplary governance compliance on oversight reports received so far.



# GROWS

- Continuing to have clear, transparent and timely communication between MPS Home Office and MPS Board with timely reporting of any critical development and communication with other local agencies to the board.
- Supporting new board members appointed in compliance with the terms of authorizer directions.
- Supporting new and current board members with additional training opportunities and resources.
- Supporting in the efforts of successful in-person Board & Committee meetings.
- Advancing Board Recruitment efforts to meet the needs of the organization.
- Improving internal controls such as BoardOnTrack utilization in the areas of:
  - CEO Evaluation
  - Board/Committee tasks and responsibilities
  - Officer roles and responsibilities
  - Trainings/resources/templates
- Continue culture building activities amongst educational partners.



# PRIORITIES

1

## Board & Authorizers

Successfully supporting school sites in oversight visits related to Governance items.

2

## Board Growth

Filing in Board Member seats as prescribed in the MPS Bylaws, and to expand and diversify the Board.

Support new board members appointed due to vacancies and in compliance with the terms of authorizer directions.

3

## Board Support

Build upon training opportunities for Board Members.

Engage Board Members at school wide events by creating MPS calendar of events.

4

## Board Procedures

Committing to Board approved meeting calendars.

Successful implementation of in-person board meetings and processes.