



Board Agenda Item #:	III C - Action Item
Date:	March 21, 2019
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Patrick Ontiveros, General Counsel & Director of Facilities
RE:	Approval to Hire a Project Manager / Facilities Clerk for the Facilities Department to Work under the Supervision of the Director of Facilities

I. Proposed Recommendation

Staff recommends and moves that the Board authorize MPS management to hire a facilities clerk / project manager to work under the guidance and supervision of the Director of Facilities for the purpose of supporting all MPS schools with facilities related matters and issues.

II. Background

Presently, Mr. Patrick Ontiveros splits his time between legal matters and facilities matters each of which individually demands a great deal of attention. MPS’s schools would be better supported if at least one additional person were dedicated to helping address facilities issues in a timely manner.

III. Duties of a Project Manager / Facilities Clerk

The facilities clerk will help the Director of Facilities address facilities matters in a timely manner. In the short term, the facilities clerk will assist with making sure that MPS spends all the grant money that sunsets in mid-2019, specifically its Prop 39 energy efficiency grants and its Charter School Facility Incentive Grants.

In addition, in no particular order of importance, the facilities clerk will help the Director of Facilities with the following duties:

- Assist with insure that all contracts are stored both in hard copy and electronic format in a logical manner
- Support annual prop 39 co-location requests
- Track and respond to all school site requests for support—for example, maintenance issues that arise from time to time



- Identify a bench of go to vendors for routine maintenance matters
- Assist with making sure vendors submit all documentation needed to pay said vendors and insuring that said vendors are paid on a timely basis
- Assist with site searches for schools desiring a private facility as opposed to being co-located with District schools
- Assist Director of Facilities with implementing an asset management system to insure the maintenance of all major facilities systems and assets
- Assist with project managing any capital improvement projects
- Supervise vendors contracted with to perform facilities related projects
- Assist Director of Facilities in addressing any issues that may arise at co-located sites
- Visit schools on a periodic basis to assess any support needed
- Assist Director of Facilities in preparing committee and board reports
- Maintain accurate file of all Certificates of Occupancy (CofO) and ensure that all schools adhere to their CofO occupancy limits
- Ensure that a database of individual lease terms is accurately maintained
- Other duties as assigned

The aforementioned list will be finalized by the C-Team prior to being published.

IV. Budget Impacts

MPS's head office budget can support the hiring of a project manager. Staff proposes that someone be hired on a "probationary" period for six months at a salary at or about \$50,000 per annum. After the probationary period, the individual would be promoted and his/her salary would be adjusted upwards accordingly. The higher salary to be determined by Staff. The cost of such individual will be included in the 2019-20 budget for the home office.