

Board Agenda Item #	Item II B- Action Item
Date:	7-30-2019
To:	Magnolia Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Shandrea Daniel, Principal of MSA 3
RE:	Approval of Change of Staffing for MSA 3

**Proposed Board Motion**

I move that the board approve an increase in staffing as follows:

- Approval of changing the approved position of a Title 1/Ops Manager to a second Dean of Academics (DOA).
- Approval to add a Full-time Office (Attendance) Clerk to support the Main Office.

**Background**

• ***Dean of Academics:***

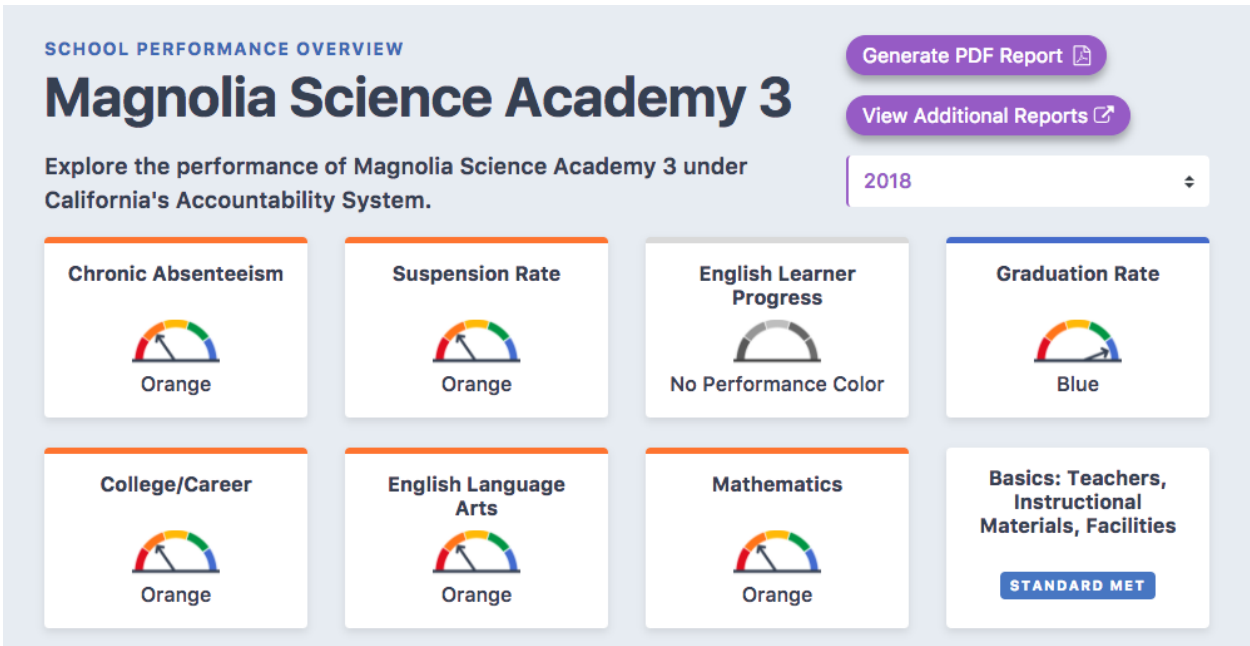
MSA 3 has over 500 students and only one Dean of Academics to focus on Middle School, High School & College Counseling. The goal is to add a second Dean of Academics to split the duties and focus on Title 1 and Middle School Academics/Intervention. This allows the 1st Dean of Academics to focus on High School Academics/Intervention, College/Career Readiness.

- Based on SBAC (Smarter Balanced Assessment Consortium) this position can be vital in analyzing teaching instruction and curriculum to increase ELA and Math Scores. ELA had a 6% decline and Math had a 3% decline for all students.

<b>MSA 3 - <u>English Language Arts</u> SBAC Scores</b>				
	<b>2018</b>		<b>2019 - Preliminary</b>	
	All		All	
Level:	<b>Met or Exceeded</b>	# of Stud. w/ Scs	<b>Met or Exceeded</b>	# of Stud. w/ Scs
MSA-3	41.58%	303	35.84%	328

<b>MSA 3 - <u>Math</u> SBAC Scores</b>				
	<b>2018</b>		<b>2019 - Preliminary</b>	
	All		All	
Level:	<b>Met or Exceeded</b>	# of Stud. w/ Scs	<b>Met or Exceeded</b>	# of Stud. w/ Scs
MSA-3	21.05%	304	17.42%	328

- **Office Clerk:** MSA 3 currently has two office staff for 500 students to manage the front of school operations and the back office with Home Office requests. All other MPS schools with over 400 students have three or more main office staff. Majority of the workload for Attendance, Illuminate, CALPADS, Schoolmint, Lunch Program, & Parent Square requires manual entries with careful focus by the two office staff members, along with servicing the staff/teachers, parents and students at MSA 3. They need assistance to meet proper deadlines and ensure accuracy.
  - MSA 3's current California Dashboard Results for Chronic Absenteeism is Orange; the goal is to ensure improvement to yellow or green within one or two years by having the extra office clerk to champion attendance follow-up; and we can ensure that is reached by having on-site support to track and monitor student attendance.



### Budget Implications

- MSA 3 currently has \$64,006 of payroll savings that has not been utilized to fill positions. MSA 3 will use the \$78,534 (Home Office CMO Reduction Fee) to cover the DOA position and add \$12,466 to the DOA position from payroll savings to cover the full cost of the position salary, benefits & retirement will be transferred over from the placeholder of the title 1/ops manager position that was not filled.
- With the remaining \$51,540 of payroll savings, MSA 3 would like to use \$33,800 for a full-time Office Clerk (salary and 30% benefits/retirement) qualified candidate.