



Board Agenda Item #	II B: Action Item
Date:	October 8, 2020
To:	Magnolia Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Derya Hajmeirza, MPS HR Director
RE:	Approval of HR Administrator Position to MPS Home Office

Proposed Board Motion

I move that the board ratify the actions of the Magnolia CEO to approve a Human Resources (“HR”) Administrator Position to MPS Home Office

Introduction

- The Home Office HR Department is serving 370 employees with one HR Manager and one HR Director. Below are some of the duties that the HR Administrator will be focusing on besides other duties stated in the job description.
 - The HR Administrator will give support on recruitment process which will include duties like assisting job postings, screens applications when needed, administers pre-employment requirements, processes and follows up all employment related paperwork.
 - Coordinating and attending job fairs; networking with various recruitment channels
 - Assisting the HR Director with COVID-19 contact tracing and surveillance testing and follow up with all county health orders

Background

- Based on the board resolution adopted on July 23, 2020, the Board of Directors directed the following:
 - The CEO is authorized to develop and implement a plan for re-opening schools (the “Plan”) in Fall 2020 in accordance with guidance and/or directives from the chartering authority, and local, state or federal government officials, including, but not limited to, Relevant Authorities.
 - The CEO or designee may hire additional employees or independent contractors as necessary or convenient for purposes of performing tasks recommended by Relevant Authorities or that the CEO deems necessary in their discretion to mitigate the actual or potential impacts of COVID-10.
- The board resolution further provided that “all such expenditures shall be reported to the Board and ratified at the Board’s next regularly scheduled meeting.” The motion presented to the Board herein complies with this requirement.
- Based on this, Mr. Rubalcava approved the HR Administrator position to give extra support to the HR Department.

Budget Implications

- The Home Office budget reserve will be utilized to fund this position.

Exhibits (attachments):

N/A

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