

Agenda Item:	II A: Information/Discussion Item
Date:	November 17, 2022
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Nominating & Governance Committee (the “Committee”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Jason Hernandez, Director of Student Services
RE:	Discussion on the Student Board Member Processes and Responsibilities

**Action Proposed for Board Recommendation:**

No motion for this item. This is for discussion for Committee feedback.

**Purpose:**

Student Board Member policies and procedures would ensure effective governance in Magnolia Public Schools (MPS) once this is in full motion.

**Background:**

Governor Gavin Newsom signed into law AB 824 which requires high school pupils to serve on a school’s governing board. In response to meet these new requirements Magnolia Public Schools (MPS) legal counsel, Young, Minnie & Corr LLC assisted in providing legal language to ensure the MPS Bylaws were reflected accordingly. The Board of Directors approved the amended and restated Bylaws on February 24, 2022.

The Student Board Member as stated in the Bylaws:

- Has preferential voting rights as means of a formal expression of opinion that is recorded in the minutes and cast before the official vote of the Board.
- The term of the student board member shall be one year commencing on July 1st of each year.
- Students enrolled in ninth through twelfth grades are eligible for election to the Board as the student board member.
- Student board members shall be elected by a vote of the student enrolled in the school.
- If the student board member is not fulfilling their duties, the Board may appoint an alternative student board member and if appointed, the Board shall suspend the prior student member’s rights and privileges to service on the Board.

**Analysis:**

Feedback received from the Board when approving the Bylaws was to ensure that we create policies and procedures for the student board members as well as what their responsibilities would entail as part of the board. Currently, MPS has six schools with high school students. To ensure fairness of the election, a student from each high school would be elected by a majority student vote and those elected students would present to the board for board decision.

This was in collaboration with the Academic & CEO & Superintendent Departments consisting of



the Chief Academic Officer, Director of Student Services, CEO & Superintendent, and Administrators to look for effective measures of implementation. In conjunction with receiving feedback from High School Principals.

**Impact:**

The Board composition will consist of a student member as of July 2023. Making their first meeting of attendance be at the July 13, 2023 Regular Board Meeting.

**Budget Implications:**

The Student Board Member position is a volunteer position. Reasonable travel expenses for Board-related travel will be paid by Magnolia Public Schools Home Office upon approval of the Board Chair upon request. A laptop computer – subject to the MPS Acceptable Use of Technology Agreement – will be loaned to the Student Board Member for Board-related use during the Student Board Member's term.

**Exhibits:**

1. Student Board Member Application
2. Timeline for MPS Student Board Membership
3. MPS Student Board Member Application Poster
4. Request for MPS Student Board Member Informational Letter
5. Student Board Member Roles & Responsibilities



## **Magnolia Public Schools** Student Board (pupil member) Member Application

### **Information about the Student Board Member Position**

**Eligibility:** Ninth through Twelfth-grade students enrolled in a high school in Magnolia Public Schools may apply for the Student Board Member position during the term in which the student is enrolled.

**Term of Office:** Term beginning on July 1 of the enrolled school year and ending on June 30 of the enrolled school year. There is no term limit.

**Time Requirement:** The Student Board Member is expected to dedicate at least one evening a month to attend Regular Board meetings which are usually held on the second Thursday of the month starting between the hours of 5:30 p.m – 6:00 p.m. Board Meetings may last 3-4 hours. Regular Board Meeting Calendar can be found at the end of the application as well as on the Magnolia Public Schools website. Student Board Members are highly encouraged to attend Special Board Meetings and/or off-cycle Regular Board meetings that are not on the second Thursday of the month. In addition, sufficient time is needed prior to the meeting to study the agenda materials and prepare a brief update of school activities to share at the meeting; and, as needed, time to attend selected committee meetings, events, or workshops.

**Volunteer Position:** The Student Board Member position is a volunteer position. Reasonable travel expenses for Board-related travel will be paid by Magnolia Public Schools Home Office upon approval of the Board Chair upon request. A laptop computer – subject to the MPS Acceptable Use of Technology Agreement- will be loaned to the Student Board Member for Board-related use during the Student Board Member’s term.

**Location of Meetings:** As of March 2022, Board Meetings will be held virtually pursuant to Government Code Section 54953. In-person Board meetings may also be held as health and safety conditions permit.

### **Selection, Criteria and Appointment of the Student Board Member**

**Initial Screening:** The selection criteria for the screening of applications includes:

- GPA: Minimum Cumulative GPA of 3.0 (weighted) by the end of the semester prior to application
- Good Behavioral Standing from the time of high school enrollment - Following the Student Conduct & Discipline as described in the MPS Student-Parent Handbook, which includes: attendance policy (95% or higher), disciplinary rules and procedures (No Suspensions or Pending Suspensions; Open Discipline Incidents)
- Parent approval on the application form

- Completed responses to the application
- Recommendation from the administrator, counselor or teacher [using the form here](#)

Completed applications will be returned to your Principals Office as communicated in the application packet. Each Magnolia Public Schools (High School) to conduct an election process and nominate a candidate and email the candidate info MPS Executive Assistant and Board Secretary.

### **School Elections:**

Each Magnolia high school will hold elections for one final nominee to the board. Each high school will run their own candidates for nomination. Student voting will be one week long in the month of April. Only one candidate will move forward. Approved applicants will be listed on a ballot. Voting will take place in ballot boxes located in \_\_\_\_\_. The candidates with the highest number of votes at each school site will be selected as their school's Student Board Member candidate.

**Board Presentation:** During the MPS Regular Session of the Board of Directors in May, candidates from each school will be allotted five (5) minutes to give a presentation to the board to explain why they would like to serve as the Student Board Member to share their qualifications for this position.

**Final Selection:** At the June Regular Board Meeting, the Board will vote to appoint the Student Board Member for a term beginning the upcoming school year.

**The first meeting that the Student Board Member will attend will be at the July Regular Board Meeting.**

### **Vacancy and Replacement**

If it is determined that the pupil member is not fulfilling their duties, the Board of Directors may appoint an alternate pupil member and if appointed, the Board shall suspend the prior pupil member's rights and privileges related to service on the Board of Directors.

An alternate pupil member will be selected by the board of directors among the initial nominees.

Nominations for any vacant student board member position are due within 30 days of a vacancy in the current school year.



**Magnolia Public Schools**  
 Student Board Member Application  
 2022-23

Thank you for your interest in serving the role of the Student Board Member for the Magnolia Public Schools Board of Directors.

Please present information concisely and in the form requested.

Student's Name		Student's E-mail Address		Student's Grade current year
Student's Telephone/Cell Number	High School Name		Principal's Name	
Parent/Guardian Printed Name		Parent/Guardian Contact Telephone Number (if different than student's number)		

**Understanding Clause:** I have read the information regarding the Student Board Member position at Magnolia Public Schools Board of Directors and the description of the selection and appointment process, which appear on page 1 of this application. By signing, I understand the information and the time commitment of this role. I also understand this is not a paid position. If selected as the Student Board Member, I will perform the responsibilities to the best of my ability.

Parent/Guardian Signature	Date
Student's Signature	Date



5. Please list any community activities and other involvements/work experiences outside your school.

6. Please list any additional information you would like to include for further consideration.

**Please return the application and any letters of recommendation to your Principal's Office. Applications received after the deadline will not be considered.**

4871-7400-9617, v. 2



## Cover page

Applications must be received no later than April 20, 2022 by 3:00 p.m. Applications received after the deadline will not be considered.

Starting on May 2, 2022, through May 6, 2022, by 3:00 p.m., approved candidates applicants will be listed on a ballot for selection as the potential Student Board Member at the students' school where their peers will elect the finalist.

At the May 12, 2022, Board Meeting, selected student candidates from each school at each location will be allotted 5 minutes to give a presentation to the Board to explain why they would like to serve as the Student Board Member and to share their reason for wanting the position and their qualifications for this position.

**Final Selection:** At the June Regular Board Meeting, the Board will vote to select one of the candidates to appoint the Student Board Member for a term beginning the upcoming school year.

**The first meeting that the Student Board Member will attend will be at the July 7, 2022 Regular Board Meeting.**



## Timeline - MPS Student Board Membership

The purpose of the job aid is to provide school-site leaders with guidance for communicating information to the educational partners, conducting site-based elections, and identifying key timeline dates in order to effectively appoint the first student to the MPS Board.

### TIMELINE

- November 17, 2022 - Present the protocols and requirements for the election of the Student Board Member to the Nominating & Governance Committee.
- December 8, 2022 - MPS Board of Directors will review the protocols and requirements for the election of a Student Board Member
- February 1, 2023 - MPS Home Office will send out the first message for the Student Board Membership, along with the application and instructions for submission.
- February 2 - March 9, 2023 - MPS participating school sites will send out at least 3 messages for the position.
- March 10, 2023 - Deadline for students to submit applications for the position
- March 15, 2023 - Deadline for school-site leadership to submit student names to MPS Home Office
- March 20-30, 2023 - MPS participating school sites will provide a platform for student's voices by participating in at least 1 school event to communicate with the student body in a form of a debate, etc.
- April 10-14, 2023 - For 1 week, all participating school sites will hold elections through the platform Survey Monkey.
- May 11, 2023 - Each school representative will be allotted 5 minutes to present to the MPS Board of Directors. The presentation should include sharing qualifications for the position.
- June 8, 2023 - The MPS Board of Directors will vote to appoint the Student Board Member.
- July 13, 2023 - The Student Board Member will attend their first regular board meeting.

### RESOURCES

- [W Student Board Member Application \(4871-7400-9617.v2\).docx](#)
- [Request for MPS Student Board Member Informational Letter](#)
- [MPS Student Board Member Application Poster](#)

### LIST OF PARTICIPATING SCHOOLS

- Magnolia Science Academy #1
- Magnolia Science Academy #2
- Magnolia Science Academy #3
- Magnolia Science Academy #4
- Magnolia Science Academy #5
- Magnolia Science Academy Santa Ana



## Student Government Opportunity

Attention: High School Students  
(2023-24 10th-12th Grade)

**Position Open**  
**2023-24 Student Board Member**  
**Magnolia Public Schools Board**

**APPLY NOW!**

### Who is eligible to apply?

Any student who will be enrolled at an MPS High School, in good standing in the 2023-24 school year, and will be available to participate in board meetings is eligible to apply.

### What is the position?

The Student Board Member is a ~~full voting member~~ of the MPS Board of Directors, the governing body sets policy for all MPS schools.

*Proposed revision: The Student Board Member is a student representative on the MPS Board of Directors. They will have the opportunity to give a formal expression of opinion before the Board of Directors casts a vote on an item.*

### What is the commitment?

The Student Board Member is asked to (1) attend *one regular board and special meetings of the board*, typically 1 evening every month second Thursday of the month (meeting may be held virtually as dictated by public health circumstances); (2) give sufficient time to review agenda items coming before the board; and (3) assume the responsibilities ~~of a full member of the board~~. *indicated on the roles and responsibilities set forth.*

### When are applications due?

A complete application must be received by the MPS Board no later than 3:00 pm, Friday, April 14, 2023. Please submit your application via email at: \_\_\_\_\_. A single PDF of the application, letters of recommendation, transcript, and supplemental items are preferred.

### Where can I find the application?

[W Student Board Member Application \(4871-7400-9617.v2\).docx](#)

### Questions?

Jason Hernandez, Director of Student Services | [jhernandez@magnoliapublicschools.org](mailto:jhernandez@magnoliapublicschools.org) | 213-628-3634



## **Magnolia Public Schools**

250 E. 1st Street, Suite 1500  
Los Angeles, CA 90012  
Phone: 213-628-3634  
Fax: 714-362-9588

### **Contact**

Jason Hernandez, Director of Student Services

## **Request For Application for the 2023-24 Magnolia Public Schools Student Board Member**

Magnolia Public Schools (MPS) is accepting applications for the 2023-24 Student Board Member position. Any student who will be enrolled at an MPS High School, in good standing in the 2023-24 school year, and will be available to participate in board meetings is eligible to apply.

The estimated time commitment required for the Student Board Member will be at least one evening a month to attend Regular Board meetings which are usually held on the second Thursday of the month starting between the hours of 5:30 p.m – 6:00 p.m. (meeting may be held virtual as dictated by public health circumstances). Student Board Members are highly encouraged to attend Special Board Meetings and/or off-cycle Regular Board meetings that are not on the second Thursday of the month. In addition, sufficient time is needed prior to the meeting to study the agenda materials and prepare a brief update of school activities to share at the meeting; and, as needed, time to attend selected committee meetings, events, or workshops.

For more information, including the 2023-24 Student Board Member application, please visit the posting for more information,

[W Student Board Member Application \(4871-7400-9617.v2\).docx](#)

A complete application must be received by MPS by April 14, 2023, by 3:00 pm. Please submit your application via email at: \_\_\_\_\_. A single PDF of the application, letters of recommendation, transcripts, and supplemental items are preferred.

Jason Hernandez, M.Ed.  
Director of Student Services  
Magnolia Public Schools



## **Student Board Member Roles & Responsibilities**

### **History**

Magnolia Public Schools believes in the power of students' voices and the importance of seeking out and considering students' viewpoints and reactions. Therefore to enhance communication and collaboration between the governing board and the student body, the MPS Board of Directors supports the participation of high school students in the school's governance.

### **Student Responsibilities**

1. Duty of Care
  - Empowerment of student's voice by becoming a member of the MPS executive board. Per California Education Code AB 468
  - Prepare by reviewing agenda materials, in preparation to attend and participate in all MPS Board and Committee meetings
  - Provide communication between school-based leadership and the school board, and the community
2. Duty of Loyalty
  - Practice effective positive communication skills to create an atmosphere of mutual respect between students and adults to communicate the needs, desires, concerns, and successes of fellow students across the MPS
  - Interact with colleagues and other members of the school community to plan programs and activities that will enhance the atmosphere of the MPS campus and create a more positive learning environment for all students
3. Duty of Obedience
  - Continuously increases the understanding of policy governance roles focusing on broad issues and goals of MPS.
  - Effectively invest and manage time in business administration and policy-making tasks

### **Suggested Activities**

- Plan an orientation for new students.
- Sponsor a school-wide "spring clean-up day."
- Become involved in legislative issues and activities.
- Participate in a celebration honoring all volunteers and their commitment to MPS.
- Accept nomination to the nominating committee.
- Participate in planning next year's activities.
- Help choose the next year's membership theme.
- Schedule a college application entrance exam preparation night.

## **Requirements & Qualifications**

- Enrolled in Magnolia Public Schools entering the following school year in 9th-11th grade
- Maintain a minimum GPA of 3.0
- Acceptable Average Daily Attendance 95%+
- Acceptable Behavioral Rating (No Pending Disciplinary Actions - Suspensions and Expulsions)
- Parental approval of participation
- Recommendations from school-site leaders