

Agenda Item:	IV A: Action Item
Date:	October 12, 2023
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Zakeriya Ocel, Principal at MSA-3
RE:	Approval of MSA-3 Administration Plan for 2023-2024

1. Action Proposed:

I move that the Board approve the revised MSA-3 Administration Structure and Organizational Chart for 2023-2025.

2. Purpose:

This change will enable the MSA-3 principal to delegate important tasks, ensuring better support for academics, community engagement, and other critical aspects.

3. Background:

- MSA-3 has enrolled 126 new students this year, and an additional two students will be joining soon. Notably, nearly one-third of our student body and their parents are newcomers to our school.
- In the past, MSA-3 has faced challenges that demand increased attention, specifically in areas such as Average Daily Attendance, academics, and parent engagement, among others.
- Dealing with Prop-39 challenges necessitates closer collaboration with the LAUSD Curtiss MS Administration, more paperwork, and a considerable amount of time devoted to obtaining permissions.
- Furthermore, as we continue to hire new staff members, it becomes imperative to focus on effective coaching, teacher development, and staff retention.
- Our unofficial SBAC data underscores the need for a heightened focus on academics. Additionally, given our extensive offering of college courses, it is essential to maintain a daily check on this matter to consistently provide the best educational opportunities.

4. Analysis:

MSA-3 will not be adding a new staff member to its current administrative structure. This position was in place last year but became vacant when a member of the administrative team left. At that time, as part of our fiscal stabilization plan, we did not fill the position and removed it.

5. Impact:

This change will ensure that we can adequately address all the crucial aspects of running a well-functioning school.

6. Budget Implications:

There will be a \$5,000 budget implication due to position change. MSA-3 has achieved significant cost savings with its staff hiring this year. Moreover, our school's enrollment is steadily increasing, with 24



new enrollments totaling up to 389.

7. **Exhibits:**

- Slides Presentation

MSA-3 Administration Structure 2023-24

Presented by Zekeriya Ocel
Principal

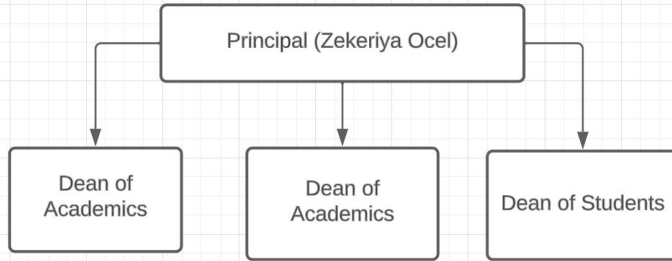
Agenda

- Proposed revision of MSA-3's Organizational Chart
- Distribution of Responsibilities
- Purpose and Evidence of need for an assistant principal
- Budget Impact

Proposed revision of MSA-3's Organizational Chart

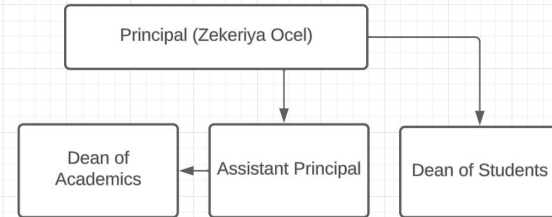
CURRENT

MAGNOLIA SCIENCE ACADEMY-3 ORG CHART



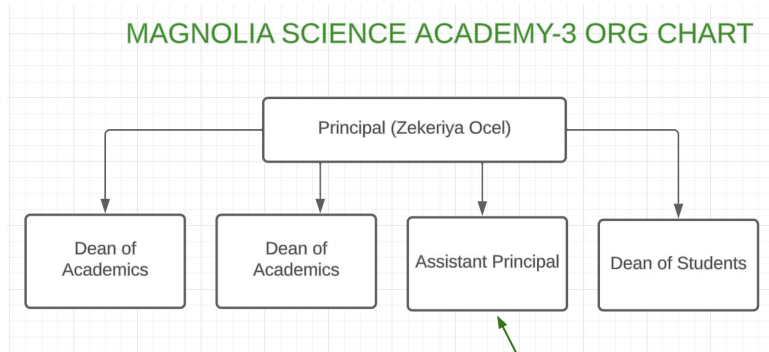
PROPOSED

MAGNOLIA SCIENCE ACADEMY-3 ORG CHART

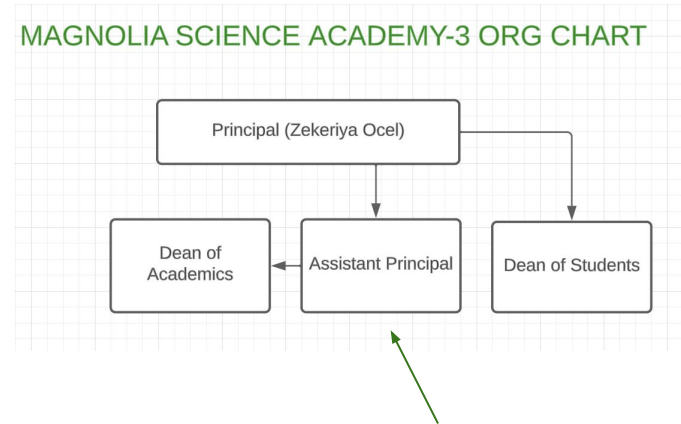


Proposed revision of MSA-3's Organizational Chart

2022-23 Org Chart



PROPOSED



Distribution of Responsibilities (Core Tasks)

PRINCIPAL (Major tasks)	ASSISTANT PRINCIPAL (In addition to DoA tasks)
ADA	Oversee after school program
LCAP Goal 1, Goal 2	Oversee HS/MS Academics
Authorizer relations/Site Visit preps	School operations in absence of principal
HR/Payroll/Purchase	Community Relations- PTF
Enrollment/New Parents	LCAP Goal 3, Goal 4
Prop-39/Facility needs/Alteration request	Informal Observations/Peer observation lead
Credentialing/Hiring	Staff PD
Data/Reports/Grants	Educational Partner Survey
Renewal	

Purpose and Evidence of need for an assistant principal

- MSA-3 has enrolled 126 new students this year, and an additional two students will be joining soon. Notably, nearly one-third of our student body and their parents are newcomers to Magnolia.
- In the past, MSA-3 has faced challenges that demand increased attention, specifically in areas such as Average Daily Attendance, academics, and parent engagement, among others. The addition of an assistant principal will enable the MSA-3 principal to delegate important tasks, ensuring better support for academics, community engagement, and other critical aspects.
- Dealing with Prop-39 challenges necessitates closer collaboration with the LAUSD Curtiss MS Admin, more paperwork, and a considerable amount of time devoted to obtaining permissions.
- Furthermore, as we continue to hire new staff members, it becomes imperative to focus on effective coaching, teacher development, and staff retention.
- Our unofficial SBAC data underscores the need for a heightened focus on academics. Additionally, given our extensive offering of college courses, it is essential to maintain a daily check on this matter to consistently provide the best educational opportunities.

Budget impact

- MSA-3 has achieved significant cost savings with its staff hiring this year. Moreover, our school's enrollment is steadily increasing, with 24 new enrollments since the academic year began, while only five students have disenrolled thus far. Our current student enrollment stands at 389.
- The student experience at MSA-3 has been exceptionally positive, as evidenced by both student referrals and suspension data. This positive trend, coupled with strong word-of-mouth recommendations, gives us confidence in reaching our enrollment goal of 400 students.