

Agenda Item:	II B: Recommended Action Item
Date:	April 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Educational Partners & Development Committee (the “Committee”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Fiorella Del Carpio, Chief People Officer
RE:	MPS School Site Classified Employees’ Pay Raise Schedule for 2024-25

Action Proposed

I move that the Committee approve the MPS school site classified employee's pay raise schedule for 2024-25 fiscal year. Furthermore, for the Committee to move and recommend that the Board adopt the same.

Introduction

The Home Office plans to make the following increases to MPS classified employees (exempt and non-exempt)

Below Table 1 is the summary of the proposed raise schedule.

<b>SITES</b>	<b>PROPOSED INCREASE %</b>
MSA 1, MSA 2, MSA 5, MSA 8	2 percent
MSA 3, MSA 4, MSA 6, MSA 7, MSA SANTA ANA, MSA SAN DIEGO	4 percent

Additionally, classified employees will be eligible for one-time annual assignment duties. Based on the Appendix 1 document, in 2024-25 FY, classified exempt employees will be paid based on the respective indicated dollar amount per duty. Non-exempt classified employees will be paid based on their regular hourly rate of pay when performing such duties.

Background

Every fiscal year (“FY”) MPS considers a fair rate of increase to the classified employee salaries. The Home Office analyzed the school budgets and worked with the school leadership teams to come up with the best raise schedules for each site.

Analysis

The home office proposes a 2 percent increase for **MSA 1, MSA 2, MSA 5, MSA 8** and a 4 percent increase to classified staff hourly rates for **MSA 3, MSA 4, MSA 6, MSA 7, MSA Santa Ana and MSA San Diego**.

**Some key notes**

- Currently in this 2023-24 Fiscal Year, there are 146 classified employees working at MPS sites under this pay raise structure; 20 part-time, 124 full-time, 2 temporary (47 employees are 11 month and 77 employees are 12 month employees). The following projections are done using the same numbers of the current fiscal year to see the impacts for the 2024-25 fiscal year.
- There are Part Time and Full Time employees working for MPS Sites. The FT employees can have 11 or 12 month agreements. The 11 month employees expect to get 22 pay periods, 48 weeks x 30 hours=1,440 hours in total in a fiscal year. The 12 month full time employees get 2,080 hours in a fiscal year.
- Chart 1 shows the 2024-25 FY classified titles, number of employees with each title and the average hourly rate for each title. There are 28 different classified job titles/positions projected to be within the 2024-25 school year.
- In the current 2023-24 fiscal year the average classified employee hourly rate is \$24.93/hr. We plan to make 2% or 4% increases to the salaries with this proposed raise schedule as explained in Table 1 above. With these increases the 2024-25 FY average MPS classified employee hourly rate is projected to be \$26.87/hr as seen below in the Chart 1.

**Chart 1: Current 2024-25 FY Classified Titles and average rates**

<b>Position</b>	<b>Count of Position</b>	<b>Average of Hourly Rate (\$)</b>
Administrative Assistant	4	27.74
After School Coach & Instructor	3	29.60
After School Coordinator	2	24.95
Ases Frontline Staff Member	2	17.74
Athletic Director	1	43.87
Behavior Implementation Intervn & Coach	1	25.00
Campus Aide	6	21.79
Campus Supervisor	2	22.96
Community Schools Coordinator	10	37.21
Community Schools Liaison	3	27.54
Custodian	14	20.51
Discipline Coordinator	5	34.17
ELOP After School Coach	2	20.50
ELOP Site Manager	2	37.64

Facility Manager	1	33.77
IT Manager	6	44.06
IT Technician and Campus Aide	1	30.00
Library Clerk	1	28.84
Meal Server	2	17.50
Music Instructor	1	35.00
Office Administrator	3	24.58
Office Clerk	10	22.83
Office Manager	11	35.22
PACE Coordinator	7	28.60
Paraprofessional	10	22.33
Social Worker	1	37.81
SPED Aide	21	23.56
Teacher Aide	14	20.82
<b>Grand Total/Average</b>	<b>146</b>	<b>26.87</b>

Budget Implications:

Below chart 2 shows the impact of the increases on each site. For the sake of the analysis, the current 2023-24 FY classified annual budgeted amount for each site is multiplied by the rate of increases for each site. Four of our 10 schools are projected to receive a 2 percent increase, while six of 10 schools will receive a 4 percent increase. The projections are based on each school's operating budget.

**Chart 2: The Impact of these increases on each site's budget**

SITE	INCREASE	IMPACT FOR 2024-25 BUDGET
MSA 1	2%	\$ 44,490
MSA 2	2%	\$ 28,795
MSA 3	4%	\$ 40,727
MSA 4	4%	\$ 11,271
MSA 5	2%	\$ 15,333
MSA 6	4%	\$ 13,348
MSA 7	4%	\$ 43,302
MSA 8	2%	\$ 22,634

MSA SA	4%	\$ 63,326
MSA SD	4%	\$ 23,257

- Amounts/ Funding Source:
  - The salaries are budgeted under Payroll expenses.
  - Funding Sources – (LCFF, other State & Federal funds).

Exhibits (attachments):

- Appendix 1: Annual 1 time add on assignments

## APPENDIX 1

MPS Board Approved Additional Duties-One Time Assignment for the 2024-25 School Year				
Additional Duties – One-Time Assignment				
	COMPONENT NAME	DOLLAR AMOUNT	PER	DESCRIPTION
* Hourly staff will not be paid according to the below rates but will be paid with respect to their hourly rates to the extent their job duties encompass any of the duties below.				
1	Home Visit Program	\$50	VISIT	Refer to Home Visit Policy
2	Virtual Home Visit	\$25	VISIT	Refer to Home Visit Policy
3	Saturday School	\$70	HOUR	Refer to School Admin
4	Parent Academy Coordinator	\$70	HOUR	Refer to School Admin
5	Parent Academy Teacher	\$70	HOUR	Refer to School Admin
6	After School Coordinator	\$30	HOUR	Refer to School Admin
7	After School Support	\$30	HOUR	Refer to School Admin
8	Zero Period Assistance	\$30	HOUR	Refer to School Admin
9	Substituting for another teacher	\$50	PERIOD	Refer to School Admin
10	Edge Coaching-Mentoring	\$35	HOUR	Refer to School Admin
11	Providing PD/Workshop	\$50	HOUR	Refer to School Admin
12	School Camp-Trip-Only for Overnight Trips	\$200	DAY	Refer to School Admin
13	SAT/ACT or College Prep Boot Camp	\$30	HOUR	Refer to School Admin
14	Assisting enrollment recruitment event, orientation meeting, open houses	\$50	HOUR	Refer to School Admin
15	Saturday/Sunday Community Activity (STEAM EXPO, Festivals or similar events)	\$150	EVENT	Refer to School Admin
16	Assisting Saturday or Summer New student Testing Proctor	\$35	HOUR	Refer to School Admin
17	Extra Tutoring Sessions	\$30	HOUR	Refer to School Admin
18	Attending PDs stipend (weekends, holidays, and summer; outside of work days)-Max 4 Days	\$150	DAY	Refer to School Admin
19	Attending Trainings Outside Class Hours (such as Infinite Campus)	\$30	HOUR	Refer to School Admin
20	Sustained Silent Reading (SSR) Period & Advisory Period Coverage	\$35	PERIOD	Refer to School Admin

21	High School Seasonal Sports Coach (per sport)	\$2,500	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sports assigned. Contribute to the education program as a whole and to the growth of students involved in athletics. Duties will include: knowledge of CIF rules and protocols, manage and supervise athletic activities and contests, monitor and enforce student eligibility criteria, collaboration with administration and athletic director to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
22	Middle School or Elementary School Seasonal Sports Coach (per sport)	\$2,000	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sports assigned. Contribute to the education program as a whole and to the growth of students involved in athletics. Duties will include: knowledge of league rules and protocols, manage and supervise athletic activities and contests, monitor and enforce student eligibility criteria, collaboration with administration to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
23	Assistant coach HS (per sport)	\$1,500	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and managing other aspects related to the assigned sport.
24	Assistant coach MS/ES (per sport)	\$1,000	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and managing other aspects related to the assigned sport.
25	Referee assignment	\$40	GAME	In case we can't locate a referee and one of our team members conduct this duty during the game
26	Dual enrollment college co-teacher after hours	\$1,500	Course	The co-teacher will work with students who are enrolled in college courses outside of the regular school day to follow up on student attendance, work submission, logistical support for students and will serve as the liaison between the professor and the students. The co-teacher will also attend all synchronous course sessions taught by college professors as well as provide at least 1 additional hour of support per week to students outside of the professor's synchronous sessions to support students. Further, the co-teacher will follow up with the professor, students, parents and school administration to provide targeted interventions to support students who are struggling with academics and attendance matters. This stipend is paid for each 1 college course of support.

27	Targeted Intervention	\$50.00	Hourly	<p>After reviewing data (NWEA, SBAC etc) a certificated teacher will host a small group (no more than 10 students) of intervention outside of the classroom time.</p> <p>Pre and Post data will be required to measure specific student growth during the intervention. The teacher will be required to send parents notification letters to invite them to the intervention groups for at least 6 weeks.</p> <p>The intervention must occur at least 2-3 times per week and for increments of 4-8 weeks in length.</p>
28	Parent meeting outside home	\$50	Visit	<p>As an ever evolving community school connection with families, we will allow educators to coordinate Magnolia Family visits at a community based location open to the public as an opportunity to connect families with community resources.</p> <p>This will be an extension of a project focused on community reflective tours.</p>
29	Administrative Hearing Committee	\$70	HOUR	<p>The Administrative Hearing Panel is a specialized committee composed of certificated teachers and administrators with experience in education law and student discipline, designed to hear cases on behalf of the governing board. The panel is to be impartial and “on call” to hear cases related to expulsions, involuntary removal, records review, etc. Meetings will be held in person or via Zoom, depending on the case, with a maximum of 2 hours of service.</p> <p>Appointments to the Panel will be approved by the site principal and Director of Student Services. Max 2 hours. Mileage reimbursement available for in person attendance to hearings.</p>
30	Intersession Instruction (Winter, Spring, etc.)	\$70	HOUR	<p>Teach enrichment, intervention and remediation courses and programs. Supervise students and manage related operations.</p>