

Agenda Item:	II C: Action Item
Date:	May 23, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Fiorella Del Carpio, Chief People Officer Brenda D. Olivares, Chief External Officer
RE:	Proposed Approval of Board Resolution for Creation and Elimination of Positions for the Improvement of Parent Support

1. Action Proposed:

Administration recommends that the Board approve the proposed Resolution #20240523-01 for Creation and Elimination of Positions for the Improvement of Parent Support.

2. Background

Presently, six (6) MERF schools have Parent Advocacy & Community Engagement (“PACE”) Coordinator positions which provide high level operational support to school sites during the enrollment process. Administration has determined that school funds would be better utilized focusing on parent engagement, support, recruitment, and retention during the enrollment process. Administrators propose eliminating the PACE Coordinator position and reallocating the funds to partially fund new Family Success Coordinator (“FSC”) job positions focused on the parent and student’s experience during recruitment. Each of the six (6) school sites with a PACE Coordinator would be replaced with an FSC in the new school year, resulting in a 1:1 staffing change for those schools. Additionally, two (2) additional school sites would receive an FCS in the new school year, including Magnolia Science Academy-2 and San Diego.

Administrators recommend Board creation of the FSC job position to provide targeted hands-on support to students, information and advocacy for parents, and information on Magnolia programs to the community during recruitment. The Board is asked to approve eight (8) initial positions, with pre-authorization to add additional positions to all remaining school sites, as grant funds become available.

3. Analysis:

Administrators have determined that student recruitment and enrollment would be more effective if it focused on the family experience over the internal, operational elements of enrollment. It is believed that recruitment with more targeted focus on families would lead to greater awareness of MERF and its programs in the community, better parent and student experiences and perceptions of MERF as early as possible, early generation of trust, support, and good-will, and stronger overall enrollment and retention figures in the long-term. This would result in anticipated greater funding through enrollment over time.

Current Schools with PACE Coordinator:

- MSA-1 (2)
- MSA-2 (2)
- MSA-5 (1)
- MSA-7 (1)

4. **Budget Implications:**

The FSC position will receive an average hourly rate of \$32.45/ hour, based on full-time employment over a 12 month work year. If Board approved, it will be added to the Classified Salary Schedule.

The PACE Coordinator position receives an average hourly rate of \$28.60/hour, based on full-time employment over a 12 month work year. If approved, it would be removed from the Classified Salary Schedule.

The FSC position would be partially funded by funds used to staff the prior PACE Coordinator positions. It would also be partially funded through the Federal CSP Award grant funds, which we will begin receiving in 2024/2025.

5. **Exhibits:**

- Board Resolution #20240523-01
- Family Support Coordinator Job Description

Resolution #20240523-01

MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION

RESOLUTION

**CREATION AND ELIMINATION OF POSITIONS
FOR THE IMPROVEMENT OF PARENT SUPPORT**

WHEREAS, Magnolia Educational & Research Foundation (“MERF”) is a non-profit organization operating public charter schools in Southern California; and

WHEREAS, MERF is reconfiguring the structure of its educational programs to provide the greatest targeted benefit to students with an emphasis on hands-on learning and support; and

WHEREAS, MERF has determined that certain positions are no longer as educationally impactful in their current form, and administration has assessed that funds spent staffing these positions would best benefit students by being redirected to other hands-on learning and service job positions; and

WHEREAS, MERF is charged with the responsible management and successful operation of all its charter schools and is obligated to employ staff in the best interest of its students and programs.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of MERF (the “Board”) that:

1. All Parent Advocacy and Community Engagement (“PACE”) Coordinator positions will be eliminated across all school sites for the total elimination of six (6) PACE Coordinator positions.
2. PACE Coordinator positions will be replaced with eight (8) new Family Success Coordinator (“FSC”) job positions, which will deliver the hands-on support for families listed in the attached job description.
3. These roles provide different services and functions within MERF, and the services and functions of the new FSC roles are better aligned with MERF’s mission and vision for engaged family support going forward.
4. These changes will become effective July 1, 2024. The CEO is hereby directed by the Board to take all actions necessary to effectuate this Resolution.
5. The FSC position will pay an average salary of \$32.45/hour and will work a full-time schedule during a twelve (12) month work year.
6. Employees in eliminated job positions will be provided re-employment support by the Human Resources Department of MERF, including information on open and available job positions the individual may apply for at MERF.
7. Employees in eliminated job positions will not be automatically transferred to a new role, nor will they have hiring preferences or re-employment rights with MERF.

PASSED AND ADOPTED by the Board this 23 day of May, 2024, by the following vote:

AYES:

NOES:

RECUSE:

ABSENT:

The undersigned Board Chair does hereby certify that the foregoing is a full, true, and correct copy of the Resolution adopted by the said Board at its meeting on the above date and by the vote above stated, which resolution is on file in the office of MERF.

Board Chair

Job Title: Family Success Coordinator

Job Type: 12-month, Full-time, Salary, Classified, Exempt

Summary:

Magnolia Public Schools (MPS) is seeking a dedicated and passionate Family Success Coordinator (FSC) to join our team. This role will focus on supporting the success of students as part of the family unit joining the Magnolia community. The Family Success Coordinator will play a crucial role in ensuring the successful integration of families into our school community and facilitating ongoing communication between staff and families as partners in the success of the child. They will oversee various aspects of the enrollment process, organize events grounded in the outcome of increasing family/ student satisfaction and sense of belonging to increase retention and impact recruitment and provide support to ensure a positive experience for families throughout the school year. This role will report directly to the school site Principal.

Responsibilities:

1. Foster Positive Relationships:
 - Build and maintain positive relationships with prospective and enrolled families, serving as a trusted resource and advocate for their needs and concerns.
 - Collaborate with school administrators, faculty, and staff to provide a welcoming and supportive environment for students and families throughout the enrollment process and beyond.
 - Conduct follow-up communications with enrolled families to assess satisfaction with the school experience, address any concerns, and gather feedback for continuous improvement.
 - Provide ongoing support and resources for enrolled families to address academic, social, or emotional needs and ensure a positive school experience for students and their families.
2. Orientation Structure:
 - Organize guided school tours for prospective families.
 - Coordinate street team efforts to promote the school and engage with the community.
 - Work with the leadership team to develop strategic enrollment plans based on current trends and projections, to be reviewed quarterly.
 - Conduct orientations at the beginning of the school year and as needed throughout the year to introduce and reinforce high-impact levers of school culture.
3. Recruitment & Retention Planning:
 - Understand enrollment targets and predictions, adjusting plans accordingly.
 - Create and implement grade level and total enrollment plans.
 - Anticipate shifting enrollment priorities and plan accordingly.
 - Implement retention strategies to enhance student engagement, involvement, and satisfaction with the school experience.

- Organize and facilitate home visits/meetings with families potentially not returning for the next academic year.
4. Transition Support:
 - Facilitate the transition of families throughout the school year.
 - Update entry and exit data, and conduct entry and exit interviews for new families.
 - Serve as a point of contact for families' needs and concerns.
 5. Communication Facilitation:
 - Hold workshops to demonstrate effective two-way communication between families and staff.
 - Actively seek opportunities to enhance communication between staff and families.
 6. Enrollment Events and Activities:
 - Organize and attend two monthly enrollment events, one on campus and one off campus.
 - Streamline the enrollment process to make it efficient and user-friendly for all applicants, leverage current programs i.e. Schoolmint
 7. Engage with Community Partners:
 - Collaborate with local school districts, educational agencies, and homeschool networks to raise awareness of the school's offerings and attract new students from diverse backgrounds at all available grade levels offered at site.

Key Deliverables:

- Enrollment Targets Met: Ensure that enrollment targets are met by effectively recruiting and retaining students.
- Family Satisfaction Survey Increase: Implement strategies to improve family satisfaction, increasing satisfaction survey scores.
- Increase Retention Rates for Highest Need: Develop programs and initiatives to increase retention rates, especially for families with high needs.
- Summer Melt Prevention: Implement measures to prevent "summer melt" by maintaining communication with families over the summer break.

Qualifications:

- Bachelor's degree in Education, Communication, Social Work, or related field (preferred).
- Experience in education, family support services, or community outreach.
- Strong organizational and planning skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse educational partners.
- Familiarity with survey administration and data management.
- Willingness to work flexible hours, including evenings and weekends when necessary.

Benefits:

- Competitive salary commensurate with experience.
- Health insurance coverage.
- Professional development opportunities.
- Paid time off and holidays.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, bend, and sit for long periods of time. The employee must also be able to listen and hear students, lift and/or move up to 50 pounds and be appropriately mobile, including by escorting students across campus as needed. This job description should not be construed to imply that these requirements are the only duties, responsibilities, and qualification for this job. Incumbents may be required to follow any additional related instructions, acquire related job skills and perform other related work as required or assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process:

- To apply, please submit your resume and cover letter detailing your relevant experience and why you're a good fit for this role.
- Deadline for applications: [TBD]