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| Agenda Item: | II D: Action Item |
| Date: | May 23, 2024 |
| To: | Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors |
| From: | Alfredo Rubalcava, CEO & Superintendent |
| Staff Lead(s): | Fiorella Del Carpio, Chief People Officer |
| RE: | Approval of 2024-25 Home Office Compensation and Salary Bands for Home Office Employees |

1. Action Proposed:

I move for the MPS Board to approve the salary band and for the Home Office Positions to be effective as of July 1, 2024.

2. Background

The salary band is the range of pay that has been established to be paid to employees performing a particular job function. Salary ranges generally have a minimum pay rate, a maximum pay rate, and a series of mid-range opportunities for pay increases.

Pay rates and salary ranges are also set up by employers and recognize the level of education, knowledge, skill, and experience needed to perform each job. The salary range demonstrates the interrelationships of the jobs utilized by an employer.

- 3. Analysis:** This proposed salary band does not propose any calculation method for salary increases or a method to identify how much to offer to new hires at the home office. This band rather defines the minimum and maximum ranges for each position.

| CHART 1 | |
|---|------------|
| Position type (2024-25) | Band group |
| CEO | A |
| C-Level, Executive Positions, General Counsel, Deputy Superintendent | B |
| Director, Controller, Senior Level Positions | C |
| Administrators, Managers, Analysts, Coordinators, Assistant Directors | D |
| Clerks, Assistants | E |
| Hourly (Non-exempt) | F |

| CHART 2 | | Tier number | | | | |
|---|----------------------------|------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Positions Type(2024- 25) | Band group & #of Employees | MIN | | AVERAGE | | MAX |
| | | 1 | 2 | 3 | 4 | 5 |
| CEO | A (1) | MPS BOARD OF DIRECTORS' DISCRETION | | | | |
| C-Level, Executive Positions, General Counsel, Deputy Superintendent | B (7) | \$135,000- \$152,550 | \$152,550- \$170,100 | \$170,100- \$187,650 | \$187,650- \$205,200 | \$205,200- \$231,876 |
| Director/Controller Senior Level Positions | C (14) | \$95,000- \$107,350 | \$107,350- \$119,700 | \$119,700- \$132,050 | \$132,050- \$144,400 | \$144,400- \$165,000 |
| Administrators, Managers, Analysts, Coordinators, Assistant Directors | D (12) | \$75,000- \$84,750 | \$84,750- \$95,768 | \$95,768- \$108,218 | \$108,218- \$122,286 | \$122,286- \$146,840 |
| Clerks/ Assistants | E | \$62,400- \$70,512 | \$70,512- \$79,679 | \$79,679- \$90,038 | \$90,038- \$101,743 | \$101,743- \$114,970 |
| Hourly/Office (Appendix 2) | F (1) | Minimum Wage-\$25.00 | \$25.00- \$30.00 | \$30.00- \$35.00 | \$35.00- \$40.00 | \$40.00- \$45.00 |

- The MPS Home office currently employs 35 employees in the FY 2023-24 as shown in the Chart-2.
- Each band group has 5 tier ranges.
- The lower limit for band group E is the minimum wage as of January 1, 2024, which is \$16 per hour.
- Please note that all home office non-exempt employees are already paid equal to or more than the minimum hourly rate. The HR department closely monitors all minimum wage related announcements and makes necessary adjustments.

4. Budget Implications

The preliminary home office budget was reviewed and discussed by the board during the April 2024 board meeting with a salary increase of 4% for home office employees.

Revision History:

| Revision | Date | Description of changes | Requested By |
|----------|------------|--|-------------------------------|
| 0 | 09/10/15 | Initial Release | Terri Boatman, HR Director |
| 1 | 05/07/19 | Revised the 2015 band by introducing bands and tiers with no job title limitations. Revised min and max salary bands. | Suat Acar,COO |
| 2 | 06/24/2021 | Converted dollar limits to ranges for each tier. Added director of state and federal programs to Band Group C & facility project manager to Band Group D. This proposed band changes the tier dollar range calculations for hourly employees. The tier 1 starts with minimum wage of the FY and increases with fixed \$5.00 per hour increments. | Suat Acar,COO |
| 3 | 05/23/2024 | Added General Counsel, Deputy Superintendent, and analyst positions. Removed job title samples on chart 1. Expanded the maximum salary tier for band C and D | Fiorella Del Carpio |