

Agenda Item:	III F: Action Item
Date:	June 7, 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 Alfredo Rubalcava, CEO & Superintendent
RE:	Approval of Overview and Roadmap for Staffing and Organization of New Orange County Schools

Action Proposed:

I move that the Board approve the overview and roadmap for staffing and organization of new Orange County schools.

Introduction:

This policy will allow the establishment and slow but steady building and formation of the Orange County school sites from the ground up, and to allow MERF to use the experience gained to be a roadmap for the opening of the 3 additional sites to follow. The policy allows administrators to assign current employees temporary, non-traditional roles, such as finding a school site, advocating for expansion before local agencies and community groups, without the need to frequently amend the job description or frequently issue and revoke employment agreements and stipends as duties change. It also involves the Board by providing for periodic check-ins with the Board and Board approval of transactions soon after they occur, but by no later than the timelines set in the policy. It also requires administrators to develop over the next 12 months a specific written plan for the opening of the next 3 school sites, for review and approval by the Board.

Budget Implications:

We anticipate additional costs as it relates to this position including salary and benefits for one FTE administrative position, which will be paid for from the Federal CSP Award.

Exhibits (attachments):

- Policy including the **Founding Principal Job Description for New Orange County Site During First Year Upon Charter Approval**

Magnolia Educational & Research Foundation
Overview and Roadmap for Staffing and Organization of
New Orange County Schools

As MERF has been approved by the Orange County Office of Education (“OCO”) to open one (1) county-wide charter schools with four (4) locations over five (5) years, the MERF Board of Directors (“Board”) must work in collaboration with MERF administrators on a plan and roadmap for the organizational structure and staffing of each school, to ensure an efficient, timely, and smooth opening process.

MERF intends to open the first school site for operation in fall 2025. Prior to its official opening and acceptance of new students, select MERF employees will need to carry out the initial tasks and duties of opening a school site. The initial tasks for opening over the next year will be difficult to pinpoint, but may include the following:

1. Identification and selection of school site;
2. Negotiation of leases and vendor agreements;
3. Planning and structuring initial programs for long term growth;
4. Planning and structuring staffing for long term growth;
5. Developing recruitment and outreach specific to the Orange County area.

As many of the initial tasks will be short term but time consuming (e.g., locating a school site), administrators may have difficulty assigning staffing with consistency under the current job descriptions and pay scales in place, which offer regular employment in an operational charter school. Likewise, many of MERF’s pre-existing policies, budgets, vendor agreements, and practices are suited to open/operational schools, and are not yet applicable to the new Orange County school sites which have not opened. Administrators may uncover numerous processes and policies that require minor, temporary changes to account for the new status of the school, many of which have not been envisioned and cannot be planned for during the opening of the first new Orange County school site. However, the Board has faith that administrators will begin adopting new policies, procedures, and approaches for the efficient opening of a new school site during the next one (1) year period, and may put that hands on experience to use in opening the next three (3) locations.

Therefore, the Board directs administration to prepare and adopt a model school site opening plan and roadmap (the “Plan”) based on the experience gained opening the first new Orange County school site between June 2024 and August 2025. The Plan will contain preliminary timelines, template operational documents, sample hiring policies and pay scales, local contacts, and most importantly, practical knowledge on opening a new school in Orange County. The Plan will be assembled over the course of the next one (1) year period and presented to the Board for approval as the road map to opening the remaining three (3) Orange County school sites, and possible other future charter schools in time. Administrators will also provide periodic updates to the Board and solicit feedback on the direction of the Plan.

To create this Plan, the Board directs administration to do as follows:

1. Develop effective systems for the opening of the new Orange County school site over the next one (1) year period.

2. Create and revise the organizational structure of the new Orange County School based on the anticipated needs of the program. Prepare a written organizational structure and present it to the Board prior to **fall 2025**.
3. Create regular and temporary job positions, write and revise job descriptions, award and adjust compensation based on the fluctuating needs of the organization during the initial pre-opening one (1) year period.
4. Changes to compensation ranges below and creation of new roles, must be taken to the Board no later than **sixty (60) days** after the change goes into effect, or by **the next regularly scheduled Board meeting**, whichever is later.
5. Prepare a comprehensive opening plan for the remaining three (3) new Orange County school sites by August 2025.

Pre-Approved Vendor and Compensation Ranges:

- | | | |
|------------------------|---------------------|-------------------------|
| 1. New Site Consultant | \$5,000 - \$15,000 | Scope of Work TBD |
| 2. New Site Principal | \$120,000-\$140,000 | Regular Job Description |

Founding Principal Job Description for New Orange County Site

During First Year Upon Charter Approval

In addition to all regular school site principal job duties, the Principal for the new Orange County Site will also carry out the following job duties as needed:

- During the first year, the Principal will be appointed
- Supporting all aspects of opening a new charter school
- Supporting, and even leading, the identification and selection of a school site
- Leading the development and implementation of policies, procedures, and programs integral to a new charter site
- Advocacy on behalf of the new charter site in various forums
- Working with vendors, administrators, and community members to prepare the school to be open by fall 2025
- Working closely with Orange County Authorizer to complete all tasks needed to open and operate the charter school
- Maintain open and effective communication with the C-Team, and report updates and progress as directed by the C-Team
- Carry out recruiting, marketing, community engagement, and advertising needing to fill enrollment and staffing
- Assist at other school sites if asked to do so
- Assist with duties of other positions when needed

These additional duties may entitle the employee to a stipend.