

Agenda Item:	V D: Action Item
Date:	July 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “ <b>Board</b> ”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Fiorella Del Carpio, Chief People Officer Megan Craig, Principal at Magnolia Science Academy-San Diego
RE:	Approval of Board Resolution for Creation and Elimination of Position for MSA-San Diego for the Improvement of School Operations

### **Proposed Board Motion**

I move that the Board approves board resolution #20240711-01 for creation and elimination of position(s) for MSA-San Diego to improve the school operations effective 2024-25 school year.

### **Introduction**

In consultation with the leadership team at MSA-San Diego, MERF administrators have identified the need to make significant changes to the organizational structure to better align with the available funding and enhance support for students and educational partners.

Firstly, the Community Schools Coordinator (CSC) position at MSA-San Diego will be eliminated. The funding source from the Community School Planning Grant is no longer available, and therefore, this position cannot be maintained or replaced.

Additionally, the Assistant Principal (AP) position will be eliminated and replaced by the Dean of Academics position. With the addition of the new Family Success Coordinator and Guidance Counselor roles, the need for the AP position no longer exists. The Dean of Academics will lead the academic model to support and engage all teachers, students, and educational partners, as detailed in the attached job description. This role will play a crucial part in driving the academic success and strategic initiatives of the school.

To further support the school community, two new positions will be added with funding from the Charter Schools Program (CSP) Charter Management Operator (CMO) Expansion and Replication Grant. The Family Success Coordinator (FSC) will deliver hands-on support for both families and students, integrating them into the school management model to ensure a cohesive and supportive environment. The Guidance Counselor position will focus on providing hands-on academic and college and career-focused support for students, staff, and educational partners, fostering a comprehensive support system for all stakeholders.

The changes are designed to maximize the benefit to students and educational partners, ensuring a robust and supportive educational framework. These changes will become effective on July 12, 2024. The CEO is hereby directed by the Board to take all actions necessary to implement this resolution. The new positions are part of the MPS pay scale.

Employees in eliminated positions will receive re-employment support from the Human Resources Department of MERF, including information on available job openings they may apply for within MERF. However, these

employees will not be automatically transferred to new roles, nor will they have hiring preferences or re-employment rights within MERF.

These strategic adjustments are intended to better serve the MSA-San Diego community by aligning resources with the school's evolving needs and ensuring that every role within the organization contributes effectively to student success and educational excellence.

**Budget Implications:**

- The Family Success Coordinator positions are funded through the CSP CMO Expansion and Replication Grant. New expenses will not have a negative impact on the school budget.
- Elimination of the Community School Coordinator will not have an impact on the Budget as the funding source also expired.
- Elimination of the AP role will have a \$5K positive impact on the budget.

**Exhibits (attachments):**

- Board Resolution #20240711-01
- Guidance Counselor job description
- MSA-SD Organizational Chart

**MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION**

**RESOLUTION**

**CREATION AND ELIMINATION OF POSITIONS  
FOR THE IMPROVEMENT OF SCHOOL OPERATIONS**

**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 at Magnolia Science Academy San Diego (MSA-San Diego) are no longer applicable in their current form, and administration has assessed that some of the funds are no longer available and new positions became available through new grants which lead to change in positions that would best benefit students and educational partners by creating new org chart for MSA-San Diego; 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. The Community Schools Coordinator (“CSC”) position will be eliminated at MSA-San Diego.
2. CSC position at MSA-San Diego will not be replaced with a new position as the funding source no longer exists.
3. Assistant Principal position will be eliminated at MSA-San Diego.
4. Assistant Principal Position will be replaced by Dean of Academics position.
5. Dean of Academics position, which will lead the academic model to support and engage all teachers, students and educational partners as listed in the attached job description.
6. Family Success Coordinator (“FSC”) job position, which will deliver the hands-on support for families and it will be added to the school management model with the funding provided by Charter Schools Program (“CSP”) CMO Expansion and Replication Grant.
7. Guidance Counselor job position, which will deliver the hands-on academic and College and Career focused support for students, staff and educational partners listed in the attached job description will be added to the school management model with the funding provided by CPS CMO Expansion and Replication Grant.

8. These roles provide different services and functions within MERF, and the services and functions of the new roles are better aligned with MERF's mission and vision.
9. These changes will become effective on July 16, 2024. The CEO is hereby directed by the Board to take all actions necessary to effectuate this Resolution.
10. The new positions are part of the MPS pay scale.
11. 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.
12. 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 11th day of July, 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.

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Board Chair

## **MPS Guidance Counselor**

**Position Summary:** Reporting to the Chief Academic Officer, the Guidance Counselor leads efforts to improve the MPS's College and Career Readiness programs and services to support the MPS goals of every student graduating from high school is college and career ready. The Counselor develops a comprehensive approach of school-based college and career programs, business and community internships and work experiences that bring community and higher education partners and Magnolia Schools together to achieve this goal.

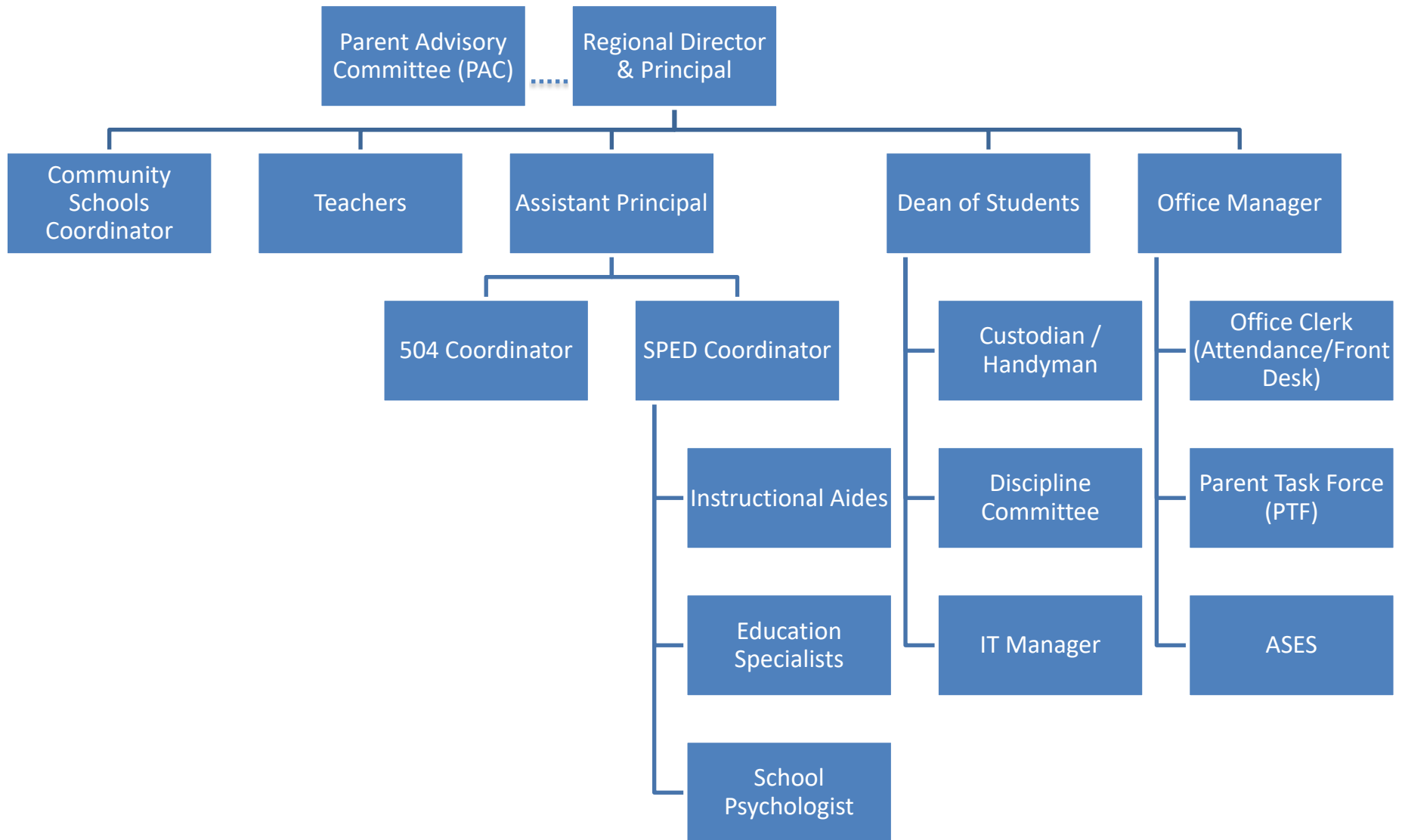
### **Essential Functions:**

- Supervises, guides and trains Magnolia Public Schools college counselors and advisors.
- Supports the development, implementation and evaluation of a structured Pre K-12 college and career readiness/awareness program.
- Recommends improvements and/or additions that enhance the efficiency and effectiveness of the CMO's college and career readiness efforts.
- Collaborates with the school and CMO staff to establish college and career readiness outcome measures of success.
- Serves as liaison to higher education partners.
- Monitors and evaluates graduation and college attrition and completion rates. Develops and revises policies, rules, and guidelines related to graduation requirements.
- Provides leadership for scholarship and financial aid programs.
- Remains aware of CMO and community needs and initiates activities to meet those identified needs.
- Provides increased accountability by capturing and analyzing data to track student success.
- Provides guidance and support for CTE, SAT/ACT, AP and dual enrollment programs
- Prepares reports and completes research on topics related to teaching and learning as assigned by Instructional directors.
- Actively supports school sites' career readiness programs, internships, and services at high schools and middle schools.
- Works with faculty, staff and students to develop and implement formal and informal student events and activities that enhance a college and career school culture.
- Provides and expands support for career readiness partners, including program advisory councils, local businesses, post-secondary partners, apprenticeship councils, community-based organizations, city and county municipalities, students, teachers and parents.
- Develop and implement curriculum for stand-alone college workshops for students and parents including: FAFSA and scholarship processes; transition to college workshops, and knowledge of post-secondary education; college days/nights; college readiness workshops for parents
- Promotes strong relationships with students' families and care-givers that engage them in their child's education and school events.
- In collaboration with the MPS Director of Partnerships and the Director of Student Services, work with Parent and College and Community Engagement (PACE) coordinators to ensure that the MPS College Success program is implemented at the school.
- Spearhead and project manage the first ever MPS College Fair.
- Other duties as needed

### **Qualifications:**

- At least 2 years of experience in educational administration, business/nonprofit operations, career services and/or project management.
- 5 years of experience as a teacher, counselor or school administrator.
- Counseling experience preferred.

# MSA-SAN DIEGO ORGANIZATIONAL CHART-2023-24



# MSA-SAN DIEGO ORGANIZATIONAL CHART-2024-25

