

Agenda Item:	III B: Action Item
Date:	August 8, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “ Board ”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Derya Hajmeirza, Director of People and Performance Elizabeth Rizzuto, Principal of MSA-4
RE:	Approval of Board Resolution for Creation of Position for MSA-4 for the Improvement of Academic Support

Proposed Board Motion

I move that the Board approve the board resolution #20240808-01 for creation of position(s) for Magnolia Science Academy-4 due to improvement of academic support effective 2024-25 school year.

Introduction

After consultation with other Magnolia and home office leaders, we have determined the need for the addition of a middle school multi-subject teacher to our overall number of 8 teachers at MSA 4. Our board-approved projected enrollment for the 2024-2025 school year was 144 students. However, our enrollment trends have been positive, and we currently have 155 completed enrollments, with an additional 31 students in the pipeline working toward completion. This growth significantly impacts our middle school capacity. Due to this substantial growth in our middle school enrollment, our current Science and History teachers are unable to cover all the required courses for grades 6 through 12.

The purpose of adding a multi-subject teacher is to alleviate the strain on our existing staff, ensuring that all students receive quality education across all subjects, and teachers are not burned out with no prep time. A multi-subject teacher will provide the flexibility to cover our middle school history and science classes, enhancing our ability to offer a well-rounded curriculum. This is particularly important for middle school students who are at a critical stage in their educational development, where exposure to a broad range of subjects fosters intellectual curiosity, critical thinking, and academic growth.

Budget Implications:

This position was not initially budgeted for the 2024-2025 school year. However, this position may be supported with additional funds based on anticipated enrollment growth. The School’s 2024-25 Adopted Budget is based on 144 students. However, current estimates indicate the School expects to have 155+ students beginning this Fall 2024. If this enrollment growth materializes then the School should be able to afford the costs for the additional position. If the projected enrollment increase does not materialize, the School would need to utilize its existing reserves to pay for this expense and potentially project deficit spending for the 2024-25 school year.

Exhibits (attachments):

- Board Resolution #20240808-01
- MSA-4 Organizational Char
- Teacher Job Description

Resolution #20240808-01

MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION

RESOLUTION

**CREATION OF POSITION FOR
MSA-4 FOR THE IMPROVEMENT OF ACADEMIC 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 Magnolia Science Academy-4 (“MSA-4”) 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 adding a new Multi Subject Teacher is in the best interest of the school; and

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

1. MSA 4 Venice will be staffed by one (1) principal, one (1) assistant principal and nine (9) teachers.
2. MSA-4 is adding a new Multi Subject Teacher due to the increasing enrollment.
3. These changes will become effective August 1, 2024. The CEO is hereby directed by the Board to take all actions necessary to effectuate this Resolution.

PASSED AND ADOPTED by the Board this 8th day of August, 2024, by the following vote:

AYES:

NOES:

RECUSE:

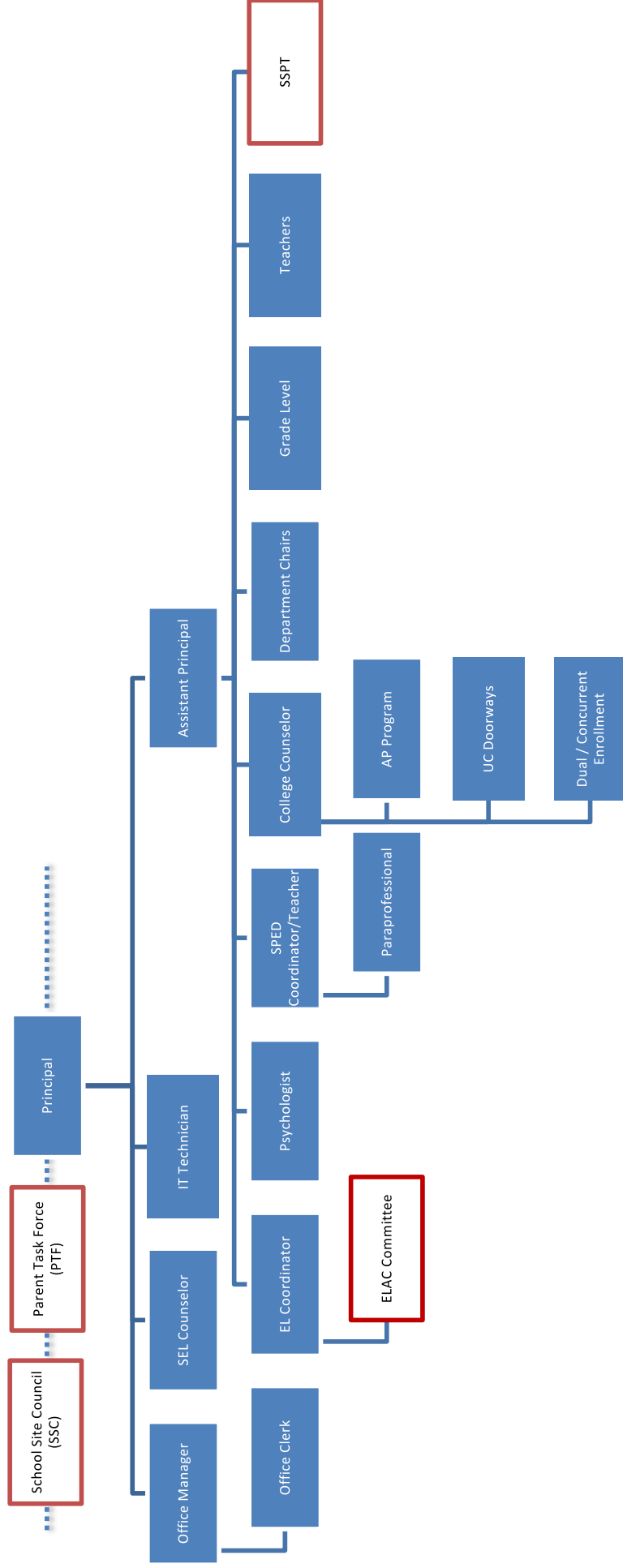
ABSENT:

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

MSA-4 ORGANIZATIONAL CHART

UPDATED



TEACHER- JOB DESCRIPTION

The primary role and purpose of a teacher is to provide students with appropriate educational activities and experiences that will enable them to fulfill their potential for intellectual, emotional, physical and social growth. Teachers will help students develop the skills necessary to be productive members of society.

Instructional Strategies

- Design, write and use lesson plans that conform to the charters curriculum.
- Teach instructional subjects according to guidelines established by California Department of Education, charter policies and administrative regulations
- Implement appropriate instructional and learning strategies, activities, materials and equipment to ensure comprehension of learning styles and student needs
- Design instructional activities by using data from student learning style assessments
- Collaborate with the Special Education Department on fulfilling requirements of student's Individualized Education Programs (IEP)
- Collaborate with staff to determine charter requirements for the instructional goals, objective and methods.
- Produce and oversee teacher aide and volunteer assignments
- Employ technology practices to strengthen the instructional process

Growth and Development

- Incorporate the principles and ideas of the Portrait of a Graduate and Magnolia Public Schools Schoolwide Learner Outcomes (SLOs) in lessons to support student growth.
- Help students assess and enhance their study methods and habits
- Produce formal and informal testing to evaluate student success
- Coordinate and manage extracurricular duties as assigned
- Sponsor outside activities approved by the charter principal
- Serve as an example for students, support mission of the charter

Classroom Management and Organization

- Prepare classroom to enhance learning and to aid in physical, social and emotional development of students
- Control student behavior in agreement with the student handbook
- Ensure necessary and reasonable measures are taken to protect students, equipment, materials and facilities
- Provide input on book, equipment and material selection

Communication

- Establish communication rapport with parents, students, principals and teachers through conferences.
- Create and maintain a professional relationship with colleagues, students, parents and community members.
- Present information accurately through clear communication skills

Other

- Enrich job skills through professional development activities
- Keep up to date on and abide by state and charter regulations and policies for classroom teachers
- Gather, manage and file all reports, records and other documents required
- Be active in faculty meetings and assist in staff committees as necessary
- Other job-related duties and schedules will be assigned to the employee by his/her supervisor

Physical Demands and Work Environment

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.

Qualifications:

- Bachelor's degree
- Valid CA teaching credential
- United States work authorization
- Teaching experience (preferred)