



Agenda Item:	IV H: Action Item
Date:	September 12, 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 Gokhan Serce, Chief Academic Officer
RE:	Approval of Board Resolution for Magnolia Science Academy- Santa Ana (MSA-SA) for Creation and Elimination of Positions for the Improvement of Educational Programs for Students

Action Proposed:

I move that the Board approves Board Resolution #20240912-03 for creation and elimination of position(s) for Magnolia Science Academy-Santa Ana to improve the school educational programs for students effective immediately.

Purpose:

After careful consideration and consultation with Magnolia and home office leaders, we have decided to make strategic staffing adjustments at MSA Santa Ana to better align with our academic priorities and evolving needs.

Firstly, the second Athletic Director position will be eliminated, as our current Athletic Director is fully capable of managing all related duties. This change reflects our determination to optimize resources by consolidating responsibilities and ensuring effective management of our athletic programs without the need for a second position.

As part of this restructuring, we will replace the second Athletic Director position with one (1) Full-Time Physics/Math Teacher. This addition is essential to meet the growing demand for these critical subjects, particularly as we experience an increase in middle and high school students requiring advanced instruction in Physics and Mathematics. Physics, in particular, is a crucial subject for a science-focused school like ours, providing foundational knowledge that is necessary for our students to be competitive applicants for the University of California (UC) and California State University (CSU) systems, as well as other top universities.



To further enhance the learning environment, we will also add one (1) Full-Time Teacher Aide position. This will be an essential addition to our first grade, providing vital support to our educators and ensuring each young student receives the individualized attention they need to build a strong foundation for future learning and success.

Finally, recognizing the importance of fostering creativity and cultural appreciation, we will add one (1) Part-Time Music Teacher. This position will enrich our curriculum and offer students diverse learning opportunities beyond the core academic subjects.

These adjustments are designed to maintain high-quality education standards while strategically responding to the needs and interests of our student body.

Budget Implications:

The fiscal impact of the projected staff changes are expected to be approximately \$45,000 and will be paid for from MSA Santa Ana's operating budget. Since the school's enrollment is expected to increase since the board approved the 2024-25 Adopted Budget in June, 2024 we expect the additional revenue from the enrollment increase to be sufficient to cover these costs. All expenses will be incorporated into MSA Santa Ana's 2024-25 First Interim Report to be presented to the board in December 2024.

Athletic Director (CIF) Position

Currently, MSA-SA has budgeted approximately \$75,500 for the Athletic Director (CIF) position. However, with our newly hired Athletic Director effectively managing all sports across all grade levels, including CIF, this specific position may no longer be necessary. Therefore, the school proposes reallocating the funds originally designated for the Athletic Director (CIF) position to hire a new teacher with a Physics/Math credential. This adjustment would better align resources with the school's academic priorities and needs.

Part-Time Music Teacher

There are existing funds available to cover a part-time music teacher for 6 hours. To effectively serve our students, we propose hiring two part-time music teachers, each working 3 hours. This approach ensures no additional budget impact, as the existing funds will sufficiently cover these positions.

SPED Aide Position



Adding a Full-Time Teacher Aide, particularly for our first grade, will have a budget impact of \$45,000. This additional expense is essential to provide the necessary support for our educators and ensure individualized attention for our young students.

Exhibits:

- Board Resolution #20240912-03
- Teacher job description (*general teacher job description which will be used for both Music teacher and Physics/Math teacher positions*)
- SPED Aide job description
- MSA-SA Organizational Chart

Resolution #20240912-03

MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION

RESOLUTION

**CREATION AND ELIMINATION OF POSITIONS
FOR MAGNOLIA SCIENCE ACADEMY- SANTA ANA (“MSA-SA”) FOR THE
IMPROVEMENT OF EDUCATIONAL PROGRAMS FOR STUDENTS**

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 MSA-SA 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. The second Athletic Director position at MSA-SA will be eliminated.
2. One (1) Full-Time Physics/Math Teacher position will be added.
3. One (1) Full-Time SPED Aide position will be added.
4. One (1) Part-Time Music Teacher will be added.
5. These changes will become effective immediately. The CEO is hereby directed by the Board to take all actions necessary to effectuate this Resolution.
6. Employees in eliminated job positions will be provided re-employment support by the People and Culture 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 12 day of September, 2024, by the following vote:

Resolution #20240912-03

Creation and Elimination of Positions for MSA-SA for the Improvement of Educational Programs for Students

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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

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)



JOB SUMMARY SPED AIDE

The primary role and purpose of a Special Education Aide is to provide assistance to the Special Education teacher for the physical and instructional needs of the charter students with disabilities in the special education program. The Special Education Aide will help implement educational programs, including self-help, behavior management and instructional programs for students. The Special Education Aide will work under direct supervision of a certified teacher and indirect supervision of the Principal. Special education aides who are authorized to handle crisis situations and physically restrain students will complete specialized training in behavioral interventions.

JOB DUTIES

Instructional Support

- Prepare educational materials and displays for the classroom with the assistance of the classroom teacher
- Assist in keeping class neat and orderly
- Assist teacher in handling administrative records and reports
- Help substitute teachers with classroom layout, or other pertinent classroom management
- Assist with inventory, care and maintenance of equipment

Student Management

- Help physically disabled students according to their needs, including but not limited to transferring to and from wheelchairs, lifting, or positioning
- Help students with physical needs and personal care, including but not limited to feeding, bathroom needs, and personal hygiene
- Assist in student behavior management; this includes handling crisis situations and restraining disruptive or dangerous students as needed
- Take responsibility for learning and conforming to each student's special medical, physical, communicative and emotional needs
- Coordinate educational activities assigned by the teacher; help individual students or small groups
- Assist in overseeing students throughout school day, inside and outside classroom; this includes lunchroom, bus and playground duty
- Advise teacher on special needs or problems of individual students

Other

- Ensure confidentiality
- Enhance job skills by participating in staff development programs
- Be active in faculty meetings and special events as assigned
- Other job related duties and schedules assigned by supervisor

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**MSA- Santa Ana
Organizational Chart**

Dean of Academics
Cobi Luciani

Dean of Academics
Melik Sayin

College Counselor
Elizebeth Chavez

Instrutlional Staff

Instrutlional Aides

SpEd Department

**Department Chairs
Grade Level Chairs**

Principal
Steven Keskindurk

Dean of Students,
Curtiss Philipsen

Supervision

**Afterschool/
Before-school Coordinator**

Last Edit Date:
08/03/2024

Operations
Steven Keskindurk

**Custodian/
Landscaping**

IT Coordinator

Athletic Director

Office Manager

Office Clerk

Attendance Clerk

School Nutrition