



Agenda Item:	V D: Action Item
Date:	October 10, 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 Zekeriya Ocel, Principal
RE:	Approval of Board Resolution for Magnolia Science Academy- 3 (MSA-3) for Creation and Elimination of Positions for the Improvement of Educational Programs for Students

Action Proposed:

I move that the Board approve Board Resolution #20241010-01 for creating a Restorative Justice Coordinator and Family Success Coordinator, while eliminating the CSL (Community School Liaison) position(s) for Magnolia Science Academy-3 to improve the school educational programs for students effective immediately.

Purpose:

Due to the evolving needs of MSA-3, we will discontinue the Community School Liaison (CSL) position, as the workload on campus can be effectively managed by the current Community School Coordinator (CSC). However, MSA-3 requires a Restorative Justice Coordinator to better address increasing campus discipline issues. The rise in unwanted behavior is partly due to increased enrollment, with new students experiencing some difficulty adjusting to the school’s culture. The Restorative Justice Coordinator will play a crucial role in addressing these challenges and supporting a positive campus environment.

Additionally, a Family Success Coordinator is needed to boost enrollment, which currently stands at 409. Significant efforts must be made to increase enrollment, and the Family Success Coordinator will play a crucial role in attracting more students to help sustain our Average Daily Attendance (ADA).



Budget Implications:

The CSL position will be replaced with Restorative Justice Coordinator, with no budget impact for this transition. However, the addition of a Family Success Coordinator will result in an increase of approximately \$98,000 will be incorporated into the MSA 3 First Interim Report that will be presented to the board on December 12, 2024. We expect the school to be able to meet its financial obligations for the 2024-25 year.

Exhibits:

- Board Resolution #20241010-01
- Restorative Practices Coordinator Job Description
- Family Success Coordinator (“FSC”) Job Description
- MSA-3 Organizational Chart

Resolution #20241010-01

MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION

RESOLUTION

**CREATION AND ELIMINATION OF POSITIONS
FOR MAGNOLIA SCIENCE ACADEMY- 3 (“MSA-3”) 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-3 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. Community Schools Liaison (“CSL”) position will be eliminated.
2. One (1) Full-Time Restorative Practices Coordinator position will be added.
3. One (1) Full-Time Family Success Coordinator (“FSC”) position will be added.
4. These changes will become effective immediately. The CEO is hereby directed by the Board to take all actions necessary to effectuate this Resolution.
5. 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.
6. 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 10 day of October, 2024, by the following vote:

Resolution #20241010-01

Creation and Elimination of Positions for MSA-3 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



Position: Restorative Justice Coordinator (Non-Classroom-based)

Evaluated by: Principal and/or Assistant Principal (Student Services)

Job Summary

The Restorative Justice Coordinator will provide comprehensive and culturally competent restorative justice support to ensure the academic success of students, reduce disproportionate discipline, and promote positive climate and culture. This position includes research, professional development, and support to administrators, teachers, and support staff. They perform a full range of leadership support duties and responsibilities by supporting schools as they work to uphold the tenets of Restorative Justice.

Minimum Requirements:(recommended, but not required)

- Five (5) years of successful full-time public school certificated service as a teacher
- A valid California teaching credential authorizing K-12 service
- English Learner Authorization

Primary Duties/Responsibilities:

- Provides support to teachers in implementing School Wide Positive Behavior Intervention and Support (PBIS) in their classrooms, in collaboration with school administration.
- Actively monitors student behavior on campus, applying restorative justice practices.
- Regularly assesses where problem behavior occurs and implements proactive strategies to minimize unwanted behavior.
- Conducts community building circles with teachers/admin/discipline coordinator in developing Restorative Justice practices.
- Supports school staff in creating protocols to develop shared school values that proactively address student issues, infractions and concerns.
- Supports school administrators and other key staff in developing the infrastructure needed to provide Tier 2 and Tier 3 interventions and support.
- Reviews and shares school discipline data and reports to provide support and to monitor implementation progress and effectiveness of the MPS Discipline Policy.
- Work with school teams to triage student needs, collaborate and strengthen current practices.
- Managing highly sensitive and confidential information in compliance with FERPA guidelines.
- Assisting with major school events, attending all staff meetings and retreats as needed, and serving on various school committees.
- Develop monthly themes that promote PBIS.
- Other duties as assigned.

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.

Job Title: Family Success Coordinator

Job Type: 12-month, Full-time, Salary, Classified, Exempt

Summary:

Magnolia Public Schools (MPS) is seeking a dedicated and passionate Family Success Coordinator (FSC) to join our team. This role will focus on supporting the success of students as part of the family unit joining the Magnolia community. The Family Success Coordinator will play a crucial role in ensuring the successful integration of families into our school community and facilitating ongoing communication between staff and families as partners in the success of the child. They will oversee various aspects of the enrollment process, organize events grounded in the outcome of increasing family/ student satisfaction and sense of belonging to increase retention and impact recruitment, and provide support to ensure a positive experience for families throughout the school year. This role will report directly to the school site Principal.

Responsibilities:

1. Foster Positive Relationships:
 - Build and maintain positive relationships with prospective and enrolled families, serving as a trusted resource and advocate for their needs and concerns.
 - Collaborate with school administrators, faculty, and staff to provide a welcoming and supportive environment for students and families throughout the enrollment process and beyond.
 - Conduct follow-up communications with enrolled families to assess school experience satisfaction, address concerns, and gather feedback for continuous improvement.
 - Provide ongoing support and resources for enrolled families to address academic, social, or emotional needs and ensure a positive school experience for students and their families.
2. Orientation Structure:
 - Organize guided school tours for prospective families.
 - Coordinate street team efforts to promote the school and engage with the community.
 - Work with the leadership team to develop strategic enrollment plans based on current trends and projections, to be reviewed quarterly.
 - Conduct orientations at the beginning of the school year and as needed to introduce and reinforce high-impact levers of school culture.
3. Recruitment & Retention Planning:
 - Understand enrollment targets and predictions, adjusting plans accordingly.
 - Create and implement grade level and total enrollment plans.
 - Anticipate shifting enrollment priorities and plan accordingly.
 - Implement retention strategies to enhance student engagement, involvement, and satisfaction with the school experience.

- Organize and facilitate home visits/meetings with families potentially not returning for the next academic year.
- 4. Transition Support:
 - Facilitate the transition of families throughout the school year.
 - Update entry and exit data, and conduct entry and exit interviews for new families.
 - Serve as a point of contact for families' needs and concerns.
- 5. Communication Facilitation:
 - Hold workshops to demonstrate effective two-way communication between families and staff.
 - Actively seek opportunities to enhance communication between staff and families.
- 6. Enrollment Events and Activities:
 - Organize and attend two monthly enrollment events, one on campus and one off campus.
 - Streamline the enrollment process to make it efficient and user-friendly for all applicants, leverage current programs i.e. Schoolmint
- 7. Engage with Community Partners:
 - Collaborate with local school districts, educational agencies, and homeschool networks to raise awareness of the school's offerings and attract new students from diverse backgrounds at all available grade levels offered at site.

Key Deliverables:

- Enrollment Targets Met: Ensure that enrollment targets are met by effectively recruiting and retaining students.
- Family Satisfaction Survey Increase: Implement strategies to improve family satisfaction, increasing satisfaction survey scores.
- Increase Retention Rates for Highest Need: Develop programs and initiatives to increase retention rates, especially for families with high needs.
- Summer Melt Prevention: Implement measures to prevent "summer melt" by maintaining communication with families over the summer break.

Qualifications:

- Bachelor's degree in Education, Communication, Social Work, or related field (preferred).
- Experience in education, family support services, or community outreach.
- Strong organizational and planning skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse educational partners.
- Familiarity with survey administration and data management.
- Willingness to work flexible hours, including evenings and weekends when necessary.

Benefits:

- Competitive salary commensurate with experience.
- Health insurance coverage.
- Professional development opportunities.
- Paid time off and holidays.

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Application Process:

- To apply, please submit your resume and cover letter detailing your relevant experience and why you're a good fit for this role.
- Deadline for applications: [TBD]

MAGNOLIA SCIENCE ACADEMY-3 Org CHART

