



<b>Agenda Item:</b>	IV A: Action Item
<b>Date:</b>	November 20, 2024
<b>To:</b>	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
<b>From:</b>	Alfredo Rubalcava, CEO & Superintendent
<b>Staff Lead(s):</b>	Fiorella Del Carpio, Chief People Officer Brad Plonka, Principal
<b>RE:</b>	Approval of Board Resolution for Creation of Position(s) for Magnolia Science Academy (MSA)-1 for the Improvement of Educational Programs for Students

**Action Proposed:**

I move that the Board approve Board Resolution #20241120-01 for creation of position(s) for Magnolia Science Academy-1 to add the Substitute Teacher and School Coach positions to improve the school's educational programs for students.

**Purpose:**

The purpose of adding a substitute teacher position at Magnolia Science Academy-1 is to provide consistent instructional support and classroom stability during teacher absences or unforeseen staffing needs. With recent challenges such as teacher misassignments and the need for greater classroom flexibility, a dedicated substitute teacher will ensure that students continue to receive quality instruction without interruption. This role will also reduce strain on existing staff, allowing them to focus more effectively on their primary responsibilities. Adding this position will support a smooth and effective learning environment for our growing student body.

The purpose of adding a School Coach position at Magnolia Science Academy-1 is to provide a proper athletic coach for our growing sports program. A dedicated coach will give our student-athletes appropriate support to improve their athletic fundamentals, teamwork, and responsibility.



**Budget Implications:**

The addition of a substitute teacher position and a School Coach position at Magnolia Science Academy 1 will result in an additional cost of \$61,455 and \$24,375, respectively. The total increase to the MSA 1 budget will result in an increase in personnel costs of approximately \$86,000. The school has increased its enrollment since the July 1 Adopted Budget and therefore the revenue from the additional enrollment will be sufficient to cover the costs for the additional expenses. We will include these costs as well as provide updates on enrollment, revenues and expenditures into the MSA 1 2024-25 First Interim Report to be presented to the board on December 12, 2024.

**Conclusion:**

This investment will help maintain instructional continuity and after school support, and positively impact overall school operations and student learning.

**Exhibits:**

- Board Resolution #20241120-01
- Substitute Teacher Job Description
- School Coach Job Description
- MSA-1 Organizational Chart

Resolution #20241120-01

**MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION**

**RESOLUTION**

**CREATION OF POSITION FOR  
FOR MAGNOLIA SCIENCE ACADEMY-1 (“MSA-1”) 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-1 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 an additional Substitute Teacher and School Coach position 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-1 will hire one (1) full time Substitute Teacher position.
2. MSA-1 will hire one (1) part time School Coach position.
3. These changes will become effective immediately. The CEO is hereby directed by the Board to take all actions necessary to effectuate this Resolution.

**PASSED AND ADOPTED** by the Board this 20th day of November, 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



## **Substitute Teacher**

### **Position Summary:**

Magnolia Science Academy-1 is seeking a dedicated and adaptable Substitute Teacher to provide high-quality instructional support and maintain a productive classroom environment during regular teachers' absences. The Substitute Teacher will ensure that students' learning experiences remain uninterrupted by following lesson plans, fostering student engagement, and upholding the school's standards of excellence. This position requires flexibility, professionalism, and a commitment to student success across various subjects and grade levels.

### **Key Responsibilities:**

- **Classroom Instruction:** Implement lesson plans and instructional activities as prepared by the regular classroom teacher, ensuring consistency in student learning objectives.
- **Classroom Management:** Maintain an organized and positive classroom environment, encouraging respectful behavior and active student participation.
- **Student Engagement:** Adapt instructional strategies to meet the diverse needs of students, engaging them in meaningful learning activities.
- **Progress Monitoring:** Observe and support student progress, assisting with assignments, and providing feedback as necessary.
- **Communication:** Collaborate with other staff members and communicate effectively with students to support a smooth transition during teacher absences.
- **Record Keeping:** Maintain accurate records of student attendance, behavior, and any notable academic achievements or challenges.
- **Professional Development:** Participate in any training or orientation sessions required to stay informed on school policies, classroom management techniques, and instructional strategies.
- **School Policies:** Adhere to and enforce all school policies, including those related to student safety, confidentiality, and ethics.

### **Work Schedule and Compensation:**

- **Schedule:** This is a full-time substitute position, with hours and specific assignments varying depending on daily needs.
- **Salary:** \$65,000 annually, with benefits.

## School Coach Job Description

### Job Summary

Assist young players' confidence, skill and potential to transform them into self-aware, strong individuals, in sports and in their daily lives.

### Job Responsibilities

- Train a team of athletes on a constant basis for the ideal physical condition in their sport by using methods to help improve nutrition, muscle development, athletic skill and mental toughness.
- Teach individuals about everything related to the sport's rules and regulations to help athletes develop a high level of understanding of their chosen game.
- Create specific physical performance conditioning programs to increase athletic performance, confidence and team winning percentage.
- Evaluate team and individual athletic performance consistently using video, photography, data sheets and other means and addressing skills deficits during practice sessions.
- Schedule practice sessions with athletes, work with the league to develop a game schedule during the season and ensure transportation and lodging are provided for travel when needed.
- Choose members of the coaching support staff and coordinate goals and strategies for improvement with assistant coaches and other staff members.
- Select and ensure top quality of team equipment, supplies and facilities, such as uniforms, practice equipment, conditioning materials, game balls, fields, indoor game areas or courts.
- Develop effective job coaching and employment plans
- Communicate with students to understand their goals and ambitions
- Assist students to discover and overcome their personal barriers and set goals
- Assess the strengths of individuals and teach them to use them effectively
- Guide students in learning to complete job tasks
- Help in the development of motivation and skills
- Monitor and evaluate progress of students
- Keep records and documentation and prepare appropriate reports
- Oversees the safety condition of the facility or area in which assigned sport is conducted at all times that students are present.
- Enforces rules and regulations concerning conditioning of players and their health and safety.
- Reports injuries to the school admin as well as completing and submitting incident reports
- Exercises great care in dealing with all injuries and particularly those that are of a serious nature. In all cases, the coach should assure that the injured athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach should secure the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities.
- Provides supervision of all athletes until they have left the building and/or site.
- Ensures that all windows, doors, and gates are locked in any area that has been used.
- Coaching games in the evening
- Traveling with the team on the bus
- Coaching at tournaments on certain weekends
- Taking care of the equipment and inventory
- Maintaining effective communication with the athletic director
- Collaborating with after-school personnel for attendance purposes.
- Other job related duties and schedules assigned by 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.



**BRAD PLONKA**  
Principal (MSA1)

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**GAGE SNOOK**  
Athletic Director & PBIS  
Coordinator

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**ALEJANDRO DANTE  
GUTIERREZ**  
Facility Manager

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**JANET TRAN**  
Office Manager

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**MARIA ZAMBRANO  
(HELLSTROM)**  
Office Manager



**AZNIV FOTOLYAN**  
Assistant Principal

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**JASON MERTELL**  
Dean of Students

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**JESSICA GARCIA  
MERCADO**  
Dean of Students

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**FRANK BIDAK**  
Dean of Academics

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**JOHN GURCAN TERZI**  
Assistant Principal

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GAGE SNOOK

Athletic Director & PBIS  
Coordinator

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VACANT

Afterschool Coach



Ethan Arroyo

Afterschool Coach



Andrew Gauthier

Afterschool Coach





FRANK BIDADK  
Dean of Academics

8



Kerry Teague  
Physical Education Teacher

4



CAROLYN TALCOTT  
ELD & Title 1

3



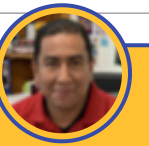
PAUL SILVA  
Math Teacher

2



MESUT DENIZ  
Science Teacher

2



CIDERIO FLORES  
Spanish Teacher

2



ARIANA TORANZO  
Substitute Teacher



FARISHAD BASHEER  
AHAMED  
Computer Science Teacher

1



VACANT  
Substitute Teacher



LAWRANCE MATHEW  
SARENANA  
Teacher Aide



CHRISTOPHER NAM-LE  
HUYNH  
Physical Education Teacher



ALYSSA ALEXIS LOPEZ  
Physical Education Teacher



COREY AGUILAR  
Substitute Teacher



FREDDY GARCIA  
English Teacher



BIRUTE MIKULEVICIUTE  
English Teacher



JARED STONE  
English Teacher



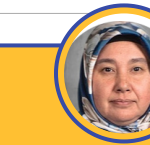
JOSHUA EHRENBERG  
Math Teacher



STEVEN NGUYEN VO  
Math Teacher



DOUGLAS SMITH  
Science Teacher



ELIF SAHIN  
Science Teacher



STEPHANE REYNAUD  
Spanish Teacher



MARIA SAMANO  
Spanish Teacher



GREG COLLINS  
GILLILAND  
Computer Science Teacher